

# SPRING MOVE OUT

## Resident Move-Out Checklist

### THE FOLLOWING ARE TASKS TO BE COMPLETED PRIOR TO YOUR DEPARTURE:

- Clean, defrost, and disconnect MicroFridge. Leave doors open. MicroFridge should be completely defrosted at check-out. This could take up to a day to complete.
- Return furniture to its original position. All university furniture must be present upon checkout.
- Clean entire room, apartment or suite. This includes wiping down all surfaces including kitchens, common spaces and bathrooms if applicable.
- Sweep, mop and/or vacuum floor.
- Remove all personal items from walls and doors. **Leave 3M tape and Command Strips on walls.**

### Miscellaneous items

- Remove your bike from the designated storage space. No longer need your bike? reCYCLE it with the Buckeye Bike Hub! Schedule your drop off at [go.osu.edu/bikerecycle](https://go.osu.edu/bikerecycle)  
**Need bike storage for the summer?**  
Visit [ttm.osu.edu/bikes-campus](https://ttm.osu.edu/bikes-campus) or contact [bikes@osu.edu](mailto:bikes@osu.edu)
- Remove all personal items from the building. This includes any carpets that have been purchased during the year.
- Take out all trash and recycling to designated areas. During move-out recycling is only available at Baker Hall, Neil Building and Scott House.
- Empty and clean trash can and recycling bin.
- Any box fans provided by the university are yours to keep.
- Clean out your mailbox and pick up any packages from the front desk. The last day to receive mail and packages is **May 4**.
- Have an item that you're not taking home with you? Donate it to Goodwill!**
  - Donations will be accepted **April 21 – May 6**.
  - Collection points will be at your front desk location.
- Turn off all lights and close the blinds.
- Make sure your window is closed and latched. Lock door to your room/suite.
- Document the status of your room in photographs prior to checking out.**
- Turn in brass keys or temporary BuckIDs at the front desk or key drop box if they were issued to you.

### Please Note:

- Make sure you take all your belongings. Anything left behind will be disposed of at your expense.
- Any items not found to be in working, clean or satisfactory condition could incur charges.
- These charges begin at **\$40** for anything including staff labor. Any keys not returned will incur a charge starting at **\$150**. Visit the Housing Portal for details about damage billing charges.
- If the above process is not followed during checkout, additional charges could occur.
- Once the checkout process is complete, building and room access will be removed from your BuckID.

## Checkout and Key Return

### CHECKOUT AND RETURN KEY(S) AT ONE OF THE FOLLOWING DESKS OR DROP BOXES:

- Drackett
- Gateway Building A and Building B (drop box only)
- Houston
- Mansfield
- Morrison
- Morrill
- Neil
- Newark
- Nosker
- Park Stradley
- Wooster

## 24 Hours of Quiet

**BEGINS**  
**Tuesday,**  
April 28 at 12 a.m.

**ENDS**  
**Tuesday,**  
May 5 at 11:59 p.m.



## For maps and additional move-out information visit:

[go.osu.edu/housingportalx](https://go.osu.edu/housingportalx)