

## Student Closing Checklist

- 1) Draft your End of Term Schedule. Be sure to include study and packing times
  - a. You can use our scheduling template found [here](#).
  - b. Understand that you are expected to check out Friday, May 14, 2021 at 8pm.
- 2) Sign up for extended stay if you qualify
  - a. Only students who are international students, out-of-state students, university employees, and students staying for academic reasons will be approved, all others will be denied.
  - b. Graduating Seniors are welcome to stay until May 17, 2021 at Noon. All graduating seniors need to vacate their residences by Noon on May 17, 2021.
  - c. The deadline for an Extended Stay Request is May 10, 2021. Late Extended Stay Requests are processed with a \$25 administrative late request fee.
  - d. Link for the [Extended Stay Request Form](#)
- 3) Decide whether you will complete a Traditional Checkout with your RA or if you will use the Express Checkout Method
- 4) Sign-up for a checkout time with your RA if you plan to complete a Traditional Checkout if you will use the Express Checkout Method, you should inform your RA and let them know when you will vacate your residence.
  - a. Remember that RAs are students also and be respectful of your RAs time as well. Waiting until the last minute is inappropriate.
- 5) Complete the cleaning checklist below (you should schedule time to complete this throughout the week). Student can purchase moving boxes and tape from the bookstore.
  - a. Empty and pack everything that is in your closets and drawers
  - b. Wipe drawers and shelves out with a cloth. There should be no stains, grime, or dirty in drawers or on university provided bookshelves.
  - c. Wash all marks off walls.
  - d. Remove all tape/sticker residue and poster putty from walls and furniture.
  - e. Clean your sink and medicine cabinet.
  - f. Mop the tiles and grout beneath your sink and medicine cabinet
  - g. Vacuum floors and stairs
  - h. In **apartments and suites** you will need do the following
    - i. Common Spaces including the Kitchen, Bathrooms, and Living Rooms
      1. Thoroughly clean the kitchen cabinets, drawers, and sink
      2. Thoroughly clean the refrigerator, freezer, oven, and stovetop
      3. Thoroughly clean the shower/bathtub
      4. Thoroughly clean the toilet
      5. Thoroughly clean the vanity and sink area
      6. Thoroughly clean the closet and university furniture
      7. Thoroughly clean all the walls
    - i. Arrange University Furniture Properly
      - i. All furniture and beds must be returned to their original room and arranged properly
  - j. Clean windows and wipe window tracks
  - k. Close and lock window(s)
  - l. Remove all trash and recycling
  - m. Turn off lights
  - n. Lock door
- 6) **KEYS:** Return you key in an envelope marked with your name, building, and room number to the one of the following:
  - a. Your Resident Assistant
  - b. The Campus Life Office in Sexton 210
  - c. Life Safety in Tommy Hall
- 7) Say good-bye to your Faculty Resident.
- 8) Get some pictures with your friends to capture the memories.