

CHECK-OUT



You will be charged if you don't check-out correctly. Here's the steps:

1. Each resident needs to check out and turn in their own key/access card. These can't be mailed back later.
2. When you've completed room prep, go to your community's front desk to return your keys. (In Red Bricks, North Mountain, and Cerro Vista, check your mailbox.)
3. Staff will confirm that you did check-out steps.
4. The last roommate must do a walk-through with an RA. You may have to wait for an available RA.
5. Can't check out during normal hours? Deposit your key and access card in an "Express Check-Out Envelope," available at each check-out location.

Your Checklist for a proper check-out



Snap a pic, so you can reference later.

1. Clean

- ☐ Take trash and recycling out, but don't wash out the bins.
- ☐ Wipe down all hard surfaces — including bookcases, dressers, drawers, counters, desks, window sills, fridge and microwave — to remove spills, dirt and dust.
- ☐ Sweep and vacuum floors.
- ☐ Remove all posters, stickers, tape, hooks and residue.
- ☐ Empty refrigerator.

2. Leave these things

- ☐ Surge protectors
- ☐ Refrigerator, ice tray and bulbs
- ☐ Wastebasket and recycle bin
- ☐ Pencil trays in file cabinet
- ☐ Broiler pans (Apartments only)
- ☐ Garbage disposal wrench (Cerro Vista)
- ☐ Moveable shelf on bunk (Res halls)

3. Reset your room

- ☐ Remove all of your belongings.
- ☐ Close and lock windows and doors.
- ☐ Return furniture to its original location.

4. Check-out

- ☐ Each resident needs to check-out and turn in their own key.
- ☐ When you've completed room prep, go to your community's front desk to return your keys. (In Red Bricks, North Mountain, and Cerro Vista, check your mailbox.)
- ☐ Staff will confirm that you did check-out steps.
- ☐ The last resident will do a walk-through with a RA. You may have to wait for an available RA.
- ☐ Can't check-out during normal hours? Deposit your key and access card in an "express check-out envelope," available at each check-out location.