

CHECK-OUT



FINAL STEPS - AVOID IMPROPER CHECK-OUT CHARGES!

- 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're all packed up, complete a Room Condition Form in your Housing Portal.
- 3.** Take pictures of your empty room and complete an Express Check-out in your Housing Portal to check yourself out of your room.
- 4.** Drop your keys in the Express Check-Out Key Box! There's a bin in either the lobby or Community Centers of all residence halls and Cerro Vista, in the Pacheco and Canyon Posts, and in Building 31.
- 5.** That's it! You're all checked out. Enjoy your summer!

A CHECK-LIST FOR A PROPER CHECKOUT

1. CLEAN

- Take trash and recycling out, but don't wash out the bins.
- Wipe down all hard surfaces — including dressers, drawers, counters, desks, window sills, fridge and any appliances — 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
- 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/access card. These can't be mailed back later.
- When you've completed your room prep and you're all packed up, complete a Room Condition Form in your Housing Portal.
- Take pictures of your empty room and complete an Express Check-out in your Housing Portal to check yourself out of your room.
- Drop your keys in the Express Check-Out Key Box! There's a bin in either the lobby or Community Centers of all residence halls and Cerro Vista, in the Pacheco and Canyon Posts, and in Building 31.
- That's it! You're all checked out. Enjoy your summer!