

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!

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!