

HOW TO MOVE OUT AND AVOID CHARGES

MOVE OUT IS 5:00PM ON FRIDAY, MAY 15

Residential Suites



Student Affairs
University Housing Services

Checklist for cleaning your space

Residence Life Team will use a similar list to ensure your space has been vacated properly.

All personal belongings, trash, food, etc. must be removed during move-out or you will be charged an improper move-out fee.

Doors

- Items removed (no decorations, hooks, stickers or residue)
- No holes

Wardrobes & Dresser

- Items removed
- Cleaned and dusted
- Drawers intact
- No missing rods

Bed & Mattress

- Returned to original configuration (Residents must adjust bed height back to original height at move-in)
- Cleaned
- Frame/structure not damaged
- No rips or holes

Windows

- Stickers/signs removed
- Windows locked
- Blinds not missing or broken
- No cracked glass
- Screens have no bends, rips or holes

Trash/Recycling (2)

- Emptied in dumpster
- Trash and Recycle bin cleaned (inside and outside)

Carpet/Flooring

- Carpet vacuumed
- Hard flooring swept/mopped
- No stains, rips or burns

Desk & Chair (do not use chairs to move out belongings)

- Items removed
- No breaks or cracks
- No broken chair

Vanity, Counter, Cabinets & Sink

- Items removed
- Mirror has been cleaned
- Sink & counter cleaned
- Handles present & working
- No damage
- No leaks

Bathroom

- Items removed
- Toilet cleaned (inside and outside)
- Shower cleaned (inside and outside)
- Curtain rod & curtain present (UHS issued shower curtain should remain and be placed on shower curtain rod.)
- No damage
- No leaks

Walls & Ceiling

- (Be careful not to remove wall paint)
- All items removed (No decorations remaining)
- No holes or marks
- Remove adhesive strips (LED lights, command strips, etc.)
- Paint is in good condition
- Smoke detector present
- Sprinkler not damaged

Kitchen

- Items removed (check refrigerator, microwave, cabinets)
- Stove/Microwave cleaned
 - Burners working
- Refrigerator cleaned (In & Out; Left Plugged in/on and door closed)
- Sink cleaned (no food remaining etc.)
- Counter cleaned
- All bar stools present and intact
- Cabinets cleaned
- Handles present & working
- No leaks
- No damage
- Garbage disposal working

Living Room

- Storage closet
 - All items removed
 - Cleaned
- Couch cleaned
- No damage (tears, rips, stains, etc.)
- Coffee/end table cleaned
 - Legs intact
 - No damage

Balcony/ Patio (if applicable)

- Remove all personal belongings
- Clean balcony/patio surface
- Check for damages (broken screens/ vent railing)
- Remove trash
- Close and lock door

Lights

- All are working

For any questions or concerns about moving out, reach out to your Resident Advisor (RA) or Area Coordinator (AC) prior to your departure.

Report any damage you or your roommate are responsible for through email to your Area Coordinator (AC) prior to move-out.