

HOW TO MOVE OUT AND AVOID CHARGES

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

Traditional Halls



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.

Front Door

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

Wardrobes & Dresser

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

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

UHS Issued Mini Fridge &

Microwave

- Remove any stickers or magnets
- All items left (two refrigerator shelves, microwave plate, and microwave ring)
- Clean/wipe down inside/outside the refrigerator and freezer (Do not use bleach)
- Clean/wipe down inside/outside the microwave (do not use bleach)
- Unplug the unit before you leave
- Ensure unit is completely dry
- Keep refrigerator and freezer doors open before you leave

Shelves

- Empty
- Cleaned and dusted
- No damage

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

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

Personal (if applicable) Mini

Fridge & Microwave

- Personal fridges brought by residents must be removed
- Personal microwaves brought by residents must be removed
- Tray or mat removed from under refrigerator
- No water damage

Carpet/Flooring

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

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

Windows

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

Lights

- All are working

Trash/Recycling (2)

- Empty
- Cleaned (inside and outside)

Bathroom

- Personal locks removed from lockers
- Personal items removed from lockers

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

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

