Spring Closing Checklist

Preliminary Procedures
- Attend your RA’s closing meeting to hear valuable information about checking out.
- Schedule a checkout date and time with your RA through MyCoastalHome no less than 24 hours in advance.
- Make sure to move out within 24 hours after your last final exam and no later than noon on Friday, May 10. Graduating residents should move out no later than noon on Sunday, May 12.
- Complete the cleaning checklist with roommates and/or suitemates before they check out to divide cleaning tasks.

Floors
- Sweep and mop your floors, including the bathroom floor.
- Vacuum your carpeted areas (if applicable).

Windows
- Clean the inside of your windows and window sills.
- Close and lock all of your windows.

Kitchen (where applicable)
- Remove all of your belongings from the cabinets and appliances (including dishwasher).
- Clean out the refrigerator and freezer.
- Clean the outside and inside of the cabinets and drawers.
- Clean all countertops and surfaces.
- Clean the stove top, burners, drip pans and oven.
- Clean the microwave inside and out.
- Sweep and mop your kitchen floor.

Miscellaneous (where applicable)
- Remove all personal items and trash from the area outside your room/apartment, including the balconies.
- Remove items from the washer and dryer/laundry rooms.
- Take all trash to dumpsters.
- Notify companies and subscriptions of your new address.
- Complete a mail forwarding request with CCU Mail Services.
- Consider donating any nonperishable items, clothing or furniture you will no longer be using to Campus Salvage.
- Remove bicycle from University Housing property.

Walls, Ceilings and Doors
- Remove all wall decor, tape or pushpins you may have used.
- Clean all of the walls and doors.
- Clean vents.
- Report any problems you have had with the doors or locks.

Bathroom
- Clean all tiles, surfaces, corners and walls.
- Clean the mirror and sink areas.
- Clean the tub/shower area.
- Remove all mildew.
- Clean around and in the toilet bowl.
- Remove your shower curtain and hooks.

Final Checkout Procedures
- Remember to double-check your room or apartment before leaving. You will not be allowed to return.
- Sign over your room key to your RA and complete the checkout process.
- Turn off all lights and lock the door behind you.