

# Spring Closing Checklist

## Preliminary Procedures

- Attend your **RA's closing meeting** in **April**.
- Schedule a checkout date and time through *MyCoastalHome* at least **24 hours in advance** of planned departure. Failure to sign up 24 hours in advance could cause you delays while. Late sign up can result in an improper checkout.
- Complete a **Cleaning Agreement** with roommates and/or suitemates before everyone checks out to divide responsibility for cleaning tasks.
- Complete a **Resident Responsibility Form** with an RA. If no resident takes responsibility for common area damages, all residents in the room/suites/apartment will share damage charges.

## Floors

- Sweep and mop your floors, including the kitchen and bathroom floors.
- Vacuum your carpeted areas.

## Furniture

- Remove all of your belongings from your desk, dresser, and closet.
- Clean inside all drawers in your desk and dresser.
- Place all University-owned furniture back in its original location.
- Remove any personal furniture.
- Vacuum your sofas and chairs (for suites and apartments).

## Walls, Ceilings, and Doors

- Remove all wall decor, tape, or pushpins.
- Clean walls and doors.
- Check behind doors for items.
- Report any door or lock problems.

## Bathroom

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

## Windows

- Clean window surface, window sills, and blinds.
- Close and lock all of your windows.

## Kitchen (where applicable)

- Remove all of your belongings from the cabinets and appliances (including dishwasher).
- Clean out University refrigerator and freezer; do not unplug.
- 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.

## Miscellaneous (where applicable)

- Take all trash to dumpsters.
- Donate any nonperishable food items, clothing, appliances, or furniture you will no longer be using to Campus Salvage.
- 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.
- Notify companies and subscriptions of your new address.
- Remove bicycle from University Housing bike racks.

## Final Checkout Procedures

- Remember to double-check your room or apartment before leaving. You will not be allowed to return.
- Set thermostat to "cool," 74 degrees and fan to "auto".
- Sign over your room key to the RA during checkout or return it in an express checkout envelope from the community desk. Do not leave your key in your room or give it to a friend to turn in for you, as this could result in an improper checkout fee of \$100 and a lock change at your expense.
- Turn off all lights, and lock the door behind you.