Resident Hall Closing Checklist
Changing rooms, Graduating or Cancelling Housing

☐ **Sign up for a move out date and time** with your Resident Assistant (RA) by December 6, 2021

☐ Check out cleaning supplies in your hall office or the Legacy Commons Desk.

☐ Pack and take all personal belongings with you during the break.

☐ **Clean your room** – deep clean all areas assigned to you. (Minimum $50.00 cleaning fee for rooms not cleaned to university housing standards)

☐ **Defrost, clean & dry appliances.** To properly clean the freezer, unplug and place a towel in the freezer at least 24 hours to defrost
  - Refrigerator and freezer
  - Microwave

☐ Take all trash to the dumpster located outside and adjacent to your building ($25 Improper Trash Disposal Fee per bag)

☐ Move Furniture to original designated side of room (if moved around) and pull it 2 inches away from the wall.

☐ Lock windows and close blinds

☐ Set thermostat to 72 degrees and auto

☐ Lock doors and turn in keys to the Legacy Commons Desk

☐ Complete move-out paperwork

☐ If you are returning to a new room in Spring 2022, you can pick up your new room keys after 9:00a on January 6, 2022 at the Legacy Commons Desk

Your Hall director will check all rooms after you check-out. If there are damages or cleaning fees, you will be assessed charges.

**Halls close at Noon on Friday, December 10, 2021**

**University Housing reopens at 9:00a on Thursday, January 6, 2022**