McCullough-Trigg Closing Checklist

Staying in the same room for spring 2022

☐ **Sign up for a check 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.

☐ Pick up all personal belongings up off the floor. Students remaining in the same room may keep their belongings in their rooms.

☐ **Clean your room** – deep clean all areas assigned to you. (Minimum $50.00 cleaning fee for rooms not cleaned to university housing standards)
  - Clean your personal room
  - Clean the shared living area
  - Deep clean the bathroom

☐ **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 keep keys in a safe place

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**