**STEP 1:** Talk with your roommates about how each of you will contribute to getting your suite, apartment or bedroom ready for check-out.

**STEP 2:** As you pack and clean your suite, apartment or bedroom remember that damages are assessed based upon the condition of your living quarters upon check-out. Normal wear and tear is expected, but in general your unit should be in the same state of repair and cleanliness as it was upon check-in. The following are some of the areas which Housing Staff will examine when determining if damages should be assessed:

- **Living Room**
  - Floor has been vacuumed
  - Carpet has no stains
  - Trash/loose items have been properly discarded
  - Furniture is in good condition, with no tears or stains
  - Blinds are in good condition
  - Doors have no stickers, tape, etc.
  - Walls have minimal pin and nail holes
  - Trash can is present

- **Hallway**
  - Floor has been vacuumed
  - Carpet has no stains
  - Trash/loose items have been properly discarded
  - Trash can is present

- **Kitchen**
  - Floor has been vacuumed/mopped
  - Trash/loose items have been properly discarded
  - Inside of refrigerator, microwave and stove have been cleaned (*suites ~ mini fridge and microwave*)
  - Cabinets and drawers have been emptied
  - Counter tops have been wiped down
  - Blinds are in good condition

- **Bathroom**
  - Floor has been vacuumed/mopped
  - Trash/loose items have been properly discarded
  - Cabinets and drawers have been emptied
  - Counter tops have been wiped down
  - Towel racks are in working order
  - Trash can is present

- **Bedroom**
  - Floor has been vacuumed
  - Carpet has no stains
  - Trash/loose items have been properly discarded
  - Walls have minimal pin and nail holes
  - Smoke detector is in working order
  - Mattress is in good condition
  - Mattress pad is present
  - Trash can is present

**STEP 3:** Return your keys or bring by your student ID card for key deactivation to the Housing Office upon check-out. Sign your resident key card to complete the check-out process.

Large dumpsters will be placed next to main residence hall buildings. Clean clothes, canned goods or other items you wish to donate to a local charitable organization may be placed in the donation bins which will be outside the Housing Office starting April 30, 2015.