

FOR CHECK OUT (CLASSICS/CV2/CVC)

1. Make sure all personal belongings are removed from your cabinets (built in), dresser drawers, desk drawers, closets, top cabinet, beds etc. Make sure to check under or behind your bed/furniture.
2. Make sure all items are removed from walls, windows & furniture (i.e. stickers, banners, post its, chalk writing etc).
3. Bag up and throw out all trash or unwanted items and take to your building's designated trash room/area. **(Do Not leave in stairwells, hallways, or lobbies)**
 - a. Washburn: Outside service area dumpsters
 - b. Joe West: Outside service area dumpster (large items). Room trash should be taken to the trash room on each floor.
 - c. CV2/CVC: All trash should be taken to the trash room on each floor.
4. Set furniture back into place, make sure furniture isn't stacked up or against the window unless you have a triple room.
5. If you changed your bed height, please return it to the original set up. If Housing changed your bed set up, please submit a TMA work order to have it changed back by May. 8th.
6. Wipe down furniture, window sills, book shelf, and clean inside of trash can if needed. **Do not throw trash cans away or you can be charged.**
7. Personal/Rented refrigerators: Plan ahead and defrost refrigerator by making sure towels are placed under it, so the carpet doesn't get wet.
8. Vacuum room by checking out a vacuum from your hall office. Do not vacuum any large items (ie: sock, hair pins, pen, pencil or any wet items). **Plan Ahead due to high demand during move-out.**
9. Make sure windows are closed/locked and window coverings are closed.
10. Suggested cleaning supplies: (information only, does not have to be these exact products)



*Disinfectant wipes * All-purpose cleaner * Paper towels*

**Residents will be charged for trash or items left behind or placed in any area other than proper disposal areas.