



Greek Spring 2020 Closing Checklist

Before leaving your room for break, please ensure that you have completed the following checklist. Check things off as they are complete, initial at the bottom and have your Housing Manager initial to signify that you have checked out. **Halls and Houses close May 8th at Noon. If you are not returning to the house in the Fall, please update your status with the university.** Staff will be entering to verify rooms are ready for break. Staff will not be actively looking for residence life policy violations, but any found will be noted. Please see the handbook for any questions. Have a safe break!

Please note that all students must leave within 24 hours of their last final!

My check-out time (if I signed up for a time) with my HM is:

Resident 1 | _____ **Day** _____ **Time** _____:_____

Resident 2 | _____ **Day** _____ **Time** _____:_____

Resident 3 | _____ **Day** _____ **Time** _____:_____

48 Hours or more Before Departing

	Res 1	Res 2	Res 3
Make sure you have your mail key (if applicable) and room key.			
Defrost and unplug in room refrigerator (empty contents and place towel inside).			
You are financially obligated for your room and board charges while enrolled at Mines.			
Talk with your House Manager about any expected damages or charges, keeping in mind a member of Residence Life/SAIL will discuss any damage billing			

Prior to Departure

Remove personal items from bathrooms and community kitchens			
Remove all perishable and open food items from the room and common kitchen			
Empty garbage/recycling to outside dumpsters			
Lower and/or un-bunk bed to original move-in setting(see additional handout for example)			
Re-Arrange furniture back to move-in day set-up – original locations, remove any personal and any personally constructed room furniture			
Double check all drawers and closet space ITEMS LEFT WILL BE DONATED AND NOT MAILED – CHARGES WILL ACURUE IF YOU LEAVE ITEMS IN YOUR ROOM			
All decorations taken down. No lights/posters/ up on walls, doors (inside or outside), or ceilings; Bikes taken home			
Is the CSM Emergency Guide still in room?			
Room clean and vacuumed; Windows closed and locked; Close blinds			
Nothing blocking access to the Heating and Air Conditioning			
Pick up a Check Out Express Envelope. Place keys inside, fill out the top, and turn it into SAIL			
Turn off lights Take all items. No room or building access over break			

Residence Life/SAIL
Final Inspection

Initials _____

Resident Initial When Complete: _____

HM Initial When Complete: _____