



Greek Spring Semester 2021 Move Out Checklist

Before moving out for Summer, please ensure that you have completed the following checklist. Check things off as they are complete, initial at the bottom, and have your House Manager initial to signify that you have checked out. **Halls and Houses close May 14th at Noon.** Please take a look at the Move Out section of our website for additional move out information. Have a safe and fun Summer!

Please note that all students must leave within 24 hours of their last final or by May 14th at Noon!

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

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

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

48 hours or more before departing

	Res 1	Res 2
Make sure you have your mail key (if applicable) and room key.		
Defrost and unplug refrigerator (empty contents and place towel inside).		
Download any travel apps you need and if driving, check your vehicles' operation		
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		

To Do For Check-Out

Remove personal items from bathrooms and community kitchens		
Remove all perishable and open food items from the room and common kitchen		
If you rented a microfridge, leave your cleaned rental fridge unplugged and defrosted in your room		
Empty garbage/recycling to outside dumpsters		
Re-Arrange furniture back to move-in day set-up – original locations, remove any personal and any personally constructed room furniture		
All decorations taken down. No lights/posters/ up on walls, doors (inside or outside), or ceilings; Bikes taken home		
Remove ALL personal items from bedrooms and common areas		
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		
Room is cleaned, counters, window sills, windows wiped down, floors vacuumed, trash removed		
Windows cleaned, closed, and locked; blinds closed		
Take all items, turn off lights. Turn keys into SAIL. No room or building access over summer		

FINAL INSPECTION
SAIL Res Life

Initials _____

Resident Initial When Complete: _____

HM Initial When Complete: _____