



Greek Spring Semester 2024 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 10th at 5 PM. 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 10th at 5 PM!

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 mini-fridge, 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 ACRUE 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 House Manager or leave them on the top shelf of the desk in your room. No room or building access over summer		

Resident Initial When Complete: _____

HM Initial When Complete: _____

<p>FINAL INSPECTION SAIL Res Life</p> <p>Initials _____</p>
