

University Housing Services

March Closing Check-out Procedures for UHS Residents

Complete the following steps in order to check out:

- Fill out a Petition to cancel, online at the Housing website, or at the Housing office.
- Remove all personal belongings from your room -- everything must be out before you leave.
- Return all furniture in the room to its original location
- Vacuum the carpet, including under furniture
- Mop/sweep all floors, including under furniture
- Wipe down and clean all desktops, dressers, drawers, and shelves
- Remove all items from all closets and drawers and wipe and clean the inside of all closets and drawers
- Remove all large items for trash and recycling to the hallway trash rooms as long as items are in garbage bags- if you need more garbage bags, please get them from your building front desk
- Un-loft/un-bunk your bed and have it returned to its original position
- Things to be completed
 - ✓ If you have a bike locked to one of the many racks around the residence halls, make sure to take it with you.
 - ✓ Return your Roku box to the CVB first floor Computer Lab during their operating hours, before you leave campus for the summer.
 - ✓ Fill out the Mail Forwarding information on the Housing website under Mail Information- only first-class mail will be forwarded and only for 3 months. If you are returning to Housing in the Fall, mail will remain in your mailbox, it will not be forwarded over summer.
- Once you are ready to leave, please go to the Housing Office or your building front desk, to fill out the express checkout form and turn in your keys.