



# Check-Out Basics

All students living in college-owned housing need to sign up for a check out time! Sign-up sheets are located outside your CA/HA's door. Only one person may sign-up for any given time. The exception? Roommates may sign up together and this is recommended.

Failure to sign-up for a check-out time, meet the CA/HA in your room/apartment at the appropriate time, or be ready to check-out may result in a \$25 fine. People who do not properly check-out waive their right to dispute fines. **Sign up for a time by Friday, May 9.**

**To ensure no fines are attributed to you or your room/apartment. Your room/apartment should look the way it did when you arrived on campus!**

**Make sure:**

- Your room is empty of all personal belongings.
- Your room is arranged properly.
- The floor is mopped/vacuumed.
- The room and furniture is dusted and clean.
- The wastebasket is empty.
- Garbage/recycling and unwanted items are properly disposed of.
- The hallway in front of your room is clean.
- Any personal furniture that was brought into the room is removed.
- Furniture are in the same configuration as when you moved in. Beds in Barker, Kresge, and Picken should be put on the ground and unlofted.