IMPORTANT: The last roommate to leave the room for break must complete the following checklist. The room/suite/apartment should be cleaned fully and the furniture in the same location as August Move-In.

Things to do (please put a check next to each item indicating completion):

- Empty, DEFROST 24 hours before leaving and clean refrigerator
- Move furniture back to the way you found it when you moved in (Furniture cannot be stacked, etc.)
- Clean, sweep and mop room
- Take all trash to the dumpsters
- Clean the toilet, sink, and shower (in rooms with bathrooms)
- Tighten faucets to off (in rooms with sinks/showers)
- Completely close and lock all windows
- Close all blinds and shades
- Turn off lights
- Turn in Damage Responsibility Form to RA
- Lock the room door and follow the checkout procedures
- Turn the thermostat to 70 degrees (if you have one)
- List all damages on the Damage Responsibility Form

Apartments/Grad House/Summit House only:
- Scrub stove top, oven, sink, and counters in kitchen
- Empty and clean refrigerator

All roommates are responsible for the condition and cleanliness of the room and common areas, even if you are not the last person to check-out.

Depending on the condition of a room, failure to clean a room will result in a charge ranging from $50 to $500. This includes, but is not limited to, desktops, microfridges, floors, bathrooms, kitchens, refrigerators, sinks, showers, and stoves.