

## A few helpful hints on moving-out:

**Residence Hall check-out:  
Saturday, May 31 - 1:00p.m. to 4:00p.m.**

- ❑ Students must check-out during the time listed above.
- ❑ Students will be asked to sign-up for an estimated check-out time with their Resident Counselor.
- ❑ Take as much home now as possible. Every weekend up to that point is a great time to take home all that “stuff” that gradually accumulated over the past 9 months.
- ❑ If you have accessibility to a two-wheeled handcart, bringing that can make the moving process much easier.
- ❑ Plan ahead. Start saving boxes and packing materials. Bringing those computer boxes can make things easier as well.
- ❑ You will want to bring your own cleaning supplies. Some helpful things to have are a scrub brush, mop, broom, rags, paper towels, garbage bags, various cleansing products, and even your own vacuum. We do have vacuums for students to checkout from the office, but there are limited numbers. **Students will be charged for the cleaning of dirty rooms.**
- ❑ Please go through the entire checklist (provided in this packet) before contacting the RC for the final check-out.
- ❑ Pay careful attention to the Room Damage Form. Please fill this out fully. It is very important that you initial and date the back of this document upon move-out.
- ❑ **The RC’s inspection is only the preliminary inspection of the room.** Tom Brandenburg, Maintenance Supervisor, will come through shortly after and assess the full damages. Billing will be done shortly after.
- ❑ Communicate any special needs/concerns with the Resident Counselors. They should be able to answer most of your questions or can refer you to someone who can.