Check-Out List for
Chesapeake, Patapsco, and Susquehanna Halls

To speed up the check-out process and reduce unnecessary charges, please complete this check-out list **before** your RA checks you out. You must schedule a check-out time with your RA at least 48 hours in advance of your departure.

Keep your scheduled appointment. If you don’t keep your scheduled check-out time, you may be required to wait until another check-out appointment is available, resulting in a wait when you want to leave. Failure to check-out properly with your RA (including completion of all items on this sheet) may result in a $50 improper check-out charge.

Please be sure to complete the items on this check-out list. If there is excessive cleaning needed or damage done, additional charges may be assessed. When you check-out, turn your key and Resident I.D. in to your RA. Failure to return your key or deactivate your card (PAT West) will result in a charge of $25 to $75, depending on your assignment and a $10 charge will be assessed if you fail to return your Resident I.D. Any charges assessed will be posted to your student account.

### Furniture

- _____ All furniture clean
- _____ All furniture (except desk chairs) against the walls and properly located
- _____ No furniture in front of the heater / air conditioner
- _____ Room chairs in proper rooms and placed upside down on the bed
- _____ All drawers emptied and clean.
- _____ All furniture must be reassembled to original condition, including the bookshelf on the top of desk, etc. There will be a $50-$75 charge per item to restore furniture to its original condition

### Room

- _____ Walls clean – wipe off spilled liquids or foods. Remove all posters, decorations, tape, stickers, adhesives, residue, etc. from walls and ceiling
- _____ Entrance door clean – inside and outside. Remove stickers, except fire evacuation notice
- _____ Clean sink, medicine cabinets, and vanity mirrors (including below the vanity mirror)
- _____ All trash must be removed ($25 charge per bag for removal)
- _____ Carpet must be vacuumed
- _____ Be sure to take all of your belongings with you upon checkout. Any personal items left in the room will be disposed of immediately following community closing.

### Window

- _____ Window clean and closed
- _____ Window sill cleaned
- _____ Window shade/blinds pulled down

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Side One—
After the building closes, the Community Director (CD) will re-inspect your room with your RA to insure the accuracy of cleaning and damage assessments. The inspection performed by your RA is preliminary and should not be considered a final account of cleaning and damage billing. The CD’s final inspection and assessment will be used to generate billing. It is NOT our intent to bill you unnecessarily. If you follow this checklist and show up for your scheduled check-out appointment, you should be on your way to a smooth check-out. Thank you for your cooperation!