Potomac Check-Out List

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. You will be required to deactivate room access for your UMBC ID during this appointment.

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. 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.

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**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, bed ends flipped, 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 pulled down halfway

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Side One—
Bathroom

- Scrub toilet
- Wipe floor clean
- Use spray cleaner (can be obtained from front desk) to clean tub and/or shower thoroughly
- Ensure toilet paper roll holder is firmly in place
- Remove shower curtain (if present) and leave hooks on curtain rod. Throw away the shower curtain.
- Turn off all water completely. Make sure faucets and shower heads are not dripping.
- Turn off light and fan

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!

**Standard Potomac Double**