

# 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.

**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 will result in a charge of \$25 to \$75, depending on your assignment. A \$15 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, 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
- Phone undamaged and all parts present
- 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

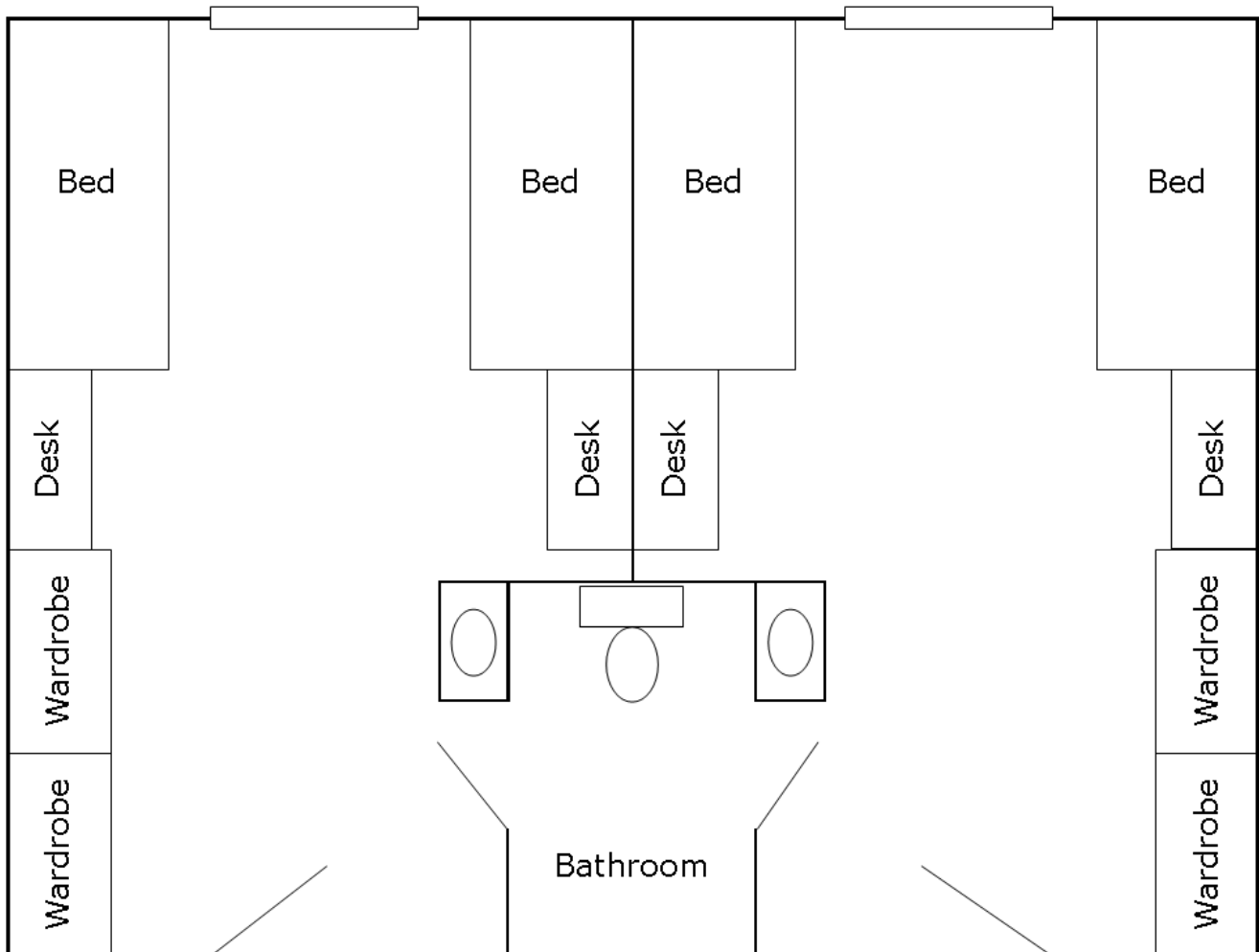
## Window

- Window clean and closed
- Window sill cleaned
- Shade pulled halfway down

### 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**