

# Fall Resident Check-Out Checklist

To assist you in your check-out process, you should complete the following steps:

Sign up for a checkout time with your Resident Assistant (RA)

- At least 24-hours in advance
- Remember staff members are also taking exams. If you fail to sign-up, you must wait for the next available building staff member.

Clear the mailbox for your room.

Clean and cleanse the room, bathroom and all common areas

If you requested to return to the same room:

- You may leave items in your room, however you will not