

End of the Year Closing Checklist

Residential Life, St. Cloud State University

- ☐ **Check your final exam schedule and make arrangements to move out.**
 - The residence halls close at 7:00 p.m. Friday, May 3rd
- ☐ **Attend your community's End of the Year Closing Meeting.**
- ☐ **Verify the forwarding address currently listed at your Closing Meeting.**
 - Be sure to leave your summer forwarding address with:
 - Office of Records and Registration (AS118)
 - Bank/Credit Card Companies
 - Magazine Subscriptions, other subscribers
 - Cell Phone Company
- ☐ **Schedule a check-out time with your CA at least 24 hours in advance of your departure time,** their schedule will be posted outside their room door.
- ☐ **Return your lofts**
- ☐ **Thoroughly cleaning your room before check-out:**
 - Have all belongings out of room fifteen minutes prior to your scheduled checkout time and not in the hallway at check-out time.
 - Clean and wipe out your closet and drawers.
 - Sweep and mop your floor.
 - Remove garbage and scrub out the can.
 - Remove all tape and marks off your walls and ceiling.
 - Wipe down windows and sill and make sure the screen is present and not broken/torn.
 - Remove all signs and tape from your door.
 - Make sure that the smoke detector is in the proper place.
 - Ensure all jacks are in proper working order (i.e. TV cable, phone, res net).
 - Clean your desk chair and put in place.
 - Clean and wipe down the walls around the outside of your door.
 - Vacuum the carpet around your doorway in the hallway.
- ☐ **Avoid other charges by doing the following:**
 - Have your keys together at the time of check-out. (Return all keys.)
 - Have bed frame and legs together and assembled.
 - Make sure all University furniture has been returned to your room.
- ☐ **Don't forget to "Donate!"** and put salvageable items in the designated boxes in the front desk/lobby area.
- ☐ **Take all garbage, boxes, old furniture and wood to outside dumpsters; the dumpsters will be labeled accordingly.**
- ☐ **Check-out with your CA when your room is clean and empty.**

Have a Great Summer!
Congratulations to all graduating seniors!