

Checklist for Checking Out

Once your finals are over, you will need to check out of your residence hall properly. We want your check-out experience to go as smoothly as possible to avoid unnecessary charges and delays. With this in mind, we ask you to leave your room/suite/apartment reasonably clean, free of damage, and in proper order. To assist you, we have included the following checklist which shows you the specific items your RA will be assessing while checking you out of your room. ***Students who do not check out properly could be charged an Improper Check-Out Fee of \$75.00.***

1. ***Schedule an appointment to check out of your room***

- Schedule a time with your RA. Make arrangements in advance!
- Make appropriate arrangements to transport your belongings out of your residence hall.
- Change your permanent address (if necessary) at My Missouri State by May 18. Mail will only be forwarded to the permanent address on file at My Missouri State.

2. ***Leave your room/suite/apartment “reasonably clean”***

- Clean your bathroom, including toilet, shower, and bathtub (if applicable). Some cleaning supplies are available at the front desks. **DO NOT** use abrasive cleansers such as Comet.
- Clean your kitchenette, including all appliances and cabinets (if applicable).
- Make sure that each microwave has a glass tray and that the tray is not cracked.
- Unplug and clean your microwave. (*Hint: To clean your microwave, place a bowl of water inside and heat it to boiling. The steam will help loosen any grime.*) Clean and defrost your refrigerator. Unplug small refrigerators only if living in Blair-Shannon House, Freudenberger House, Kentwood Hall, Scholars House, Wells House (not the suite-area refrigerator), and Woods House.
- Empty all closets and drawers.
- Remove all marks, decals, and tape from windows, doors, and walls. Remove any tape or poster putty residue from all surfaces. Any window art such as paint must be completely removed.
- Wipe all surfaces, including desktops, dresser tops, and shelves.
- Vacuum floors (carpet or tile). **DO NOT** sweep debris into the hallway!
- Donation bins to benefit The Kitchen will be located in the lobby of each residence hall. Furniture and carpet in good condition will be collected at the Blair Tower canopy.
- Take all trash to trash rooms or dumpsters surrounding each residence hall. All large items that are in poor condition must be taken to an outside dumpster. All recycling should be taken to the proper receptacles.

3. ***Leave your room/suite/apartment “free of damage”***

- Furnishings must be in good condition and not missing, broken, or damaged, to include light bulbs, door stops, bunking pins, all furniture, drapes, etc.
- Paint on the walls/ceiling must be intact, with no chips, holes, or other blemishes.
- Floors must be in good condition, including no cracks in tile; no holes, rips, stains, or permanent marks in carpeting, etc.
- Shower curtain (if applicable), mattress pad, and mattress must be in good condition, free of stains and rips.
- All counters, desktops, dresser drawers, closets, etc., must be free of scratch marks, permanent markings, etc.
- All outlet, network, cable, and telephone covers and jacks must be in good condition.
- All keys and access cards must be in good condition and ready to be returned.
- All window stops, screens, and stickers must be present and in original condition.
- All fire evacuation cards must be present and in original condition.

4. ***For your room/suite/apartment to be “in proper order” we will expect:***

- Windows closed and locked, and drapes opened.
- Mattress pad removed from bed and ready for pickup.
- All room furnishings returned to original location (ask your RA if in question).
- Set room thermostat to 78 degrees with a low cool fan setting or nearest setting if dials are not degree-specific (if applicable).
- All lights turned off.

**Remember, you must be completely and properly checked out
by 8:00 a.m. on Saturday, May 17. There is a fee for improper check-out!**