

Residence Hall Move-Out Checklist

Arrive at your hall and enter the lobby area.

Staff will confirm your checkout time. Please do not go to your room until you have spoken with a staff member in the lobby.

You and any moving helpers (you may have up to two) will put on gloves and grab a trash bag that we will provide.

Go to your room and pack up your belongings. You have one hour to complete the move-out process.

BE SURE TO DO THE FOLLOWING:

- Check your desk, dresser and built-in drawers to be sure they are empty. Leave the drawers pulled out.
- Check your closet and under your bed to be sure no items are left there.
- If you are in a suite-style room, check your bathroom area for any items.
- If you are in Wefald Hall, check your bathroom locker if you use it.
- Pick up all trash and place it in the trash bag. Take all trash out to the dumpsters outside the hall.
- Lock your room behind you.

Return to the front lobby, and speak to the staff member for directions on where to place your key and pick up your mail.

As you exit the building, dispose of your gloves in the outside trash can.