



## Apartment Communities Pre-Checkout Inspection

The Department is piloting a new initiative to educate students about check-out procedures and requirements. The pre-checkout inspection is similar to Health and Safety Inspections. The goal is to point out specific areas in your apartment that will need cleaning before check-out.

Please contact your RA/RM or Resident Director if you have any questions about the check-out procedures or damage questions.

Area Resident Directors can be reached at the following numbers:

Southside Winthrop Apartments  
Nicole Ruscheinski 508-3309

Northside Apartments  
Michael Lorenz 508-3308

Southside Kenmore Apartments  
Candace Smith 508--3369

- Floors:
  - Vacuum carpets
  - Sweep and mop all tile floors
- Fire Safety & Electrical:
  - Smoke and/or heat detectors are in place and working
  - Outlet covers are in place
- Furniture:
  - Not blocking emergency egress, and heating and ventilation units
  - No unauthorized university furniture (loungue furniture) in room
  - No damage, stickers, graffiti
  - Clean out all desk and dresser drawers
  - Bookcase top is properly attached to desk top
  - Cable box and remote are working properly and in the apartment/room.
  - All university provided furniture present in room and in good, working condition
- Beds
  - Bunked, with bunking pegs inserted into head/footboards
  - Metal frame properly attached to head/footboards: not upside down, properly spaced
  - Mattress on bed and in good condition
- Windows & Doors:
  - Screens properly installed on all windows
  - No stickers, graffiti, or stains
  - Blinds are hung and in good, working condition
  - Door closure attached and in working condition
  - Doors lock hardware in working condition
- Walls & Ceilings:
  - Remove stickers, graffiti, or stains
  - Remove all nails, screws, tape, poster putty, and hangers you installed
  - No unauthorized paint or alterations
  - No damage (a handful of small tack or nail holes acceptable).
- Kitchen:
  - Dispose of spoiled food and clean up spills and food debris
  - Wipe down surfaces (counter-tops, appliances)
  - Clean stove top and oven
  - Remove all food from cabinets
  - Remove all food, defrost, clean and turn off refrigerator. Leave refrigerator and freezer doors open to dry and air out.
- Bathroom:
  - Clean the toilet (including in and around toilet bowl) and shower/tub. Use appropriate cleaning agents to kill any mold and mildew, and remove soap scum.
  - Clean the floor
  - wipe down countertops and clean the sink
- Damage:
  - There is no damage to university property requiring repair evident in the room, including holes in surfaces, permanent stains, missing or damaged fixtures or furniture, etc.

Residence Hall: \_\_\_\_\_

Room #: \_\_\_\_\_

Resident Signature(s):

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### Apartment Areas that need Attention

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### Important Information and Dates

- \* The Residence Halls close on May 7<sup>th</sup> at Noon. All students must be checked out of the halls by Noon.
- \* Graduating Seniors must register online at our website: [www.luc.edu/reslife](http://www.luc.edu/reslife)
- \* Students must check out of their Residence Hall within 24hrs of their last final exam.