



Residence Hall Communities Closing Checkout Inspections

Residence Hall: _____
Room #: _____

Loyola University residence halls will close down at 12:00PM noon on May 7th, 2008. After you check out, your room will be inspected based on the following requirements. Please attend to each item on the list to avoid damage charges for your residence hall room. Damages charges are split between roommates, unless one person accepts responsibility for the damage.

As a reminder, you may check-out with the following options:

- **Express Check-out** – sign the waiver and turn in form and keys to a Residence Life staff member, in the check out envelope. Using this option, you waive your right to appeal any damage charges found upon inspection.
- **Regular Check-out** – sign up for a check-out appointment and inspection with your Resident Assistant to inspect the room based on your Room Inventory Form and turn in your keys.

Please contact the Residence Life office or your Residence Director if you have questions.

Residence Life office: 773.508.3300

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| <ul style="list-style-type: none"> <input type="checkbox"/> Floors: <ul style="list-style-type: none"> o Vacuum carpets o Sweep and mop all tile floors (if any) <input type="checkbox"/> Fire Safety & Electrical: <ul style="list-style-type: none"> o Smoke and/or heat detectors are in place and working o Outlet covers are in place <input type="checkbox"/> Furniture: <ul style="list-style-type: none"> o Not blocking emergency egress, and heating and ventilation units o No unauthorized university furniture (lounge furniture) in room o No damage, stickers, graffiti o Clean out all desk and dresser drawers o Bookcase top is properly attached to desk top o Cable box and remote are in room o All university provided furniture present in room and in good, working condition <input type="checkbox"/> Beds <ul style="list-style-type: none"> o Bunked, with bunking pegs inserted into head/footboards o Metal frame properly attached to head/footboards: not upside down, properly spaced o Mattress on bed and in good condition WE WILL CHECK BOTH SIDES OF THE MATTRESS <input type="checkbox"/> Windows & Doors: <ul style="list-style-type: none"> o Screens properly installed on all windows o No stickers, graffiti, or stains o Blinds are hung and in good, working condition o Door closure attached and in working condition o Doors lock hardware in working condition <input type="checkbox"/> Walls & Ceilings: <ul style="list-style-type: none"> o Remove stickers, graffiti, or stains o Remove all nails, screws, tape, poster putty, and hangers you installed o No unauthorized paint or alterations o No damage (a handful of small tack or nail holes acceptable). <input type="checkbox"/> Bathrooms (if in your room): <ul style="list-style-type: none"> o 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. o Clean the floor o Wipe down countertops and clean the sink <input type="checkbox"/> Damage: <ul style="list-style-type: none"> o 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. <input type="checkbox"/> Complete one of the check-out options and turn in keys | <p>Notes / TMA requests / Damages:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
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I have completed all of the above and am ready to check out of my room:

Signatures:

Roommate 1 _____ date _____
 Roommate 2 _____ date _____
 Roommate 3 _____ date _____
 Roommate 4 _____ date _____

Important Information and Dates

* The Residence Halls close on May 7th at Noon. All students must be checked out of the halls by Noon.

* Students must check out of their Residence Hall within 24hrs of their last final exam.