

# Residence Life Move-Out Preparation Checklist

In order to ensure that our buildings are properly vacated and prepared for the summer, we ask that you complete this checklist prior to departing at the end of the year.

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*Generally speaking, students should move-out within 24 hours of their last final. Unless they have been approved for an extended stay by the Department of Residence Life.*

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## **Checklist** (save this document and mark off items as they are completed)

- ☐ Pack/remove all of your belongings
- ☐ Donate lightly used items that you no longer want/need at a *Think Green & Give* location
- ☐ Clean your room/suite/apartment
- ☐ **DO NOT** remove adhesives from the walls (command strips, LED strip lights, etc.)
- ☐ Empty/defrost/clean/unplug mini-fridges (please clean full size fridges in apartments, but **leave them plugged in**). We recommend doing this a few days prior to moving out to ensure it is defrosted before you transport it.
- ☐ Dispose of all waste/recycling. Return borrowed dishware to a dining facility.
- ☐ Return furniture to original position (leave lofted beds as-is)
- ☐ Close and lock windows, close blinds/window coverings
- ☐ For central heat/air- set thermostat to 72°F (22°C) or medium, for wall/window AC units- turn off.
- ☐ Ensure appliances and water faucets are turned off
- ☐ Double check your room/apartment for any missed items (open drawers, check shelves and cabinets)
- ☐ Turn out lights and lock your door
- ☐ **Check-Out:** Go to your building/area desk and let the Desk Staff know you are departing, the DR will check you out in the system and you will return your key in a check out envelope. (*Failure to turn in your key will result in a \$150 lock change fee*)

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Following the departure of all residents of a room/apartment, Residence Life Staff will inspect each unit for damages and/or abandoned property.  
*A \$100.00 Improper Check-Out fee may be assessed if any item listed above is not complete.*  
*Unreturned keys cost \$150.00 and additional charges may be applied for any damages discovered during these inspections.*

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## Department of Residence Life

Loyola University Chicago

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## Room Cleaning/Prep Instructions

General	<input type="checkbox"/>	All personal items have been removed from your room
	<input type="checkbox"/>	Surfaces and furnishings are free of stickers/graffiti/stains
	<input type="checkbox"/>	<b>DO NOT</b> remove adhesives (command strips or LED strip lights)
	<input type="checkbox"/>	Carpets are vacuumed
	<input type="checkbox"/>	All tile/laminate/hardwood floors are swept/mopped
	<input type="checkbox"/>	Window Blinds/shades are in place and in good, working condition
	<input type="checkbox"/>	Closet shelves/floors are clean
	<input type="checkbox"/>	Any furniture items you added to your room have been removed
	<input type="checkbox"/>	Outlet covers and light switch plates are in place
	<input type="checkbox"/>	No items are left behind/forgotten (check in drawers and behind furniture)
Furniture	<input type="checkbox"/>	<i>Make sure you have <b>not</b> removed the light cord from the desk lamp</i>
	<input type="checkbox"/>	University furniture allocated to the room is present and in good condition
	<input type="checkbox"/>	University-provided Recycling Bin is present
	<input type="checkbox"/>	Furniture has been returned to configuration from move-in
	<input type="checkbox"/>	Drawers/shelves are empty and clean
	<input type="checkbox"/>	Bookcase is properly attached to desktop
	<input type="checkbox"/>	Mattress is on bed and in good condition
	<input type="checkbox"/>	Bedframe and mattress are clean
Bathroom	<input type="checkbox"/>	Bathroom surfaces and fixtures are free of mold/mildew
	<input type="checkbox"/>	Toilet (including in/around toilet bowl) is clean
	<input type="checkbox"/>	Tub/Shower area is clean
	<input type="checkbox"/>	University-provided shower curtain is present and clean
	<input type="checkbox"/>	Countertops/sink and cabinets are clean and free of personal belongings
Kitchen	<input type="checkbox"/>	Appliances are clean and in working condition
	<input type="checkbox"/>	Stovetop/oven, refrigerator/freezer, dishwasher (where applicable)
	<input type="checkbox"/>	Food/debris/spills have been removed/cleaned
	<input type="checkbox"/>	Countertops/cabinet/sink are clean