

Residents Returning in January

If you are returning next semester, it is important that you do the following before you leave:

1. ___ Take down and remove all holiday decorations, including trees, cut plants, or greenery.
2. ___ File any repair requests using the online work order system so that they can be fixed during the break.
3. ___ Empty and clean out any wastebaskets.
4. ___ Dispose of all perishable food. This includes what is in your refrigerator. If you do not, your food will be thrown away and you may be charged a \$35 fee.
5. ___ Unplug all electrical appliances (**except refrigerator**), including clocks, lamps, computers, etc. Items become a fire hazard if they are left plugged in, so you must unplug everything.
6. ___ Take home valuables or anything you may need during the break (i.e. money, credit cards, medications, passports, jewelry, eyeglasses, etc) Put any valuables left in your room out of sight.
7. ___ Close and lock all windows. Fill out a work order before you leave if there is a problem with your window, or have other maintenance concerns.
8. ___ Close shades and drapes. Turn off lights. Roll porch awnings down and secure them.
9. ___ Remove electronic, and other non-weather resistant items from sleeping porches.
10. ___ Lock door when you leave.

Once you have completed this checklist, sign the back and please leave it taped to the front of your door. Your RA will collect them.

IF YOU DO NOT FOLLOW THE ABOVE INSTRUCTIONS, YOU MAY BE CHARGED \$100.00 FOR IMPROPER CHECK-OUT.



FLIP CARD OVER



PLEASE FILL THIS OUT BEFORE YOU LEAVE:

_____ RESIDENT NAME	_____ RESIDENT NAME
_____ RESIDENT SIGNATURE	_____ RESIDENT SIGNATURE
_____ BUILDING/ROOM #	_____ BUILDING/ROOM #
_____ DATE	_____ DATE

FOR ORL USE ONLY

- Check Out with RA
- Check Out without RA

Late Check Out? Y/N
 Work Orders? Y/N
 Incident Report? Y/N

PLEASE DESCRIBE IF ANSWERED YES TO ANY OF THE ABOVE:
