FALL 2020
MOVE OUT CHECKLIST

☐ Remove any personal belongings you will need over break.

Check drawers, closets, and common areas for the things you will need over break. Be sure to take medications, school materials, valuables, travel documents, etc. Blue and grey move out bins will be available, please see your Complex Director for details.

*If you are returning to your fall assignment in January, you do not have to remove everything.*

☐ Remove trash and recycling.

All trash and recycling must be removed from your rooms and placed in properly designated containers. If you live on the Clairmont Campus and will not be returning for the spring, you must remove personal furniture, a donation kiosk will be set up near Clairmont Tower (November 16th-30th only). Items must not be left in rooms or hallways.

☐ Leave your refrigerator plugged in, but remove any food that will spoil.

☐ Unplug all other electronics.

☐ Please move any furniture or personal items blocking your heating and cooling unit.

Campus Services staff is planning to complete preventative maintenance work on these systems over break.

☐ Clean your sink.

There should be no signs of toothpaste, dirt, or stains.

☐ Clean bathroom and kitchen areas (if applicable).

This includes scrubbing down all fixtures (sinks, toilets, bathtubs/showers), wiping down your vanity (including the inside of cabinets and drawers), cleaning your mirror, and mopping all hard surface floors. Do not throw away your university issued shower curtain or rings. Please try to clean your shower curtain as best you can.

☐ Wipe down all furniture, drawers, counters, and windows.
☐ Vacuum all carpeted floors.

☐ Remove all tape, hooks, tacks, and other adhesives from walls.

   Another common charge is for damage from removal of 3M adhesive strips; be careful and diligent when removing these.

☐ Empty and clean recycling bin and leave it inside your room/apartment.

   All rooms and apartments were supplied with one recycling bin at the beginning of the academic year.

☐ Be aware of your move out time.

   It is important that you vacate your room on time to ensure that you are not charged for a late check out. Residence Halls on the Atlanta Campus close at 12:00pm on Wednesday, November 25th. Please confirm that your travel plans will not conflict with the final closure date and time.

☐ Shut and lock windows, close blinds and shades.

☐ Turn off all lights before you leave.

☐ Close and lock the door.

☐ Turn in your room key.

   If you do not turn in your room key when you vacate your room, you will be charged to change the lock on your room.