Your individual bedroom must be thoroughly cleaned before you move out. It is expected that your room (suite) will be cleaned; returning to its original condition when you moved in with all trash and personal items disposed of/removed.

Tips for making checking out go smoothly:
- Begin sending any items you won’t need back home and/or storing them in a storage unit before the end of the semester.
- Start cleaning at least a week before you actually move out of the unit.
- Talk with your roommate(s) about the assignment of the cleaning tasks contained in this message. You & your roommates should make a plan for the cleaning of the bedroom (suite).
- Remove all personal belongings from your individual room: including in drawers, closets or suite-areas.
- Be sure that you take all garbage to proper receptacles, such as dumpsters that are located outside of the residence halls.

Please be sure the following items are complete prior to your move-out

- Vacuum all carpeted areas & flooring, including under & behind furniture (bed, desk, dresser)
- Vacuum carpet thoroughly in closet & be sure all personal items are removed
- Wipe down desk tops, ledges and any wooden furniture surface
- Dust blinds/window treatments
- Dust dresser & clean inside drawers, making sure all personal items are removed
- Dust desk top and make sure all personal items are removed from drawers
- Wipe down mirrors using glass cleaner
- Un-loft your bedroom furniture