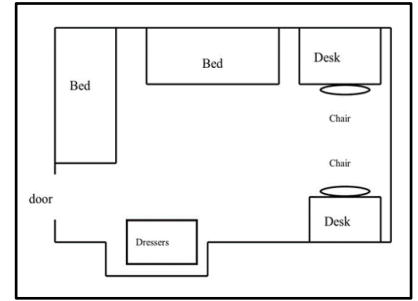


Self-Checkout Instructions: (NOTE: Each person in room/apartment must complete their own individual form)

1. Checkout task list

- a. **Remove your belongings** from your room.
- b. **Return dorm furniture arrangement** to move-in standard (see diagram)
- c. **Cleaning task list**:** **Residence Halls:** *(to the best of your ability)*
 - i. Vacuum floors
 - ii. Clear out all drawers
 - iii. Wipe down all surfaces in room and bathroom, including window and mirror.
 - iv. Close windows, leave drapes open
- d. **Cleaning task list**:** **KE Apartments:** *(to the best of your ability)*
 - i. Clean bedrooms and bathroom per above
 - ii. Clean kitchen
 1. Clear out and wipe down inside and outside of refrigerator
 2. Wipe down stove top and inside of oven
 3. Wipe down countertops, sink, inside and outside surfaces of all cupboards
 4. Sweep and mop kitchen floor
 - iii. Clean living room
 1. Vacuum floors
 2. Wipe down surfaces of shelves, closets, and Calvin furniture
 - iv. Make sure all windows and sliders are shut, locked, and stick in door
- e. Turn off the lights and lock your door



2. Complete the checkout form – SIGN and DATE

3. Place form and key into given envelope

4. Return the checkout envelope to the designated area located near the front desk of your residence hall, or at the KE Desk.

***Cleaning supplies available in each dorm supply closet and KE laundry rooms. Please only take what you need and return when finished.*