

Resident Student Check-Out Checklist

Residents may vacate their rooms at any time before the halls close for the semester, but must move out before the “Residence Halls Close” date and time listed in the Academic Calendar.

Follow this checklist to prepare rooms for check-out and avoid unnecessary fines.

- REMOVE posters, tacks, nails, hooks, tape, and adhesive stickers from doors, woodwork, walls, ceilings, windows, and furniture.

- EMPTY all closets, dresser drawers, and desk and remove all personal property. Residence Life is not responsible for any personal items left in rooms.

- TAKE ALL TRASH TO THE DUMPSTER.
Resident Assistants & Area Coordinators will provide trash bags.
Students will be billed for any trash left in rooms or hallways.
All personal property such as carpets, couches, and other furniture must be removed.
All bulk trash must be taken to dumpster.
 - WOODCREST HALL ONLY: Take all trash to the trash room.

- DONATE any items in good condition (unopened nonperishable food, clothing, storage containers, etc.) by bringing them to the main lounge to be donated, rather than thrown away.
Look for “Trash to Treasure” donation areas.

- REPLACE all room furnishings, making sure they are reassembled, in good condition, and returned to original placements.

- CLOSE and LOCK all windows and doors.

- SWEEP/VACUUM floors/carpets in the room, suite, or apartment.

- RETURN KEY to Resident Assistant, Area Coordinator, or Residence Life Office in person.
Do NOT turn in mailbox key, unless you live in Cabrini Apartments Complex.

For information about housing and check-out, visit cabrini.edu/residencelife.