

# Closing

## WINTER 2024 SEMESTER

### 1. PACK YOUR THINGS

All personal belongings must be removed from the unit. Any items requiring removal by housing staff will result in additional charges. This includes:

- Emptying all drawers, shelves, and cupboards
- Removing shower curtains, hangers, cleaning items, etc.
- Emptying refrigerators/freezers, stoves/ovens, etc.
- Checking underneath the mattress, behind furniture, closets/wardrobes
- Carefully remove posters, pictures, tape, LED lighting, and command strips from walls and furniture
- All trash should be properly disposed of
- Recycle items via recycling bins

### 2. CLEAN & EMPTY YOUR UNIT

In order to avoid unnecessary damage, cleaning, or administrative charges, please ensure that your unit is properly emptied and cleaned. It is recommended that you review these expectations thoroughly. **If your roommate(s) will still be residing in the unit after your departure, you only need to clean/empty your area of the unit.**

- Wipe down all drawers, shelves, and cupboards; ensure drawers/doors can open
- Wipe down furniture and countertop surfaces with a non-abrasive general-purpose cleaner
- All floors should be swept/vacuumed
- Clean ovens and stovetops thoroughly using general-purpose cleaner, degreaser, or oven cleaner
- Refrigerators/freezers wiped clean
- Walls, floor, and fixtures of shower/tub should be thoroughly cleaned with a non-abrasive cleaner
- Toilet bowl and seat should be thoroughly cleaned with appropriate toilet/bathroom cleaner
- Clean shower/bathtub
- All walls should be wiped clean of any dust, spills, marks, etc.
- Return furniture to original setup
- Wipe down all surfaces/countertops
- Clean, shut & lock windows; close blinds
- Turn off lights and set the thermostat to 65 degrees

### 3. TURN IN KEY

Once you have completely emptied and cleaned your unit: fill out an express check-out envelope > seal your room key inside > turn into the **Holton-Hooker Front Desk**.

### 4. HAVE A GREAT SUMMER!

After you checkout, a staff member will document any damages in the room and ensure that you have removed all your belongings. Fees and charges related to your move-out will be placed on your student account once processed.