

# SANTA CLARA UNIVERSITY

## APARTMENT & SUITE CLOSING CHECK LIST

**All residents must leave their space by 9:00pm on Friday, December 9, 2022.**

*Residents are expected to complete the following procedures to prepare their space before leaving for winter break. Please check off each item as it is completed and keep this list on your door. Failure to complete any of the procedures below may result in assessment of charges or improper checkout fines.*

### **Kitchen**

- Remove all perishable food items. Dispose of all garbage in the appropriate trash or recycling areas outside of your building. The University is not responsible for food spoilage due to electrical power interruptions.
- Empty and clean all applicable appliances including dishwasher, oven & range, microwave, refrigerator & freezer. Leave university refrigerator plugged in on lowest setting. Clean countertops & other surface areas.
- Clean sink. Run water and garbage disposal to ensure drains are free of food debris. Turn off all faucets.

### **Bathroom**

- Thoroughly clean your bathroom surface areas.
- Bathroom should be clear of any trash, debris, personal belongings, etc.

### **Living Areas**

- Thoroughly clean your bedroom and living room. All areas, including walkways, porch, and balcony areas outside your apartment should be clear of any trash and debris.
- Sweep/vacuum your floors. Vacuums and cleaning supplies are available for use at the service desk.
- Close and lock your windows, close your blinds, and turn off all lights.
- Turn off heater/AC/vents.
- Unplug all electrical appliances in your apartment except for University supplied appliances.
- Lock your door. Take your ACCESS credential with you!** Due to the high volume of lockouts during the first 24 hours after a break period, the Housing Office may fine up to \$100 for lockouts performed during this period.
- Take home EVERYTHING you need for break.** You will not have access to your room until Sunday, January 9, 2023 at 9:00am. Take any items that need attention during the break (medications, retainers, fish, ID, plants, etc.)

*In order to stay in your room beyond 9:00 PM on Friday, December 9, 2022, residents must have a confirmed extension. Each roommate must sign and date below when checking out. Leave this form attached to your door. **Failure to check out by 9:00pm on Friday, December 9, 2022 may result in a \$25 per 15 minute fine.***

*Print Name*

*Date & Time of Departure*

1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____

LEAVE THIS FORM ATTACHED TO YOUR FRONT DOOR

CF/NR Initials: \_\_\_\_\_