

SANTA CLARA UNIVERSITY

RESIDENCE HALL CLOSING CHECK LIST

All undergraduate residents must move out by 9:00PM on Thursday, June 15, 2023

Only residents granted an extension may remain in their assigned space beyond 9PM on Thursday, June 15. Graduating seniors may remain in their assigned space until 12:00PM on Sunday, June 18, 2023. Residents are expected to complete the following checkout procedures before leaving for the year. Failure to complete any of the procedures below may result in assessment of charges or improper checkout fines. Please keep this list on your front exterior door.

Living Areas

- Thoroughly clean your assigned space. All areas should be clear of any trash, debris, personal belongings, etc.
- Remove all food items. Dispose of all garbage in the appropriate trash or recycling areas outside of your building.
- Thoroughly clean vanity or bathroom including cabinets, shelves, toilet, sink(s) and shower, as applicable, running water to ensure drains are free of debris. Turn off all faucets.
- Remove all mounting hooks, squares, and putty, making sure walls are clean and free of any marks or residue.
- Sweep and/or vacuum your floors.
- Close and lock your windows, close your blinds, and turn off all lights.
- Turn heater/AC/vents to OFF or lowest setting.
- Residents may not remove provided University furnishings from the unit.
- All beds must be reset to the middle position prior to 24-hour quiet hours in order to avoid incurring a \$200 fee.
- All personal belongings must be removed from your space and the building. The University assumes no responsibility for property left after residents vacate Housing. The Housing Office reserves the right to remove and/or store possessions left on the premises after residents vacate Housing at the resident's expense.
- After you have completely moved out of your space, log into the Housing Portal via eCampus to complete the electronic Check Out Agreement. Once you have completed the check-out process, students are no longer authorized to occupy their assigned space in their building/living area.

Micro-Fridge

- Remove all food items, clean out, unplug and defrost your Micro-Fridge 24 hours before you intend to leave. Use a towel to catch any water. Leave rented appliances your room for pickup.

FAILURE TO CHECK OUT BY ABOVE-MENTIONED TIMES MAY RESULT IN IMPROPER CHECK OUT FINES.

Print Name

Date & Time of Departure

_____	_____
_____	_____
_____	_____
_____	_____

LEAVE THIS FORM ATTACHED TO YOUR FRONT DOOR

CF/NR Initials: _____