

Check-Out Instructions

Each resident should complete the apartment cleaning checklist and return their living area to its original state, including the removal of all personal items in all areas of the apartment. After completing this, residents should return their key and signed checklist to the drop box at the RA desk in their building.

Turning in housing keys and completing a room and board cancellation form will be considered an official checkout. Once keys have been placed in the drop box, a member of the housing staff will check the residence for cleanliness and damages.

Residents will be charged an item removal fee of \$50 per trash bag. Failure to turn in keys, clean the residence appropriately, and damages found may result in additional charges.

Residents will have two weeks after receiving notification of left behind personal items before items become university property.

Illegal Check-Out

Failure to complete room/apartment cleaning checklist, return their living area to its original state (including the removal of all personal items), and turn in room/apartment keys to the RA desk in their building will be deemed an illegal check out. Fines and/or charges may accrue when proper procedures are not taken.

Questions? Email Housing at housing@usao.edu

Check out must be completed no later than December 3, 2022 at 5pm.

Robertson Cleaning Checklist

Bedroom

Both Residents On Your Side Are Responsible

- Wipe down ceiling fan and globe
- Clean windows and blinds
- Vacuum floors
- Wipe down walls and baseboards
- Clean out closet
- Wipe out all drawers
- Wipe down desk and dresser
- Clean front and back of both doors
- Remove debris from all walls (tacks, tape, sticky residue, and 3m products, etc)

Bathroom

Everyone Responsible

- Wipe out tub and shower walls
- Clean toilet
- Wipe down walls and baseboards
- Wipe out underneath sink
- Clean light fixtures
- Wipe down fan vent
- Clean soap tray
- Clean front and back door
- Remove debris from both sides of the door and all walls (tacks, tape, sticky residue, and 3m products, etc)

Vanity

Both Residents On Your Side Are Responsible

- Wipe down
- Clean out all drawers
- Wipe down sink and faucet
- Clean mirror
- Clean and wipe out cabinet (inside and out)

Resident Name

Resident Signature

Room Number

Date
