

Residence Life Move-Out Preparation Checklist

In order to ensure that our buildings are properly vacated and prepared for the summer, we ask that you complete this checklist prior to departing at the end of the year.



For more information regarding population specific Move-Out Dates, please refer to our Move-Out Guide or website.

Generally speaking, students should move-out within 24 hours of their last final or their graduation ceremony.

Summer Housing Applications are available at: mercury.LUC.edu/page/reslifeportal (Priority Deadline: April 13)

Extended Stay Requests are available at: mercury.LUC.edu/page/reslifeportal (Requests due April 13 at 12PM)

Checklist (save this document and mark off items as they are completed)

- Pack/remove your belongings
- Donate lightly used items that you no longer want/need at a *Think Green & Give* location
- Clean your room/suite/apartment (*refer to **Room Cleaning/Prep Instructions** for detailed information*)
- Empty/defrost/clean/unplug mini-fridges* (*refer to instructions from USS*)
* full-size fridges in apartments should be cleaned but remain plugged in
- Dispose of all waste/recycling in proper locations
- Return furniture to original position
- Close and lock windows; open blinds/shades
- Set thermostat/window AC to 72°F (22°C)
- Double check your room/suite/apartment for any missed items
- Ensure appliances and water faucets are turned off
- Turn out lights and lock the door
- Check-Out:** Go to your building/area desk and let the DR know you are departing. While the DR uses your Student ID to check you out, fill out and return your key in an Express Check-Out Envelope.
Winthrop Area Desk – Messina Hall | Kenmore Area Desk – Marquette South Hall | Baumhart Hall – 4th Floor by RD Office
- Students living off-campus in fall** – Update off-campus address in **LOCUS** to avoid an administrative hold

Following the departure of all residents of a room/apartment, Residence Life Staff will inspect each unit for damages and/or abandoned property.

A \$100.00 Improper Check-Out fee may be assessed if any item listed above is not complete.

Unreturned keys cost \$150.00 and additional charges may be applied for any damages discovered during these inspections.

Move-In information for fall 2018 will be available on LOCUS in July as a digital Move-In Manual

In an effort to be more sustainable we will no longer send paper Move-In Manuals

If you have any questions regarding Move-Out, please contact your Resident Assistant or our office.

Residence Life wishes you a safe and enjoyable Summer Break and congratulates our May 2018 graduates!

Department of Residence Life

Loyola University Chicago

6333 N. Winthrop Avenue

Chicago, IL 60660

P: (773) 508-3300

F: (773) 508-3311

res-life@LUC.edu

LUC.edu/reslife

Preparing people to lead extraordinary lives.



Room Cleaning/Prep Instructions

General	<input type="checkbox"/>	All personal items have been removed
	<input type="checkbox"/>	Surfaces and furnishings are free of stickers/graffiti/stains
	<input type="checkbox"/>	Tape/3M strips/hook/etc. have been removed from surfaces without damaging surface
	<input type="checkbox"/>	University fixtures/finishes/furnishings have not been altered
	<input type="checkbox"/>	Carpets are vacuumed
	<input type="checkbox"/>	All tile/laminate/hardwood floors are swept/mopped
	<input type="checkbox"/>	Screens are properly installed on all windows
	<input type="checkbox"/>	Window Blinds/shades are in place and in good, working condition
	<input type="checkbox"/>	Door Viewer (peep hole) is in place and in working condition
	<input type="checkbox"/>	Door hardware is in place and in working condition
	<input type="checkbox"/>	Closet doors are attached and functional
	<input type="checkbox"/>	Closet shelves/floors are clean
	Furniture	<input type="checkbox"/>
<input type="checkbox"/>		<i>Make sure you have not removed the light cord from the desk lamp</i>
<input type="checkbox"/>		University furniture allocated to the room is present and in good condition
<input type="checkbox"/>		University-provided Recycling Bin is present
<input type="checkbox"/>		Furniture has been returned to original configuration
<input type="checkbox"/>		Furniture does not block walkways, doors, heating/ventilation units
<input type="checkbox"/>		No unauthorized University furniture (lounge furniture) is present
<input type="checkbox"/>		Drawers/shelves are empty and clean
<input type="checkbox"/>		Bookcase is properly attached to desktop
<input type="checkbox"/>		Bedframe is properly attached to head/footboards
<input type="checkbox"/>		Mattress is on bed and in good condition
<input type="checkbox"/>		Bedframe and mattress are clean
Other	<input type="checkbox"/>	Smoke and/or heat detectors are in place and working
	<input type="checkbox"/>	Outlet covers and light switch plates are in place
	<input type="checkbox"/>	No items are left behind/forgotten (check in and behind furniture)
Bathroom <small>(where applicable)</small>	<input type="checkbox"/>	Personal Items have been removed
	<input type="checkbox"/>	Bathroom surfaces and fixtures are free of mold/mildew
	<input type="checkbox"/>	Toilet (including in/around toilet bowl) is clean
	<input type="checkbox"/>	Tub/Shower area is clean
	<input type="checkbox"/>	University-provided shower curtain is present and clean
	<input type="checkbox"/>	Countertops/sink and cabinets are clean and free of personal belongings
Kitchen <small>(where applicable)</small>	<input type="checkbox"/>	Personal items have been removed
	<input type="checkbox"/>	Appliances are clean and in working condition
	<input type="checkbox"/>	Stovetop/oven, refrigerator/freezer, dishwasher (where applicable)
	<input type="checkbox"/>	Food/debris/spills have been removed/cleaned
	<input type="checkbox"/>	Countertops/cabinet/sink are clean

If you have questions about cleaning/preparing your room, please contact your Resident Assistant.