



OFFICE OF
Housing and
Residence Life

Housing and 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.

Students must move-out within 24 hours of their last final.

Residential facilities close at 10:00 AM on Friday, May 21

Summer Housing Applications are available at: [My Housing on the myElmhurst Portal](#) (Deadline: May 10)

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

- Pack/remove all your belongings
- Donate lightly used items that you no longer want/need at a donation location
- Clean your room/suite/apartment (*refer to **Room Cleaning/Prep Instructions** for detailed information*)
- Empty/defrost/clean/unplug mini-fridges*
* full-size fridges in apartments and houses should be cleaned but remain plugged in
- Dispose of all waste/recycling in proper locations
- Return room furniture to original position (beds bunked, shelf on dresser, hutch on desk)
- Close and lock windows; open blinds/shades
- Set thermostat to ON and 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:** Obtain an express checkout envelope from any Housing and Residence Life staff member or Public Safety. Fill out envelope, seal access card, stairwell key, room key and apartment building key inside. Turn envelope in at **Public Safety** before leaving campus.

Following the departure of all residents of a space, Facilities Management 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 at least \$100.00 and additional charges may be applied for any damages discovered during these inspections.

Move-In information for Fall 2021 will be sent to Elmhurst University emails by early August

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

Housing and Residence Life wishes you a safe and enjoyable Summer Break and congratulations to our 2021 graduates!

Office of Housing and Residence Life

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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
	<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"/>		University furniture allocated to the room is present and in good condition
<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 furniture (lounge furniture) is present
<input type="checkbox"/>		Drawers/shelves are empty and clean
<input type="checkbox"/>		Bookcase is attached to dresser
<input type="checkbox"/>		Hutch is attached to desk
<input type="checkbox"/>		Bedframe is properly attached to head/footboards, beds are bunked
<input type="checkbox"/>		Mattress is on bed and in good condition
<input type="checkbox"/>		Bedframe and mattress are clean
<input type="checkbox"/>		Smoke detectors are in place and working
Other	<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)
	<input type="checkbox"/>	Personal Items have been removed
Bathroom <small>(where applicable)</small>	<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
	<input type="checkbox"/>	Personal items have been removed
Kitchen <small>(where applicable)</small>	<input type="checkbox"/>	Appliances are clean and in working condition
	<input type="checkbox"/>	Floor has been swept
	<input type="checkbox"/>	Food/debris/spills have been removed/cleaned
	<input type="checkbox"/>	Countertops/cabinet/sink are clean
	<input type="checkbox"/>	Items are removed from cabinets

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