Campus Housing Closing Procedures

One of Housing and Residence Life's goals is to provide students with safe, comfortable and attractive housing. Students are vital in making this goal a reality. After students checkout at the end of the semester, our Facilities department will inventory, clean and repair damages in all 357 residence hall rooms and in the apartments.

The following instructions will help you do your part in this process. Please read these instructions carefully so that you know what is expected of you in regards to the checkout process and cleaning.

**Important Note:** The residence halls and 9-month apartments* close at noon on Saturday, May 16th.

All students must be moved out of campus housing within 24 hours after their last exam or by noon on Saturday, May 16th – whichever is earlier. The only exceptions that will be made are:
- Graduating seniors participating in commencement.
- Students working for the university over the summer who have been preauthorized to stay.
- Residents who are transferring to the 12-month apartments.

No other exceptions will be made. If you do not fall into one of these three categories, you **must** be moved out by noon on Saturday, May 16th.

*May 16th is also the move-out date for 12-month apartments that began their lease term in May 2014.*

Your RA will post checkout appointment times in the hall. Please sign up with your RA at least 48 hours in advance of your preferred checkout time.

The move-out checklist that follows outlines the cleaning and check-out procedures. Please take a few moments to read it and review with your roommate(s) if applicable.

If you have any questions, please see your RA or email reslife@santafeuniversity.edu.

**Thank you!**
Move-Out Checklist

All Rooms
☐ Sign up for a check out time with your RA 48 hours in advance of your departure.
☐ Talk with your roommate about your departing plans and decide who will be responsible for cleaning common spaces that are shared.
☐ Remove all clothing from your closets and drawers in your dressers.
☐ Wipe out the drawers and the exterior of your dresser and closet with a damp cloth.
☐ Remove all clothing, shoes, and other belongings from closets. Do not leave hangers, price tags, empty shoe boxes or any trash on the floor or shelves of your closet.
☐ Remove all posters, pictures and any other items hanging on the walls, door exterior and door interior.
☐ If you dissembled any university beds, desks, or other furniture, they must be reassembled before you checkout.
☐ Remove any window decorations.
☐ Make sure all windows are locked and blinds are clean and completely open.
☐ Clean out any and all papers, schools supplies, personal belongings, and trash from your desk and dresser drawers.
☐ Wipe off the top of your desk and other surfaces with a damp cloth.
☐ Lift your mattress up and make sure there are no papers or trash underneath.
☐ All trash must be taken to the dumpsters outside your building. Do not leave trash in your room, hallways, bathrooms, lounges, or other common spaces.
☐ Clean the floor in your room, it must be vacuumed or swept.
☐ Remove any food from community fridges in the common lounges.
☐ If your room has a refrigerator, remove all food and clean both inside and outside.
☐ If your room has a sink, clean both the sink and mirror.
☐ Remove all boxes and belongings out of your room before your check-out appointment.
☐ Meet your RA for your appointment and have your room key ready to turn in.

Suite Restrooms:
All items above apply to your room. Additionally:
☐ If you have a suite restroom, make sure to coordinate with your suitemates who will be responsible for what duties.
☐ Remove all personal items from the bathroom.
☐ Clean sinks and mirrors.
☐ Clean out showers and the drains in the showers.
☐ Clean out any and all trash off of the floors in the restroom.

Apartment Kitchens and Living Rooms
All items above apply to your apartment bathroom and bedroom. Additionally:
☐ Coordinate with your suitemate who will be responsible for duties in the kitchen and living room.
☐ Remove all personal items from kitchen cabinets, refrigerator, and living room.
☐ Clean refrigerator, stove, microwaves, cabinets, and countertop. Sweep floor.

Don’t forget to check your campus mailbox before departing!