CLOSING Checklist—Fall 2015
(Note: Checklists will be provided to you by the central office)

Before leaving for winter break, complete this form and attach it to the outside of your door.

Name: ____________________________

Hall/Room #: ____________________________

Date/Time of Departure: ____________________________

Staff will check rooms for safety and security after closing.

Are you returning to spring semester? If yes, complete the following:

☐ Unplug all electrical items including the microwave/refrigerator unit.

☐ Remove all perishable food items from microwave/refrigerator units and clean them out. Failure to do so will result in a minimum charge of $25.00.

☐ Remove all trash and recyclables. Failure to do so will result in a minimum charge of $25.00.

☐ Pick up belongings and sweep your room. Back South: Remove all belongings from bathrooms and mod areas.

☐ If you have a vacancy, prepare room for the assignment of a new resident for Spring Semester by clearing the appropriate bed, closet, drawers, and desk. (Fee/Conduct charge will apply.)

☐ Take home any fish and plants.

☐ Remove all valuable items. The University will not assume responsibility for stolen or damaged property.

☐ Close and lock all windows and shades at least half way up.

☐ Remember to lock your door.

Are you not returning to OHIO spring semester? If no, complete the following:

☐ Visit www.ohio.edu/myhousing, click on ‘Applications’ tab and complete the ‘Intent to Withdraw Form’.

☐ Cancel spring semester classes via your ‘MyOHIO’ student portal.

☐ Schedule a check-out of your room with your RA before leaving. Reminder: Your housing contract is binding for the entire year (unless you withdraw from the University.)

Have a Safe and Happy Holiday Season!