

FOUND

CHECKOUT

- Remove all personal belongings from the space.
- Set furniture back to original move-in day position.
- Dispose of all garbage in appropriate bins in trash room.
- Floors should be in broom-swept condition.
- Remember to wipe down desks and chairs.
- Clean the microwave and fridge of all items.
- Please close windows and doors upon final departure.

Turn in student ID by placing in/filling out a checkout envelope and dropping it in the key return box by the front desk

