Apartment and Residence Hall
Closing and Check-out Procedures

With the end of the year approaching, it is important to prepare for end-of-the-year closing and the room and apartment check-out process. Please complete the following list of items prior to your departure for the summer. Your residence hall or apartment contract ends on Saturday, May 18 at 5:30 p.m. Students are required to vacate their accommodations by this time and date unless arrangements have been made for summer housing or an extended stay.

End-of-the-Year Closing To Do List:

All students must complete the Express Check-Out process online: www.uwgb.edu/housing. Failure to check out online will result in a $50 improper check-out charge. Your room/apartment must be completely empty of your belongings and thoroughly cleaned. Additional charges will be assessed if your room or apartment is not cleaned, or if damages are found.

We strongly recommend you and your roommate(s) discuss who will assume specific cleaning and damage responsibilities. If we are unable to determine a given individual's responsibility, or you or one of your roommates neglect to do his/her share, charges may be divided equally among all roommates.

We recommend non-abrasive cleaners, liquid detergents, and dry powder detergents for cleaning. Be sure to always follow the instructions on the label.

1. Carpets/Floors
   - Vacuum carpet.
   - Mop vinyl/tile flooring, including bathrooms.

2. Cupboards, Counter Tops, Medicine Cabinets, Shelves, Vanities, Desks, Dressers and Other Furniture
   - Remove cushions from sofa & chairs and vacuum. Clean spots from upholstery with a damp cloth or cleaner.
   - Dust and wipe inside and out.

3. Bathroom/Vanity Area
   - Clean the toilet inside and out.
   - Clean the sink inside and out.
   - Clean the mirror.
   - Clean the shower.

4. Walls
   - Remove all tape and/or poster putty.
   - Wipe down as needed.

5. Tack Strips, Hutches, Corkboards and Bulletin Boards
   - Remove all tacks and nails.
   - Wipe down as needed.

6. Recycle Bins/Waste Baskets
   - Remove all trash and recyclables from your room.
   - Clean bins inside and out.

7. Windows
   - Clean windows and remove any sticky items or window clings.
   - Close and latch all windows.
   - Close blinds or curtains.

8. Light Bulbs
   - Burned out bulbs must be replaced. Please submit an online Maintenance Request at www.uwgb.edu/housing and maintenance personnel will replace them.

9. Closets/Storage Areas
   - Remove all personal items and sweep or vacuum. Any items left after buildings close will be discarded according to the policy for disposal of such items.
   - Any Residence Hall closet doors that were removed must be properly re-installed prior to your departure. Dressers placed in closets must be removed and placed back into the main part of the room prior to your departure as well.

10. Kitchens (Apartments Only)
    - Refrigerators
      - Remove all items and clean inside and out.
      - Turn down to lowest cooling level, but do not turn off. Leave fridge plugged in with the doors shut.
    - Stove/Oven
      - Clean outside of stove. Leave stove plugged in.
      - Clean inside of oven thoroughly. (See attached instructions for your building.)