

CHECK-OUT CHECKLIST

TO AVOID UNNECESSARY CHARGES, COMPLETE ALL ITEMS PRIOR TO YOUR DEPARTURE

LIVING ROOM / HALLWAY

- ✓ Remove posters, decorations, tape/adhesives, nails, tacks, stickers, and residue from walls and ceiling.
- ✓ Make sure carpet is vacuumed and all trash has been taken outside to the dumpster.
- ✓ Remove stickers, magnets, etc from both sides of the main apartment door.
- ✓ Make sure the hallway closet is clean and empty (if applicable)

KITCHEN

- ✓ Discard all items in the refrigerator and freezer (do not discard the ice trays).
- ✓ Sweep and mop the floor.
- ✓ Clean and empty all cabinets.
- ✓ Clean the counter top and sink.
- ✓ Clean the inside and all sides of appliances (stove, microwave, refrigerator, and dishwasher).
- ✓ Clean the broiler pan and put in the oven.

BEDROOM

- ✓ Remove posters, decorations, tape/adhesives, nails, tacks, stickers, and residue from walls, ceiling and the door.
- ✓ Remove all items from the dresser, desk, and the closet.
- ✓ Make sure carpet is vacuumed and all trash has been taken out to the dumpster.
- ✓ Close the window and pull your blind half-way down.
- ✓ Turn off the light and lock the door. Locking your bedroom door will protect you against damages after you leave.

BATHROOM

- ✓ Remove all items from the vanity, storage shelf, medicine cabinet, shower and under the sink.
- ✓ Discard shower curtain (if all residents are leaving).
- ✓ Sweep and mop the floor.
- ✓ Scrub the sink, toilet, and shower.
- ✓ Turn off all water completely and make sure faucets and the shower head are not dripping.
- ✓ Turn off light and fan.

*KITCHEN and LIVING ROOM charges will be divided among all apartmentmates.
HALLWAY and BATHROOM charges will be divided between the A/B or C/D occupants.*

*If one of more of your apartmentmates is accepting responsibility for any cleaning or damage charge(s),
the responsible apartmentmate(s) must email capstone@towson.edu by May 21st to prevent others from being billed.*

*MOVING CARTS and VACUUM CLEANERS can be checked out between 10 AM and 3 PM.
Bring your driver's license. You will need your One Card to re-enter the building.*

MUST BE DONE BEFORE YOUR MILLENNIUM HALL LICENSE ENDS