

2022-2023 SPRING CLOSING EXPRESS CHECK OUT FORM

(This form must be filled out entirely to avoid errors that could cause misunderstandings, fines, or charges)

Check Out Date:

Check Out Time:

Your Name (print):

Residence Hall:

Room Number:

Numbers Printed on my Room Key(s):



By signing below, I understand I am waiving my right to be present while a staff member checks the room for compliance with the check out instructions (www.cornellcollege.edu/residence-life/living-on-campus/closing.shtml). In waiving this right, I understand that the Residence Life staff will inspect my residence in conjunction with staff from Facility Services and Custodial.

Abandoned Items

If abandoned items are found, I acknowledge the College has a right to dispose of those items. Any charges for damage(s) that were not communicated to the Residence Life office through the Room Condition and Inventory report will be billed to my student account. Any charges for excessive cleaning will be billed to my student account.

Keys

I understand that I am required to return my room key upon check out. Failure to return my room key will result in a complete lock change at the cost of \$100.00 per lock. If I live in a room where my key unlocks more than one door, the charge will be multiplied by the number of door locks.

To return your key, bring it to the key drop-off located box outside of the Old Sem building. The drop-off box is a gold mail flap near the front door on the south side of the building (facing the Ped Mall and Cole Library). Tape your key to this completed sheet, fold the sheet in half, and place it inside the mail slot.

Checklist

Complete this closing checklist to ensure the highest compliance.

- | | |
|---|---|
| <input type="checkbox"/> Remove all personal items from the room (check all drawers/wardrobes) | <input type="checkbox"/> Return any lofting bed pins to a Resident Assistant |
| <input type="checkbox"/> Check your ceiling, behind curtains, under furniture, and both sides of your door | <input type="checkbox"/> Clean furniture surfaces free of dust and sticky spots |
| <input type="checkbox"/> Remove trash and recycling and dispose of in outside containers | <input type="checkbox"/> Sweep and/or vacuum the room floor |
| <input type="checkbox"/> Carefully remove any adhesive strips and hooks from the wall/furniture taking care not to remove the paint | <input type="checkbox"/> Close and lock windows |
| <input type="checkbox"/> Return furniture to original set-up found at move-in | <input type="checkbox"/> Close curtains and lower blinds |
| | <input type="checkbox"/> Turn off room lights |
| | <input type="checkbox"/> Lock room door after leaving for the last time (prevent vandalism after you leave) |
| | <input type="checkbox"/> Donate any unwanted items in good condition or unopened food items (see info on closing website) |

Student Signature _____

FOR STAFF USAGE ONLY

Key Code Received: _____ **Date Key Logged:** _____ **Residence Life Staff Initials** _____

-----*(Fold sheet in half)*-----