

# Express Checkout Checklist

For checkout deadlines and expectations, please monitor your UW Oshkosh email address for information and make your travel plans accordingly.

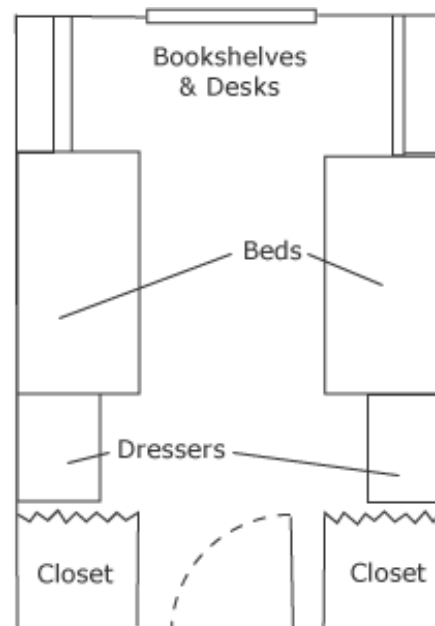
Please follow the instructions on the **Express Checkout Key Packet**.

Remember to complete the following before checking out for proper inspection:

- ❑ Return rental loft (if applicable; see email/Res Life Website for return dates and location)
- ❑ Make sure your bed is lowered and safety rail is under the bed (see Delofting Instructions for more details)  
**NOTE: You could be charged \$100 if the bed is not at the correct height**
- ❑ Empty out all drawers and leave them **OPEN**
- ❑ Flip mattresses up/leave propped against the wall
- ❑ Remove everything from your door and walls
- ❑ Clean off any tape, mounting tape, or any other adhesive residue that is on your door, walls, or room fixtures
- ❑ If you checked out a Switch/Power Supply, please return to the front desk of your hall
- ❑ Remove any debris (paper scraps, coins, paperclips, garbage) from the floor; vacuum the carpeted floor, sweep and mop all non-carpeted flooring
- ❑ Clean any large or small messes in room  
**NOTE: Minimum \$60 charge for unclean room**
- ❑ Dust furniture (wipe off bookshelves, desk, dresser, drawers)
- ❑ Replace any burned out light bulbs (available at the front desk)
- ❑ Rearrange the room according to the picture to the right/on the Res Life Website
- ❑ Close and lock window
- ❑ Close curtains
- ❑ Take out any remaining trash and recycling
- ❑ Turn off lights
- ❑ Lock the door



**Donner / Webster  
Room Lavout**



Place keys in the Express checkout envelope and drop in the Express Checkout Box. **DO NOT HAND TO DESK WORKER.**

\*Please know that failure to return any keys administered to you via the Express Checkout Envelope will result in charges for a lock change and new keys.

***I understand my room will be checked at a later time. I assume full responsibility for my room damage charges. I also understand failure to return the keys, which were originally assigned to me, will result in charges, as indicated in the Community Rights and Responsibilities Handbook.***