

Express Checkout Checklist – Fletcher Double

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

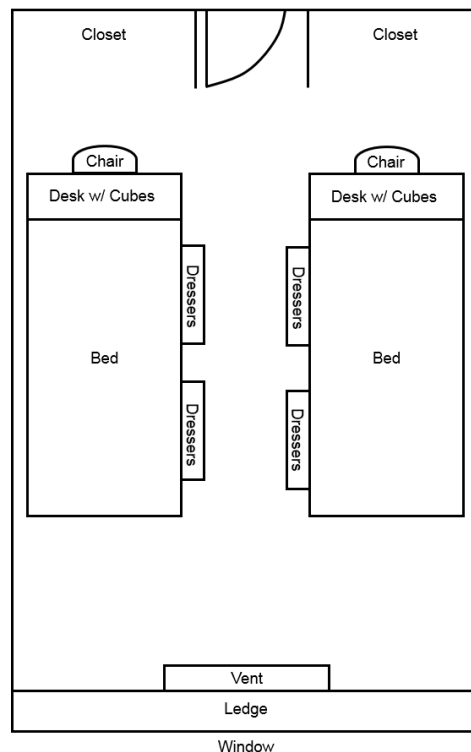
Please follow the instructions on the **Express Checkout Key Packet**.

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

- ❑ Make sure your bed is assembled and lowered to the height of unstacked dresser drawer units (top hook at the 8th notch, see Delofting Instructions for more details)

Note: You could be charged \$100 if the bed is not lowered or at the correct height

- ❑ Empty out all drawers and leave them **OPEN**.
 - ❑ Place dressers underneath the lowered bed
 - ❑ 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
 - ❑ Take out all staples and tacks of the tack board outside your room
 - ❑ Remove any debris (paper scraps, coins, paperclips, garbage) from the floor; vacuum the carpeted floor
 - ❑ Clean any large or small messes in room
- NOTE: Minimum \$60 charge for unclean room**
- ❑ Dust furniture (wipe off cubes/bookshelves, desk, dresser, dresser drawers)
 - ❑ Replace any burned out light bulbs (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 blinds
 - ❑ Take out any remaining trash and recycling
 - ❑ Turn off lights
 - ❑ Lock the door



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.