

Express Checkout Checklist - Horizon 4 Bedroom Suite

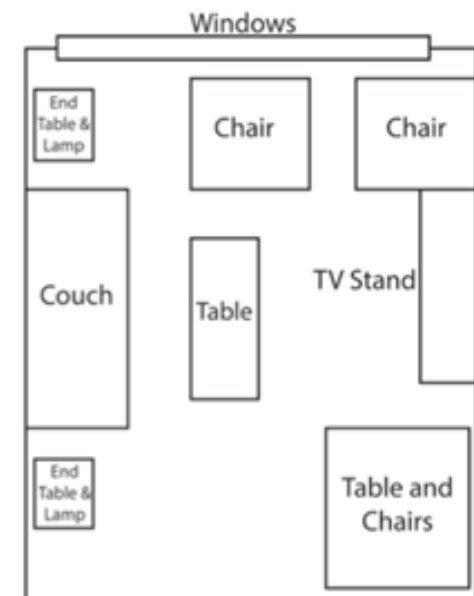
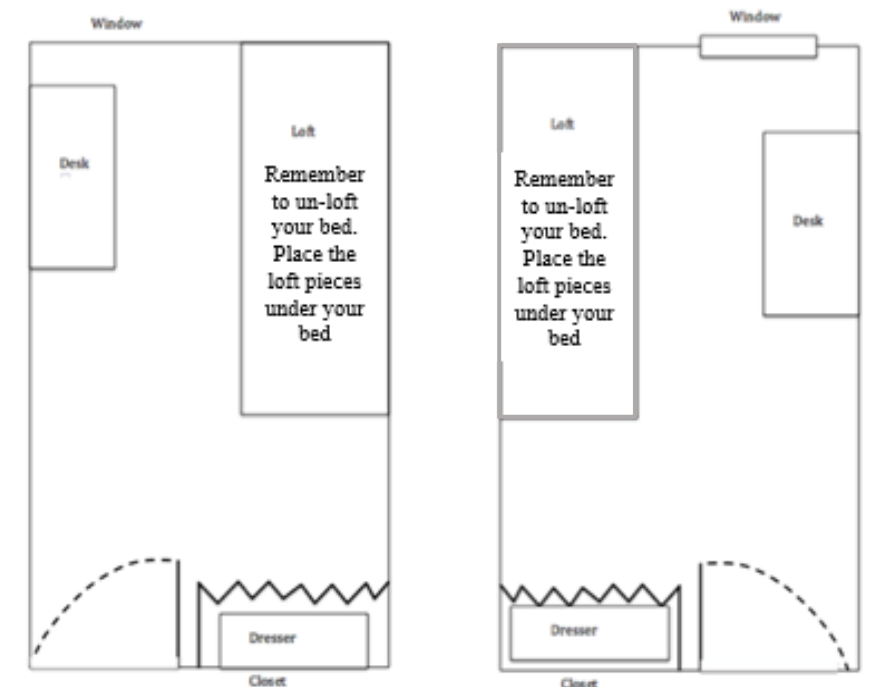
For checkout deadlines and expectations, please monitor your UW Oshkosh email address for information and make your travel plans accordingly.

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 delofted and the loft pieces are placed under your bed (see Delofting Instructions for more details)
 - NOTE: You could be charged \$100 if the bed is not delofted and at the correct height**
- ❑ Make sure your bed is assembled and the loft pieces are placed under your bed
- ❑ Empty out all drawers and leave them **OPEN** for inspection
- ❑ Remove everything from your door and walls
- ❑ Clean off any tape, mounting tape, any other adhesive residue that is on your door, walls, or room fixtures
- ❑ Clean and dry out your fridge and freezer
- ❑ **NOTE: Minimum \$25 charge if fridge/freezer are not wiped down**
- ❑ Clean microwave
- ❑ Remove any debris (paper scraps, coins, paperclips, garbage) from the floor. Vacuum the carpeted floor, sweep and mop all non-carpeted flooring (i.e. bathroom, shower room, kitchenette)
- ❑ Clean kitchen sink
- ❑ Clean cabinets and pantry (inside and outside)
- ❑ Clean bathrooms and shower room, *including the toilets*
- ❑ Clean up all messes in bedrooms **NOTE: Minimum \$60 charge for an unclean room**
- ❑ Clean up all messes in common areas **NOTE: Minimum \$100 charge for an unclean common area**
- ❑ Dust furniture (wipe off bookshelves, desk, dresser, countertops, common area furniture)
- ❑ 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
- ❑ **REMOVE ALL PERSONAL FURNITURE**
- ❑ **NOTE: MINIMUM \$100 CHARGE IF ANY PERSONAL FURNITURE IS LEFT BEHIND**
- ❑ Close and lock windows
- ❑ Close blinds
- ❑ Take out any remaining trash and recycling
- ❑ Turn off lights
- ❑ Lock the doors

4 Bedroom Suite Diagrams Suites in Horizon Village all vary slightly. If you can't reset your furniture exactly as the diagram shows, we understand. Please do the best that you can to reset your space. Thank You!



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 suite and room will be checked at a later time. I assume full responsibility for my suite and 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.

