



If you are planning to leave UNK Housing prior to May 2, 2020, we ask you to complete a checkout of your room utilizing the Express Checkout process.. A staff member will go through your room and complete the room inspection at a later time..

Express Check-out Instructions:

- Remove all your belongings and trash and clean your room.
- Resident must complete the room cleaning instructions as listed below.
- Fill out the information listed on the envelope.
- Seal your room and mailbox key in the envelope provided. (will be billed accordingly for any missing keys)
- Return completed envelope to the Front Desk or the designated drop box as indicated at the front desk.

Important Information:

- Mail | Go to your MyBLUE account and change your 'local address' to reflect the address where you will be living this summer, so that mail can be forwarded.
- Be sure to take your bicycle home. Bikes left on campus past May 8th, will be impounded.

Room Cleaning Instruction; Prior to checkout you will need to do the following:

- Remove ALL personal belongings from the room
- Un-loft/unbunk your beds.
 - If you rented a loft from College Products, lofts are to be left in your room. College Products will pick them up after hall closing.
- Remove all tape and residue from the windows and wipe down windowsill.
- Clean out drawers with a damp cloth. Check for items that fall behind the drawers.
- Dust furniture.
- Clean out your sink with cleanser and clean mirror.
- Check shelves in closet for any items that may have been pushed back. Wipe down shelves. Take all hangers with you.
- Remove all tape and marks from walls and both sides of your door.
- Vacuum or sweep your room.
- Any damages not listed on the room inspection you completed upon check-in are your responsibility.
- If you rented a MicroFridge, the unit MicroFridge must be thoroughly cleaned, unplugged, defrosted, and dry. A staff member will inspect the unit. Charges will apply for missing parts (knobs, turntable, etc.) **and if the unit is not clean/defrosted.** The MicroFridge will remain in your room following the checkout.
- Antelope/Nester Halls: All the appliances provided in your room must be cleaned out and wiped clean.

Your room must be clean prior to checkout! If it is not clean you will billed for the cleaning as appropriate.

If you are charged, any damage fees, they will be posted to your student account. You will also receive an email listing the damages and the charges. If you are concerned about a possible charge, please contact housing@unk.edu as soon as possible. Residence Life staff, under the guidance of UNK Facilities, make the final determination on room damage charges.

Again, if you have any questions, please be sure to ask a staff member. Stay tuned for more details from the Residence Life Office. Good luck with the remainder of your spring semester!