



OFFICE OF  
**RESIDENCE  
LIFE**  
CENTRAL MICHIGAN  
UNIVERSITY

# APARTMENTS EXPRESS CHECKOUT

**THE GRADUATE HOUSING SPRING APARTMENT CONTRACT ENDS**

**ON SATURDAY, MAY 6 AT 6 P.M. EST**

**YOU DO NOT NEED TO CHECK OUT WITH A STAFF MEMBER**

## STEP ONE: FOLLOW THE CLEANING & MOVING GUIDELINES

- Submit maintenance work orders for any facilities concerns in your living unit.
- Please return moving carts to the lobby when complete and do not leave carts outside.
- Please use your own cleaning supplies that you have.
- The Office of Residence Life supports the Student Food Pantry, Strickler Center and other community partners through our **annual Donation Drive**. Visit your lobby to donate clothing, non-perishable food, school supplies, dishes and e-waste. Please consider donating large items to Habitat for Humanity at 989-773-0043.

## STEP TWO: COMPLETE THE FOLLOWING IN YOUR ROOM

**Remove all personal items.** Do not leave anything in the apartment, public areas, or lobbies.

**Take all garbage & recycling to the dumpster and/or maroon tanks.**

**Clean the bathroom,** wipe the drawers and leave them open to indicate they are clean and empty.

**Clean your refrigerator and stove/oven.**

**Clean and empty all kitchen cabinets** and leave them open to indicate they are clean and empty.

**Close & lock windows.** Ensure screens & blinds are in place.

**Clean & empty dressers & desks.** This includes all surfaces and behind each of them. They should be wiped down, free of hair, stickers and sticky residue. Leave them open to indicate they are clean and empty.

**Clean & empty closets.** This includes the top shelf. They should be wiped down, free of hair, stickers and sticky residue.

**Turn off all lights & clear all doors.** This includes paper, stickers, tape and residue on BOTH sides.

**Remember to take your bicycle.** Racks will be cleared on May 16 and your bike will be sold at the CMU auction if left.

## STEP THREE: TURN IN YOUR KEY AT THE STATION IN THE LOBBY

- Lock your door once you have removed all of your belongings.
- Check your mailbox.
- Bring your key to the lobby and put it in the envelope.
- Complete the information on the outside of the envelope. Put the completed envelope in the drop box.
- Visit [techops-forms.apps.cmich.edu/fal/update/](http://techops-forms.apps.cmich.edu/fal/update/) to update your mail forwarding address.

## DAMAGES ACKNOWLEDGEMENT:

Any charges for damages and/or cleaning will be applied to your university account and will need to be paid by July 1 to avoid late charges. Charges are split among all unit residents unless a resident(s) claim responsibility by emailing the Manager of Housing Operations by 6pm on Saturday, May 6.

## STEP FOUR: INITIAL AND DATE BELOW WHEN YOU LEAVE

Roommate #1

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Roommate #2

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Roommate #3

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

Roommate #4

Date: \_\_\_\_\_

Initials: \_\_\_\_\_