

BYU Residence Life Checkout Document

Duty #4

3-Bedroom, 5-Person

EVERY RESIDENT should complete the following:

1. Fill it out:

- Fill out the Mail Services change of address form & turn it into your RA.
- Notify family, friends, banks, cell phone providers, Amazon, newspaper providers, etc. regarding change in address.
- Update your new address on MyBYU.

2. Sign up:

- EACH person must sign-up for an inspection time by the last day of classes.
- Your inspection time must be at least 1 hour before you leave, but no more than 24 hours prior to your leave.
- If you are the last person in the apartment to leave, you must also have the last inspection time in your apartment. You must sign-up for a 20 minute inspection (2 time slots).

3. Pack it up:

- Allow AT LEAST 5 hours to pack (this does not include cleaning, sleeping, eating, etc.).
- Pack up ALL personal items and Remove ALL unwanted items:
 - Unopened non-perishable food: Take to the HRCN.
 - Perishable food: Place in the dumpsters. Do not leave in the apartments.
 - Unwanted personal items: Place in dumpster or take to DI (minimum \$50 removal fee if left in the apartment). Unwanted furniture, TVs, and computers should not be placed in or near the dumpster.
 - Empty your mailbox and pick up any packages.
 - Members of the opposite gender are allowed in the bedroom to help carry out items on the day you leave (9 a.m. to 9 p.m.).

4. Clean it up:

- Allow AT LEAST 5 hours to clean (this does not include packing, sleeping, eating, etc.).
- Complete your assigned duties as outlined.
- If you need instructions on cleaning procedures, please review the detailed instructions. A link was sent to your email.
- Quickly return vacuum cleaners, Mighty Mites, & Doodle Bugs to the closet after you use them.
- If you do not clean adequately, you will be charged custodial fees. The minimum cleaning charge is \$34.50.

5. Move it out:

- Remember to keep keys and mattress pad accessible to turn into your RA.
- No items can be stored over the summer. If you would like summer storage, please find a local storage facility or call Storage for Students @ 801-687-0440.
- Remove ALL personal items (wanted & unwanted) from the apt and student storage.

Assigned Duties

Both Bathrooms

- ☐ Shower
- ☐ Floor

Entry and Hallway

- ☐ Carpet

Kitchen

- ☐ Microwave
- ☐ Countertop and Backsplash
- ☐ Kitchen Sink

Living Room

- ☐ Carpet

Bedroom

- ☐ Walls
- ☐ Ceiling and Light Fixture
- ☐ Door and Frame
- ☐ Window
- ☐ Closet and Dresser
- ☐ Desk and Chair
- ☐ Bed
- ☐ Floor

For Vents, Fans, Light Fixtures, Light Covers, please dust, remove cobwebs, and spot clean. Please do not remove the covers or vents. See detailed instructions for questions.

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Cleaning Items to Use	Cleaning Items NOT to Use
<p>The following supplies should be used in cleaning your apartment. Please see the detailed instructions sheet which further outlines the appropriate use of these products.</p> <p>Broom and Dustpan (found in your kitchen) Mop and Bucket (found in your kitchen) Soft Scrub Gel (sinks and shower enclosures) White Scotch Brite Pads 409, Lysol, or Pine-Sol Lysol or Comet Toilet Bowl Cleaner (toilets only) Brillo/SOS Pads (stove top drip pans only)</p>	<p>Do not use the supplies listed below because they may damage the fixtures, granite, or appliances in your apartment. You will be charged for damages if you use them.</p> <p>Acidic Cleansers (e.g. Liquid Comet) Abrasives (e.g. Comet Powder) Ammonia Drain Cleaners (Drano, Liquid-plumr, etc.) Floor Wax Green Scotch Brite Pads Lime Away Oven Cleaner</p>

Shared Cleaning Items		
<p>You may also use the upright vacuum, the Mighty Mite canister vacuum, and the Doodlebug scrubber (for shower enclosures, from the B closet in the 100 wing of your floor at any time. Please return shared items when you are done so others can use them.</p>		
Upright Vacuum	Mighty Mite	Doodle Bug
		