

# Express Checkout Checklist – Fletcher ADA

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 8<sup>th</sup> notch, see Delofting Instructions for more details)

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

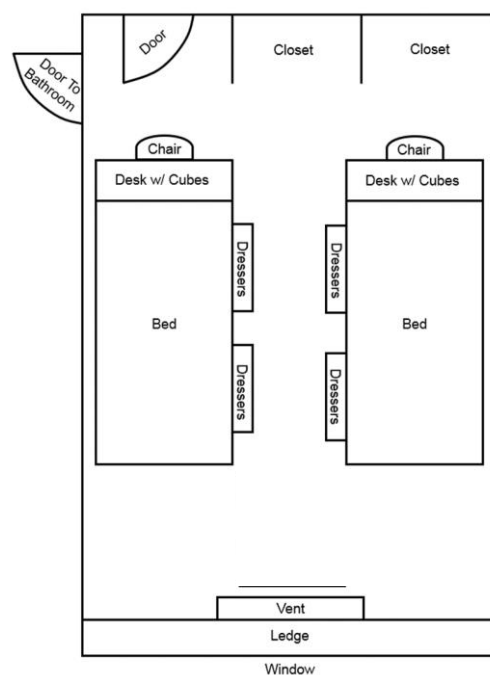
- ❑ Empty out all drawers and leave them **OPEN**
- ❑ Place dressers underneath the lowered bed
- ❑ Flip mattresses up/leave propped against the wall
- ❑ Remove everything from your door and walls
- ❑ Clean off any tape, mounting tape, or any other adhesive residue that is on your door, walls, or room 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, sweep and mop all non-carpeted flooring (i.e. bedroom, bathroom)
- ❑ Clean bathroom/shower, **including the toilets**
- ❑ 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.***