BEFORE WE LEAVE

RESIDENT CHECKLIST

PLEASE LEAVE THIS CHECKLIST TAPED TO THE DOOR

<table>
<thead>
<tr>
<th>ROOMMATES</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
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<tbody>
<tr>
<td>Assigned to</td>
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I/we have **unplugged, defrosted** and **cleaned** the **fridge** (no visible signs of debris of any kind). The unit needs to be clean, dry and left open.

I/we have **cleaned** the **microwave plate** and left it inside the microwave.

I/we have moved **ALL furniture** back to its original position; specifically the **bed** needs to be returned to its original location and height (if applicable).

I/we have thoroughly cleaned the **bathroom shower, toilet, sink and floor** (if applicable).

I have emptied, dusted and wiped down my **drawers and closet** and left them open.

I have removed everything off the **interior walls, windows, ceilings, floors and doors** (no sticky residue, tape, etc.)

I have removed **trash bags** and other large items (i.e. carpets) and disposed of them in **trash room**.

I/we have emptied and washed out the **trash can** and **recycling bin** and they have been left in my room.

I have closed the **blinds** and turned off all **lights**.

All residents MUST sign the form upon departure to notify staff that they have left.

**NAME (1ST ROOMMATE)** ___________________________ **DEPARTURE DATE** _______ **TIME** _______ **RA** _______

**NAME (2ND ROOMMATE)** ___________________________ **DEPARTURE DATE** _______ **TIME** _______ **RA** _______

**NAME (3RD ROOMMATE)** ___________________________ **DEPARTURE DATE** _______ **TIME** _______ **RA** _______

**NAME (4TH ROOMMATE)** ___________________________ **DEPARTURE DATE** _______ **TIME** _______ **RA** _______