



Spring Move-out guide:

- Attend **mandatory Closing Floor Meeting**
- Properly dispose of all perishable items/trash and recycling
- Rooms are to be deep cleaning
- Doors are to be shut and locked!
- Check and empty mailboxes before leaving
- Defrost the fridge at least **24-48 hours prior** to your departure
- Unplug everything in your room, except for your **refrigerator**
- Fridges are to be emptied out of all food and thoroughly cleaned**
- Leave any vacant bed spaces in your room/suite clean and unoccupied of your personal belongings
- Please check in with your Community Director or Community Assistant to schedule a check-out time

Rented Items from University and Student Services:

Make sure you clean and return rented items during designated drop-off hours:

- Micro-fridges
 - Defrost and clean out **48 hours prior** to checkout
- Water Coolers / Tanks
 - Your rental company will be communicating instructions for coordinating the return of your rented item **via email**.
- All carts, speed packs, or dollies **must** be returned **within the designated time**
Failure to do so will result in being charged.

Reminders:

24 Hour Quiet Hours go into effect at 9 p.m. on April 26, 2024

Bike Tagging

- Bike tagging will take place immediately after move-out
- Please make sure that you take your bike home with you
- All bikes left behind will be impounded as abandoned property during bike sweep

Ditch the Dumpster & Donate! Beginning April 20, 2024

Items eligible to be donated

- Books, hangers and storage bins
- Clothing, shoes and accessories
- Linens, drapery, towels, bedding and stuffed animals
- Smaller household items
- Non-expired dry goods for Campus Food Pantry
- Electronics for E-Waste bins

Drop-off location bins: _____

Items to address before leaving and turning in your keys:

- Return all borrowed items to the front desk
- Submit a mail forwarding request on MyASU
- Schedule a check-out time with your CA/CD **48 hours in advance**

What you could be charged for?

Walkthroughs will be conducted by Hall Staff and ACC Staff during your check-out time to assess your room for damages and cleanliness.

Charges for cleanliness will be split between roommates/suitemates.

Failure to properly clean your room and dispose of all items will result in a charge assigned to your student account.

- ✓ Missing or damaged items (chairs, mattresses, recycling and trash bin, blinds/window coverings, etc.)
- ✓ Trash left in room
- ✓ Abandoned property (items left that are not trash) within room
- ✓ Lack of cleanliness within room
- ✓ Damaged walls (paint stripped, or nails/holes within walls)
- ✓ Missing/not returned keys/fobs (these cannot be turned in after you leave)

How we assess cleanliness:

- ✓ No trash/recycling in room, bathroom, and any shared areas
- ✓ Empty closets/drawers
- ✓ No dust or dirt on any surfaces, walls, or floor
- ✓ Thoroughly wipe down countertops, showers/baths, sinks, toilets, mirrors, furniture, windows, etc.
- ✓ Vacuum or mop room, bathroom, or any shared areas

Make arrangements to obtain your own cleaning supplies and vacuums now!



To learn more scan the QR code

ASU Arizona State University

University Housing