

# Spring Move-out guide:

- ☐ Attend **mandatory Closing Community Meeting**
- ☐ Properly dispose of all perishable items/trash and recycling
- ☐ Rooms are to be deep cleaned
- ☐ Doors are to be shut and locked!
- ☐ Check and empty mailboxes before leaving and return applicable mail keys
- ☐ 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 May 2, 2025

**University Housing Residence Halls/Apartments close at 12 p.m. on May 10, 2025**

**Please checkout within 24 hours of your last final exam.**

### 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 28, 2025

#### 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**

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