

## **DEPARTURE FORM**

ROOM	#	

RESIDENT 1:	RESIDENT 2:	RESIDENT 3:	DAMAGE / BROKEN:
Remove your food and take to the Student Kitchen to dispose. Bring back any glassware from kitchen/dining	Remove your food and take to the Student Kitchen to dispose. Bring back any glassware from kitchen/dining Hall	Remove your food and take to the Student Kitchen to dispose. Bring back any glassware from kitchen/dining Hall	
Unplug your electrical items and multiplugs.	Unplug your electrical items and multiplugs.	Unplug your electrical items and multiplugs.	
Turn the radiator down to "2".	Turn the radiator down to "2".	Turn the radiator down to "2".	
Clear the surface of all desks.	Clear the surface of all desks.	Clear the surface of all desks.	
Clear the floor and the area underneath your bed.	Clear the floor and the area underneath your bed.	Clear the floor and the area underneath your bed.	
Boturn all furniture to its original location (tables, obein	Pot up all furniture to its original location (tables, chairs	Potum all furniture to its original location (tables, chairs	
armoires, etc.).	armoires, etc.).	armoires, etc.).	
Close all windows carefully.	Close all windows carefully.	Close all windows carefully.	
Remove all tape, paper, and/or pictures from the wal are not coming back).	If you Remove all tape, paper, and/or pictures from the walls (If y are not coming back).	Remove all tape, paper, and/or pictures from the walls (If you are not coming back).	
Pack all belongings and put them in your aromoire (e: toiletries, final banquet attire, travel clothes, and sleep wear)	g toiletries, final banquet attire, travel clothes, and sleeping	Pack all belongings and put them in your aromoire (except toiletries, final banquet attire, travel clothes, and sleeping wear)	
Put all trash inside a black garbage bag (leave the both the room by your door)			
Remove your bed linens and put them in a pile on you	Remove your bed linens and put them in a pile on your	Remove your bed linens and put them in a pile on your	
mattress. Put your towel on this pile.	mattress. Put your towel on this pile.	mattress. Put your towel on this pile.	
Clear out all of your belongings from the bathrooms (s		Clear out all of your belongings from the bathrooms (shower	
stalls, sink areas, sink drawers, etc.).	stalls, sink areas, sink drawers, etc.).	stalls, sink areas, sink drawers, etc.).	
Resident 1 signature:	Resident 2 signature:	Resident 3 signature:	
Check-out completion time (RA):	Check-out completion time (RA):	Check-out completion time (RA):	
Check-out completion line (KA).	Check-out completion line (kA).	Check-out completion lime (kx).	
RESIDENT 4:	RESIDENT 5:	RESIDENT 6:	NOTES:
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Remove your food and take to the Student Kitchen to	Remove your food and take to the Student Kitchen to	Remove your food and take to the Student Kitchen to	
dispose. Bring back any glassware from kitchen/dining	dispose. Bring back any glassware from kitchen/dining Hall	dispose. Bring back any glassware from kitchen/dining Hall	
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