

Main Campus & East Campus Checkout Checklist

Final Move-Out Deadline: Sunday, May 18, 2025, at noon.

☐ **Pack All Personal Belongings**

- ☐ Sort items by size for easy transport
- ☐ Have everything ready *before* you check out.

☐ **Borrow & Return a Moving Cart (If Needed)**

- ☐ Available at Building 12 (Main Campus) and Promontory Leasing Office
- ☐ Use quickly and return promptly for others.

☐ **Clean and Reset Your Room**

- ☐ Return furniture to original layout
- ☐ Follow the cleaning checklist [\[click\]](#)

☐ **Donate or Throw Away**

- ☐ Use Goodwill blue bins and Basic Needs donation site
- ☐ Use the dumpsters located in each area. (don't overfill)

☐ **Check Damage Billing & Submit Work Orders**

- ☐ Review your area's damage checklist
- ☐ Submit any work orders [\[click\]](#) before move-out

☐ **Return All Keys in a White Envelope**

- ☐ Pick up an envelope, fill it out completely, seal with all keys inside
- ☐ Drop off at your assigned black drop box location

☐ **Update Your Mailing Address**

- ☐ Pick up all packages by May 16
- ☐ Change your shipping address to avoid returned items

☐ **Remove Your Bike from Campus**

- ☐ All bikes must be removed or registered for summer
- ☐ Bikes left after May 21 will be collected by UPD

☐ **Use Up Your Meal Plan by May 16**

- ☐ Check your balance and spend remaining swipes/dollars
- ☐ Market has discounted items for end-of-term savings

☐ **Not Staying for Summer?**

- ☐ Research local storage options if needed
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