Preparation to move out

- Adjust bed to standard height and reset furniture back to standard setting.
- Visit “Room features” section of your building at nau.edu/halls.
- Be prepared to report if any items or furniture are missing from your living space.
- Be prepared to describe and upload photos of any items or furniture that are damaged (not normal wear and tear).
- Move all of your belongings fully out of your room and hallway area.
- Empty all personal trash and recycling in the designated dumpsters outside of the building.
- Using the below checklist, thoroughly clean your room.
- Return any checked-out resources and spare keys to the front desk. Pickup any packages while you are there.
- Lock your window and close your blinds.
- Go to the housing portal to complete online checkout.
- Present your checkout confirmation email to staff when you return all keys to the front desk.
- Remember to take your bike.

Checklist for cleaning your space

Hall staff will use a similar list to ensure your space has been vacated properly.

**Front Door**
- Items removed
- No holes

**Wardrobes & Dresser**
- Items removed
- Cleaned and dusted
- No missing rods
- No broken wheels/rails

**Bed & Mattress**
- Cleaned
- Frame/structure not damaged
- No rips or holes

**Refrigerator**
- Items removed (leave housing magnet)
- Cleaned (inside and outside) (How to)
- Defrosted (end of spring semester only)

**Windows**
- Stickers/signs removed
- Windows locked
- Blinds not missing or broken
- No cracked glass
- Screens no bends, rips or holes

**Heater (if applicable)**
- Set to standard setting (How to)
- No paint missing

**Shelves**
- Empty
- Cleaned and dusted
- No damage (burns, holes etc)

**Desk & Chair**
- Items removed
- Adjustable chairs can rise
- No breaks or cracks
- No broken chair wheels

**Trash/Recycling (2)**
- Empty
- Cleaned (inside and outside)

**Vanity & Sink**
- Items removed
- Mirror has been cleaned
- Sink has been cleaned
- Handles present & working
- No leaks

**Walls & Ceiling**
- Items removed (no decorations, hooks, stickers or residue)
- No holes or marks
- Paint in good condition
- Smoke detector present
- Sprinkler not damaged

**Carpet/Flooring**
- Carpet vacuumed
- Hard flooring swept/mopped
- No stains, rips or burns

For any questions or concerns about moving out, reach out to hall staff prior to your departure.