**EXPRESS CHECKOUT**

Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building: \_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_ Room #: \_\_\_\_\_\_\_\_\_\_\_\_ Letter: A B C D

Before you leave:

1. Close and lock all windows and close your blinds
2. Make sure your room is clean. Don’t forget to clean all drawers, top shelves in closet, etc... Everything should be dusted, wiped down, scrubbed and vacuumed prior to departure
3. Unloft beds and/or put furniture back to original move-in configuration. RETURN BED PINS TO YOUR DESK and RETURN BLOCKS TO STORAGE ROOM
4. Leave this sheet on your desk
5. Don’t forget bikes! If you are not able to take your bike home, please contact studentlife@carroll.edu as we will be cleaning out the bike storage rooms and removing bikes over the summer
6. Please do not use the bathroom or public trash cans while cleaning out your room. Take all trash to the dumpsters please
7. Email your RA when you have officially checked out
8. Please turn thermostats to low, NOT OFF

By signing below, I recognize that charges may be assessed to my student account and communicated to me through email by Monday, May 18, 2020. I understand by completing an Express Checkout, I waive the right to appeal any cleaning or damage charges.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_