Residence Halls Close Thursday,
May 9, 2013 at 12 p.m.!
You must schedule an appointment to check-out!

Pre-Checkout

Pre-Checkouts are performed by RAs. Residents will schedule appointments for pre-checkout with the RA. A Post-Checkout will be performed for residents by the professional staff.

To perform pre-checkout RAs will complete the following tasks before either resident is checked out of a space they share:
- Ensure trash is removed;
- Room is clean (clean is defined as free of personal belongings and in no need of further cleaning short of dusting or sweeping/vacuuming);
- Furniture is properly assembled;
- Closets, drawers, or cabinets are empty and doors/drawers to storage areas & closets should be left open;
- Windows should be closed and locked;
- Blinds to windows should be pulled all the way up;
- All furniture should be moved out from the wall with about 1 foot of clearance;
- Any major damages or cleanliness should be noted to the SLC to take notice of as they do a professional Check-Out.
- If a student opts not to have a professional checkout (which is not advised), then the RA will need to complete the RCR.

Professional Checkout

A professional checkout is not required of residents. However, it is strongly recommended! Students who select to have a professional checkout will be able to know how much they owe (if any) in damages as they leave.

- Professional staff will be available for a professional check-out and will complete the RCR form.
- Students should be advised that the wait time for a professional checkout can be up to 30 minutes. However, they will have the benefit of knowing the maximum amount they owe for room conditions as they leave. If you decide to check out early or late, please be advised there could be a lengthy wait time for students altering their appointment time.

Key Return

- Keys will be turned in to the central area designed for your areas. Professional staff will be taking up keys.

ANY STUDENT WHO NEEDS TO STAY LONGER THAN THE CLOSING TIME MUST RECEIVE PERMISSION FROM THE OFFICE OF STUDENT AFFAIRS BY CONTACTING DR. PAULEY AT JPAULEY@TUSCULUM.EDU, A CHARGE OF $28 PER DAY MAY APPLY.
Important Closing Notes

- The speed at which we can help residents check-out and begin their summer will depend primarily on a thorough pre-checkout by the RAs. Please make sure you have everything completed for the professional staff to move through the room quickly.
- Please recommend that residents opt for the more thorough checkout, this will provide them more information in knowing what they will be billed.
- Excess trash and belonging left in the room will be cleaned out by the Residence Life staff. MAKE SURE STUDENTS TAKE EVERYTHING OUT OF THE ROOM.
- Leaving trash in hallways is also unacceptable. If trash is left outside of a room, those residents it most likely belongs to should be asked to remove it to the dumpster.
- Please make sure that you do not advise residents about damages or doing repair themselves. This is a conversation for professional staff only.
- You should be in your area at all times unless you are taking your scheduled final.
- As you leave a room, please ensure the door is locked behind you if no residents are left in the room.

Favorite Quotes

- “That’s my roommates trash. S/he will be taking it out later.”
- “That’s my roommates stuff in my closet. S/he is getting it later.”
- “My roommate said s/he would finish cleaning before s/he left.”
- “That was like that when I moved in here.”
- “I never got a room key/RCR.”

It is always nice to give people the benefit of the doubt, we must be careful to adhere to our standards so that we treat all residents fairly. Above are many of the common quotes we hear which create more issues when we make exceptions outside of our policies. When in doubt, ask your SLC!