

End of Year Check-Out

The following must be approved by a dorm supervisor before check-out. Failure to complete this form will result in a \$100 fine and a delay in the release of grades/diplomas.

- _____ Shelves and drawers are empty and wiped out

- _____ All garbage has been put into the outside dumpster and the garbage can washed out

- _____ Beds should have all sheets and pads removed and put in the dorm landing areas (in bins)

- _____ Pillow (if St. Croix issued) taken to dumpster

- _____ Sweep the floor, clean off any marks or spills

- _____ Wash the top of the desk, chair, window sill, bed pieces, closets

- _____ Blue bins are empty and have been wiped out

- _____ Your items are taken out of your room refrigerator and cleaned (spotless)

- _____ All St. Croix issued items should be checked back into storage with supervisor
 - Linens placed in linen bins (located on 2nd floor landing)
 - Food bin washed out and returned (in your room)
 - Garbage can washed and returned (in your room)
 - Comforter placed in laundry bag (located on 2nd floor landing)
 - Key and Fob returned (give to dorm supervisor)
 - Seniors and those not returning - Return Laundry Card (dorm supervisor)

Student: _____ Date: _____

Supervisor: _____ Date: _____