

## **Room Clearing Procedure**

1. Check Drawers and under bed for personal items
2. Remove: Sheets, Pillow Case
3. Fold blanket and leave on bed.
4. Empty Waste Baskets, Bag on each floor to empty your basket in
5. Unplug Refrigerator - Leave door open
6. Leave Room Door Open
7. Turn in: Sheets, Pillow case at desk.
8. Turn in Room Key and Dorm Key Card
- 10. Clean up in showers and restrooms when you are finished each day. They must be cleaned before you leave for home!!!!**

**BE SURE YOUR NAME IS CLEARED FROM REGISTRATION FORM BEFORE LEAVING.**