

CHECKLIST FOR CHECK-OUT

Welcome back to campus! We missed you!

Please walk through each of these items below for a successful check-out.

For any check-out questions, please call 610-917-1468.

Name _____

Building and Room Number _____

Residence Hall Rooms Check-out List

- | | |
|---|---|
| <input type="checkbox"/> Remove all trash including that which is behind or under any furniture. All trash MUST be taken out to an outside dumpster | <u>If dorm room has attached bathroom:</u> |
| <input type="checkbox"/> Clean walls of all materials (nails, tacks, posters, personal mirrors, tape, stick tack, decorations etc.) | <input type="checkbox"/> Windows and mirrors cleaned |
| <input type="checkbox"/> Remove personal furniture and place university owned furniture in its original location | <input type="checkbox"/> Floors swept and mopped |
| <input type="checkbox"/> Vacuum all flooring | <input type="checkbox"/> Shower/tub cleaned and sanitized |
| <input type="checkbox"/> Wipe down window sills, base boards, and all flat surfaces (desks, drawers, shelves, etc.) | <input type="checkbox"/> Shower curtains (not rods) removed |
| | <input type="checkbox"/> Sink cleaned and sanitized |
| | <input type="checkbox"/> Toilet cleaned and sanitized |
| | <input type="checkbox"/> All personal items MUST be moved out! |

Kitchen (assign responsibilities equally among apartment mates so that all is cleaned)

- | | |
|---|---|
| <input type="checkbox"/> Microwave cleaned inside, outside, underneath, dusted, etc. | <input type="checkbox"/> All items removed from cabinets |
| <input type="checkbox"/> Floor swept and mopped | <input type="checkbox"/> Kitchen counters and sink cleaned |
| <input type="checkbox"/> Refrigerator cleaned (no food in fridge or freezer) and wiped down | <input type="checkbox"/> Ovens cleaned inside, outside, and stovetops |
| <input type="checkbox"/> All food removed from kitchen | <input type="checkbox"/> Closets and shelves cleaned and dusted |
| | <input type="checkbox"/> Left over dishes thrown out |
| | <input type="checkbox"/> All items MUST be removed! |

Living Areas/Common Areas: (Suites and Apartments)

- | | |
|--|--|
| <input type="checkbox"/> Carpets vacuumed (hallway included) | <input type="checkbox"/> All bulletin boards cleaned, removing all posters |
| <input type="checkbox"/> Garbage thrown out | <input type="checkbox"/> Furniture returned to its original location |
| <input type="checkbox"/> Non-UVF owned furniture removed | <input type="checkbox"/> All items removed from closets and storage spaces |
| <input type="checkbox"/> Floor swept and mopped | <input type="checkbox"/> Bikes removed from outside bike racks |
| <input type="checkbox"/> Windowsills and baseboards dusted | <input type="checkbox"/> All items MUST be removed! |

Disposal of Items: PLEASE READ THIS SECTION CAREFULLY!

- Take all trash to outside dumpsters. **DO NOT** place personal trash inside residence halls trashcans.
- Furniture: Furniture can **ONLY** be disposed of in the dumpster behind the Dining Commons (see map on the back of this checklist).
- AC Units and Refrigerators: These can **ONLY** be disposed of **BESIDE (not inside)** the dumpster behind the Dining Commons (see map on the back of this checklist). Large fines will result if these items are disposed of improperly.

Steps to complete check-out:

- Lock room door and put room key in envelope provided. **DO NOT SEAL** the envelope! Please bring this checklist, your key envelope, your mailbox key and all University owned space heaters and fans to the Student Life Office.
- Enter the Student Life Office through the mailroom/Security door. Check your mailbox and retrieve your mail.
- Place your mailbox key in the key envelope along with your room key. Graduates and students not returning in the fall should place laundry card inside envelope as well.
- Return this checklist, key envelope and any University owned items to the designated area in the Student Life Office.**
- You did it! You have checked out!**

Please note any pre-existing or new damages or facilities needs in the space provided below.

Signature: _____ Date: _____

We will contact you directly if you will be held responsible for any damages

IMPORTANT NOTE: There is only ONE dumpster for Furniture, A/C Units and Refrigerators!

Furniture must go IN the dumpster.

Refrigerators and A/C units must go BESIDE the dumpster to avoid Township fines.

This dumpster is located behind the Dining Commons. See the map below.



**UNIVERSITY OF VALLEY FORGE
CAMPUS MAP**

ACADEMIC HALLS

- 27 Cardone Hall, Classrooms 101-106 & 201-206
- 28 Storms Research Center
- 40 Capeci Hall, Digital Media Center, Choir Room
- 55 Classrooms 161, 162 (Back Porch)
- 56 The Anvil, Student Center
- 57 Flower Chapel, Music Faculty Offices, Piano Lab, Practice Rooms
- 69 Gymnasium

ADMINISTRATIVE BUILDINGS

- 1 Harrup Administration Building
- 7 Student Life, Mailroom, Health Center, Security Office
- 26 Tucker Hall, Faculty Offices, Star Center
- 58 Facilities Offices

RESIDENCE HALLS

SOUTH DORMS		NORTH DORMS
3 DiTrotto Hall	23 Berkey Hall	8 Damiani Hall
4 Beuttler Hall	24 Paproski Hall	10 Beisel Hall
5 Shelton Hall	54 Bongiorno Hall	32 Residence Hall
6 Wells Hall		33 Residence Hall

OTHER

- 2 Building 2
- 9 Solomon's Porch
- 11 Jack A. Mason Chapel
- 19 Facilities- Auxiliary Building
- 20 Krempels Theater Building
- 22 Boiler
- 63 Dining Commons
- 70 Building 70
- FW Facilities- Auxiliary Building

PARKING

VISITOR PARKING	COMMUTER PARKING	EMPLOYEE PARKING
VP Visitor Parking	S5 Anvil Lot	N4 Flower Chapel Lot
N2 Solomon's Porch Lot		S4 Tucker Hall Lot
		S9 Kitchen Lot
	OPEN PARKING	
S1 Shelton Lot	S6 Bongiorno Lot	N1 Damiani Lot
S2 Top Gravel Lot	S7 Gym Lot	N3 33 Lot
S3 Beuttler Lot	S8 Krempels' Lot	N5 Capeci Lot

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