



# Summer Check-Out Checklist

*Your guide to smooth sailing when saying goodbye!*

## **The Big 3: (Return to your RA or Comm. & Summer office, LH 211)**

1. Point Park-issued ID card
2. Suite or Room Key (if applicable) - \$75 if lost or not returned
3. Bathroom Key (if applicable) - \$75 if lost or not returned

## **Tidy Up:**

- Sweep/Vacuum Floors – visit the Community & Summer Education office for a loaner!
- Loft beds if you have un-lofted them
- Remove all trash from the room and place in the proper receptacle
  - Cardboard can be broken down and placed in a recycling bin
- Make sure you have all personal belongings with you!

## **Conserve Energy:**

- Turn any AC units in your room off
- Close and lock any windows and shut blinds
- Turn off all lights
- Defrost (unplug and leave door open) all mini-fridges

## **Other Reminders:**

- Return your yoga mat if you've borrowed one!
- Red bins will be available for use at the Office (LH 211)
- Alert your families that City of Pittsburgh parking enforcement **will** be in effect on Saturday – be sure to observe all posted notices!
- Keep an eye out for an exit survey in the coming days – we value your feedback!