

Check-Out Procedures

When you know your intended check-out day, [please complete this form](#).

Day of Check-Out Procedure:

1. Please complete your room check out procedures by 11 am on the last day of your reservation.
2. Remove any personal items from the room, including the toiletries, etc. from the bathroom and food and drinks from the refrigerator.
3. Place any trash in the dumpsters located outside of the residence hall, in front of H1.
4. When you are ready to leave the Residence Halls, place the room key and building access key card in the envelope the keys originally came in. Complete the information on the envelope, and seal it. Please leave the envelope on a desk in the room.
5. After you've sealed the envelope, exit the room and the building. Please complete the check-out form (link above) if you haven't already done so.

Cleaning Procedures:

1. The University will not provide daily housekeeping services during the occupant's stay.
2. In the event that the occupant needs an additional supply of toilet paper, trash bags, or soap, the occupant will need to notify the On-Call/After Hours (512) 222-8972 RA to deliver the supplies via a no-contact process.
3. The occupant is required to bring the disinfecting cleaners to complete the following cleaning procedures. The occupant agrees to complete a disinfecting cleaning of all the room's surfaces, bathroom, and fixtures with upon occupant checkout and prior to next occupant stay.
4. University staff will inspect rooms between occupants and replenishment of standard supplies.