Proper Checkout Steps

1. Remove all items
2. Remove all food
3. Defrost, dry, and clean fridge
4. Clean room / common area
5. Clean bathrooms
6. Empty trash cans
7. Remove mailbox items
8. Discuss damages with RA and/or suitmates
9. Return mailbox and room key to front desk

Residents must check out before:

Thursday May 11th, 12:00pm

Good luck on finals!

Shhhhhhhhh... 24 HOUR QUIET HOURS
May 1 - May 11
Cleaning Your Space 101

- Clean all surfaces
  - Wipe down desk, mirrors, bookcase, hutch, sinks, counters, bathtub, toilet, etc.
  - Sweep & mop floors
- Empty all trash cans
  - Do not overfill the hallway trash cans
  - Take extra trash to the dumpsters outside of CV1 or trash room
- Throw out all perishable food (fruit, bread, dairy products etc.)
- Empty and defrost fridge
  - **The fridge must be completely empty and dry at checkout** (or there will be a fee)
  - Empty all contents from the floor kitchen

Defrosting the Fridge

**Step 1:** Clean the refrigerator and freezer of all items

**Step 2:** Scrape as much ice out of the freezer as possible.

**Step 3:** Unplug unit at least 48 hours prior to when you leave.

**Step 4:** Place paper towels or towel in freezer to absorb melted ice.

**Step 5:** After defrosting, wipe up the residual water.

**Step 6:** Leave the unit's doors open to prevent mold-buildup.

MONTHLY RESOURCE

Sexual Violence Prevention Education

www.uh.edu/DSAES/SVPE/

GET HELP  START A COMPLAINT  REQUEST A TRAINING
Thank you for a great year.
Have a safe and enjoyable summer!

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IMPORTANT CONTACTS
UHPD
713-743-3333

Counseling & Psychological Services
713-743-5454

FIX-IT (maintenance)
713-743-4948