ORGANIZE YOUR SPACE

- Make sure your room is accessible/clean.
- Remove personal items from common spaces.
- Remove ALL items from bathroom and kitchen countertops for staff cleaning. (INCLUDING North Campus, Student, Polo and Deacon Place apartments)

PREP FOR INSPECTION

- Ensure that all furniture that was in the room upon move-in is still in the space.
  - Desk chairs
  - All desk components
  - All bed components
  - Wardrobes (if applicable)
  - Chest of drawers (if applicable)
  - Microfridge (if applicable)

CLEAN YOUR SPACE

- Remove perishables and store all food in closed containers.
- Remove trash and recyclables from your room and common areas.
- Return To-Go containers for deposit, or empty of all food waste for storage.
- Remove ALL items from common area refrigerators and freezers.
- 72 hours prior to departure empty, defrost, unplug, and clean personal MicroFridges.

AND/OR

Ensure that water from defrosting is cleaned up and leave refrigerator and freezer doors open.

Spaces found without designated furniture will have the cost of replacement billed to the occupant of the room.

WORK ORDERS

- Submit any work orders needed for your space at workorders.wfu.edu, or by calling Customer Service at 336-758-4255