



THE 3P's



PLAN

ORGANIZE YOUR SPACE

- Make sure your room is accessible/clean.
- Remove personal items from common spaces.
- Remove ALL items from bathrooms, countertops, and community kitchens.

! If your roommate has moved out, please ensure one half of the room is completely clear of belongings.

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)

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

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 to The Pit.
- Remove ALL items from common area refrigerators and freezers.

AND/OR

- 72 hours prior to departure, empty, defrost, unplug, and clean personal MicroFridges.

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

WORK ORDERS

- Submit any work orders at workorders.wfu.edu or by calling 336.758.4255
- If you lost your key, submit the lock recore form: go.wfu.edu/RLHLockRecore