

RA Closing Checklist

On-Going Basis

- Check mailboxes for envelopes and inspect rooms as they empty.

Due by Friday, May 12 at 4:30pm

- Complete forwarding address online

Due by Sunday, May 14 at noon

- All room checks in your house are complete
- Remove all doorboards from resident rooms
- Remove all advertisements and signs from house
- Return laminated posters to Hall Director's mailbox, recycle the rest
- Make sure all stairwell doors are unpropped
- Make sure all windows are closed in common spaces
- Ensure all custodial closets are locked
- Clear hallway of all debris/trash
- Clean out supplies and decorations from your lounge
- Turn in RA Name Tag (only if you're returning)
- Turn in keys to Hall Director (will do during room inspection)
- Complete other community tasks assigned by Hall Director
 - Deep clean/organization of staff room
- Letter to Next House RA submitted to Hall Director

HDs will do a walk-through of your house with you to ensure these items are complete