

# College Move-Out Checklist

An end-of-year checklist for cleaning, packing and moving out of a dorm.

## Plan ahead

- Confirm the exact move-out deadline and check-out hours.  
Late departures often trigger daily fees — confirm the cutoff early.
- Review the check-out and cleaning requirements.
- Reserve a vehicle, storage or shipping if needed.
- Coordinate timing and tasks with your roommate.
- Gather boxes, tape, bags and labels in advance.
- Schedule any travel home around the deadline.

## Sort belongings

- Separate items into keep, store, donate and trash.
- Decide what goes home versus into summer storage.
- Sell or give away things you no longer need.
- Set aside donations for a campus or local drop-off.
- Empty the fridge and toss expired food.
- Return any borrowed or rented items.

## Pack and label

- Start with off-season and rarely used items.
- Pack heavy items in small, sturdy boxes.
- Wrap fragile items and electronics carefully.
- Keep an essentials bag for your final days.
- Label each box with contents and destination.
- Keep important documents and valuables with you.

## Clean the room

- Remove all trash, tape and wall hooks.
- Dust surfaces and wipe down furniture.
- Clean the desk, shelves, drawers and closet.
- Sweep, vacuum and mop the floor.
- Clean any sink, microwave or fridge in the room.
- Leave the room as close to move-in condition as possible.

## Ship or store

- Move stored items to a storage unit or service.
- Ship boxes home if driving isn't practical.
- Confirm pickup or drop-off times for any service.
- Insure or photograph valuable shipped items.
- Keep tracking numbers and receipts.
- Load your vehicle the night before if possible.

## Final check-out

- Do a final walk-through for forgotten items.
- Photograph the empty, cleaned room.
- Complete the official check-out inspection.
- Return your room key or access card on time.  
Lost keys often mean a re-keying charge against your deposit.
- Update your mailing address with the school.
- Confirm your deposit return process and timeline.