



Housing Checkout (before you leave checklist)

Please return this form with your keys

- _____ Wash, fold, put away linens
- _____ Remove all perishables from refrigerator and cabinets
- _____ Clean the kitchen (counter tops, sink, dishes, appliances, etc.)
- _____ Clean your bathroom (sink, toilet, shower/tub)
- _____ Vacuum carpet in your bedroom
- _____ Sweep and mop kitchen/bathroom floors
- _____ Empty trash (and place outside in trash bin)

Note below anything that is broken or in need of repair:

Signature: _____ **Date:** _____

Print Name: _____

Forwarding Address: _____

****If you fail to complete the above tasks, there will be a \$25.00 cleaning fee charged and your school will be notified****

Please return form (via mail, fax, or email) to:
Nancie Stover-Nicholson
HPS Coordinator
Upstate AHEC
200 N. Main St.
Ste. 201
Greenville, SC 29601
Phone: 864-238-2648
Fax: 864-349-1179
Email: nstover@upstateahec.org