

**Lehigh University**  
**Office of Housing Services**  
**Resident Check-Out Information**

Students are expected to vacate their rooms no later than 9:00 a.m. on Thursday, May 20, 2021.

**Return key envelope in one of 2 ways:\***

- Take to LUPD and drop into the key drop box located in the lobby
- Take to the IDEAL Office key drop box

Please be sure to drop your key off before leaving campus.

**Checklist**

	Remove posters, tacks, nails, hooks, tape/adhesive stickers (including memo board stickers) from doors, woodwork, walls, ceilings, windows, furniture. Only authorized University employees and contractors are permitted to do any maintenance repairs.
	Clear bedroom and furniture of all personal property. Housing Services is not responsible for any personal items left in rooms. Personal property will be discarded at your cost.
	Be sure all University room furnishings are present, reassembled, in good condition, and returned to their original placement.
	Discard trash and recycling in trash toters outside the building. Trash bags are available from custodial staff in your building. Be sure to leave your blue University recycling bin clean and in your room.
	Sweep and vacuum bedroom floor/carpet