

HOW TO DO AN EXPRESS CHECK-OUT

Follow these steps to have a successful express check-out experience



Get an express check-out form from your RA or at the building/community front desk. You can also print one out on our website at www.fgcu.edu/housing.



Remove all of your personal belongings from your space, including any trash.



Clean your space.

- Remove all writing, putty, nails, decals, and tape from doors, ceiling, and floors using caution to avoid damaging painted surfaces. Wipe all surfaces, inside drawers, and sweep floor.
- Clean suite bathroom(s). Clean mirror, toilet, sink, shower door, and shower/bath tub.



Place all **key(s) in envelope** (you can get a key envelope at the building/community front desk). Attach Envelope to the Express Check-out form.



Turn in Express Check-out form and keys into the building/community front desk. If the front desk is closed call the RA on Call.



Remove bike from rack.

RA ON CALL PHONE NUMBERS

NORTH LAKE VILLAGE

Gardens	(239) 825-2892
Glades	(239) 825-3096
Groves	(239) 825-3033

SOUTH VILLAGE

Biscayne Hall	(239) 707-1202
Eagle Hall	(239) 560-3187
Everglades Hall	(239) 462-9027
Osprey Hall	(239) 565-0337
Palmetto Hall	(239) 707-1584



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FGCU Housing & Residence Life

LEAVING NON-PERISHABLES BEHIND?

Donate to the [FGCU Food Pantry](#)



Donations will be accepted at all building/community front desks.