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 NUMBER

WEST LAKE VILLAGE (239) 633-3717

LEAVING NON-PERISHABLES BEHIND?
Donate to the FGCU Food Pantry

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