

WEST LAKE VILLAGE

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 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.



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