

# Big Sky Employee Housing Check-Out/Inspection Checklist

*Housing Manager Office Hours*

*Monday - Friday*

*9 am - 5 pm*

~

**\*\*Housing Check-Outs and Inspections Done Only During Office Hours\*\***

- 1. Complete Form with the Housing Manager**
- 2. Bring Singed Form and Key to Mountain Lodge Office to Check-Out**
- 3. Bring Your Completed Deposit Refund Slip to Payroll**

## **Employee/Resident Checklist**

- Remove all personal belongings
- Remove all papers, stickers, packing materials, hangers, and trash
- Remove all picture hooks, tacks, nails, and tape from the walls
- Remove all contents of cabinets, refrigerators, closets, etc.
- Defrost and clean refrigerator. Leave it turned on!
- Clean bathroom thoroughly: toilet, sink, shower, mirror, walls, ceilings, and floor
- Close and lock all exterior windows
- Report any damage or maintenance issues
- Test smoke alarm and replace battery if needed (management has replacement batteries)
- Leave premises undamaged, beyond normal wear and tear.

## **Upon Completion of Your Checklist:**

- Deliver key and this form (signed by location manager) to the Housing Manager to process your Housing Deposit Refund.**
- Refunds are issued on the paycheck that coincides with the pay period in which you checkout.**

## **Damage and Fine Summary**

Replace a window: \$200.00 + labor

Replace a door: \$150.00 + labor

Replace a door lock: \$80.00 + labor

Replace a smoke detector: \$40.00 + labor

Replace a window screen: \$25.00 + labor

Clean carpets: \$120.00 + labor

Lost key: \$10.00

I understand that this is a statement as to the condition the dormitory room. I hereby acknowledge that the above is an accurate statement of the condition of the room at the time of checkout. I agree to pay for any costs incurred to restore the property to its previous condition prior to my occupancy, normal usage excepted.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Housing Manager Signature \_\_\_\_\_ Inspect Date: \_\_\_\_\_

Total amount of Housing Deposit to be refunded: \_\_\_\_\_