



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

EXPRESS CHECKOUT

Employment Status:

Seasonal Volunteer

Name _____
(Please print)

Room # _____

EXPRESS CHECKOUT INSTRUCTIONS

You are required to complete **ALL** of the items listed on this form. Failure to complete **ANY** of the items may result in a **\$100.00 improper check out fee** deducted from your last paycheck or may result in ineligibility for volunteering if you are a volunteer.

You are required to leave your room key (if applicable), mail key, ID badge, and this form in the drop box next to HR using the envelope provided. **Please contact the RA office at ext. 4114 or email smrra@ymcarockies.org and let us know when you have vacated your room. Your room will be inspected after you leave.**

Even though your roommates may not be checking out at the same time, you are responsible for cleaning all the "public places" in your room. (*Public places include; toilet/bathroom area, carpet, walls, windows.)

If you are the last roommate leaving your room, it is your responsibility to ensure the room is completely empty and clean upon your departure *including items left behind by other roommates.*

DEPARTMENT CHECK OUT. Return all work keys and any other YMCA property that you have been responsible for during your work assignment here.

SIGNATURE FOR ACKNOWLEDGMENT AND RETURN OF ALL YMCA WORK RELATED PROPERTY:

_____ (Department Head or Supervisor) Date _____

CLEAR YOUR CHARGES. You must go to the front desk and pay any charges for postage fees, or other charges.

SIGNATURE FOR CLEARING FEES: No charges:

_____ (Business Office/Front Desk) Date _____

RETURN LINENS. The linens must be received and signed for by an approved Laundry Employee or RA. Check the hours for the linen service and contact an RA if you need to make alternate arrangements.

SIGNATURE FOR RECEIPT OF LINENS:

_____ (Laundry attendant/RA) Date _____

Roommate Signatures. Only applicable if you are not the final resident of the room. No roommates: By signing below roommates agree that the room is clean and take responsibility for it.

_____ Date _____

_____ Date _____

_____ Date _____

Room Key:

Returned _____

Not Returned _____

Reason:

Mailbox Key:

Returned _____

Not Returned _____

Reason:

ID Key:

Returned _____

Not Returned _____

Reason:

Your room will be inspected after you leave, but please use the following list to ensure you will pass inspection.

- Remove all personal belongings from room.**
- Keys and badge returned to the RA/HR office**
- Dust:** everything! All base-boards, heaters, furniture, door framing, wall-boards, etc.
- Floors:** vacuum, sweep and mop (with rag or mop) any non-carpeted floors.
- Closets and Shelf/Closets:** vacuum thoroughly, dust and remove all lining papers.
- Furniture:** wipe out all drawers, remove all lining papers and dust the tops of all furniture.
- Beds:** be sure all beds are assembled and linens have been returned. Wipe out bed-box.
- Walls:** remove all tacks and nails; remove marks and spots that are on the wall.
- Mirror:** clean the mirror.
- Light Fixtures:** dust all fixtures and wash if necessary.
- Trash:** remove all trash, debris, rubbish, etc. to the appropriate Dumpster.
- Extra Furniture** must be removed – milk crates, shelves, self-made shelves, etc.
- Windows:** wash the inside of the windows and close them; re-hang all curtain rods, blinds, curtains, screens.
- Bathroom** (in Blue Ridge & Pinewood): Clean the toilet and the sink. Sweep and mop (with rag or mop) the floor around the toilet. Clean and Dust the cupboard under the sink.
- Heater:** Set heater to 60 degrees

SIGNATURE FOR ROOM INSPECTION: _____ (RA/HR Staff) Date: _____

CHARGES: set by Human Resources) \$ _____ Reason: _____)

For Office Use Only

	Housing Worksheet
	Maestro
	Termination Workbook
	Employee Manager
	Time Clock
	I-9 and CO affirmation pulled
	Email Distribution List

Forwarding Address for Final Paycheck and W-2

Street/ P.O. Box: _____

City: _____ State: _____ Zip: _____

Country: _____

Current E-Mail Address: _____