

# CHECK-OUT SCHEDULE

**DATE:** \_\_\_\_\_

RA Name: \_\_\_\_\_ RA Room # \_\_\_\_\_

## **Attention: All Residents**

Please sign up for a check-out time on the above schedule. I have marked out the times when I will be unavailable for check-out. Do not sign up on a line that has been marked through or that already has two names on it. Each line is a 30 minute time frame. I can take two people on each line with the first name being checked out first. If you have any questions please refer to the handout on procedures for final check-out, or ask any R.A.

<b>Name &amp; Room #</b>	<b>Name &amp; Room #</b>
10:00 am _____	_____
10:30 am _____	_____
11:00 am _____	_____
11:30 am _____	_____
12:00 pm _____	_____
12:30 pm _____	_____
1:00 pm _____	_____
1:30 pm _____	_____
2:00 pm _____	_____
2:30 pm _____	_____
3:00 pm _____	_____
3:30 pm _____	_____
4:00 pm _____	_____
4:30 pm _____	_____
5:00 pm _____	_____
5:30 pm _____	_____
6:00 pm _____	_____
6:30 pm _____	_____
7:00 pm _____	_____
7:30 pm _____	_____
8:00 pm _____	_____