Student Move-Out Checklist

Dorm & Apartment Edition • Finals Week Friendly

Student Name: _____

School / University: _____

Pickup Date: _____

📅 2-3 Weeks Before Move-Out

- ☐ Book storage pickup (slots fill fast!)
- ☐ Sort items: keep, donate, sell, toss
- ☐ Gather boxes, tape, markers, garbage bags
- ☐ Start packing items you won't need

📅 7-10 Days Before Move-Out

- ☐ **Defrost mini-fridge** (unplug, remove food, leave door open)
- ☐ Clean & dry fridge completely (24 hrs before pickup)
- ☐ Clean microwave, remove residue
- ☐ Empty ice trays & drip trays
- ☐ Create inventory list of stored items

📦 Move-Out Week

- ☐ Pack heavy items (books) in **small boxes**
- ☐ Keep boxes **under 50 lbs**
- ☐ Seal all boxes with packing tape
- ☐ Write name on **ALL sides** of every box
- ☐ Place backup label inside each box
- ☐ **Remove ALL food** (even sealed snacks)
- ☐ Check drawers, backpacks, closets for snacks
- ☐ Dispose of or take liquids (shampoo, drinks, cleaners)

🚚 Move-Out Day

- ☐ Clear hallways & loading areas for pickup team
- ☐ Have authorized person present if you can't attend
- ☐ Keep phone ON for pickup team
- ☐ Final sweep: under bed, closets, bathroom caddy
- ☐ Confirm delivery location & timing

🛏 Soft Items & Bedding

- ☐ **Roll** mattress toppers (don't fold)
- ☐ Wrap toppers in garbage bags or plastic
- ☐ Double-bag soft items (single bags tear)
- ☐ Remove bedding from mattress, pack separately

⚠️ Do NOT Store

- **Food** – attracts pests, causes odors
- **Liquids** – shampoo, drinks, cleaners leak
- **Hazardous items** – aerosols, propane, batteries
- **Valuables** – passports, meds, laptops, documents
- **Plants** – or any open containers

💡 Pro Tips for Parents

You usually don't need to fly in! With pickup & delivery, students can handle storage independently. Use this checklist together to stay organized remotely.

Questions? Call **(877) 269-6461** or visit
boxngo.com/student-storage/move-out-checklist

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