

# UTK SOA Studio Move-out checklist

Please initial each box once you have completed the tasks.

- Graduating MFA students must move out of studios by June 1st
- Remove all materials, artwork, and non-UT equipment from both your studio, area facilities and shops, and any storage areas.
- Leave your studio furniture clean.
- Scrape any paint or adhered debris off of the floor and sweep and mop the floor.
- Remove any shelving that you put up in the space and repair the walls before painting.
- Repair walls with spackle and sand until it is smooth when you run your hand over the repaired surface. Repeat if needed. Leave your walls freshly painted with provided paint. Please do not paint over molding, electrical outlets, or light fixtures.
- Clean paintbrushes and return to a central location.
- Leave any studio furniture that was provided with the studio. Return any studio furniture that was not originally provided with the studio to its original location.
- Do not donate any of your own materials or furniture, such as couches, to the studio.
- If you are gifting materials or furniture to someone in the program, please move it to their studio with their name marked on the item. Ensure that the recipient desires your gift before delivering it.
- Let your area faculty or PILOT chair know when you have completed this cleaning so they can do a walk-through inspection and sign this form.
- Return your keys to the UT Key Shop. Date delivered: \_\_\_\_\_
- Turn this form into the main office to be placed in your file. This will allow your final paycheck to be released.
- Keep us posted on all your exciting news and accomplishments!

By signing below, I am certifying that I have completed all of the required move-out procedures and am leaving my space ready for the next inhabitant.

Name: \_\_\_\_\_

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

PILOT Chair or Area Representative Signature: \_\_\_\_\_