1) DEFROST: The day before the pickup date OR the day before you move out (whichever comes first), unplug the unit and leave the doors open so it can defrost. Once defrosted, thoroughly wipe out the unit so that it is completely dry.

2) CLEAN: Clean out the unit entirely; wipe out the inside of the fridge, freezer, and microwave (if applicable) with a Windex-like cleaner and a paper towel or clothe. Please do not use bleach as this can damage the unit (the fee for a unit that is not clean and dry is $20).

3) PARTS: Make sure all parts are inside the unit. If you have a microwave, put the glass plate inside the freezer for unit transporting purposes (the fee for missing parts ranges from $5-$30).

4) LABEL: If the label with your name, residence hall, and room number was removed, is not visible, or info has changed, please tape a piece of paper with this info on the unit so we can verify that we are picking up the correct fridge.