**MFA STUDIO SPACE CLEARANCE FORM**

GRADUATIING STUDENTS ONLY:

Students must vacate their studio space and turn in keys/Key Return Receipt

Two weeks after the last day of final exams.

|  |  |
| --- | --- |
| Student Name |  |
| Studio Assignment |  |
| For Semester(s) |  |

Checklist to be initialed by Graduate Coordinator

|  |  |
| --- | --- |
|  | Walls , floors, ceiling, doors and windows in good order (repainted, patched, and cleaned as needed. Barring any pre-existing problems originally noted. |
|  | All personal items removed from the studio and studio area (sinks, hallway, closets. |
|  | Key(s) returned to Corporation Yard office/Key Return Receipt returned to School of Art Office FA 293 |

Date of completed move out:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes: