

Spring Semester 2018
END of SEMESTER HOUSING PROCEDURES
JDC and Mathews Residents Only

Here are a few reminders as the semester comes to an end. Please pay special attention to the things you need to do to check out properly. If you have any questions, please feel free to stop by the Residence Life Office.

- The last meal served in the Dining Hall is Dinner, Wednesday, May 2nd.
- You must check out by 12:00 pm (Noon) on Thursday, May 3rd. There are no exceptions to this.

To check out, you must:

Go through the CHECK-OUT form with your RA. You must make an appointment with them to do so! Appointments need to be made at least one hour prior to check-out.

Return your ROOM KEY and MAILBOX KEY to the Residence Life Office. **(Check your mail box before you turn in your keys)**

Failure to check-out properly will result in an improper checkout fine of (\$25.00), door lock change fine (\$60), a mailbox lock change fine (\$10), and/or a loss of your security deposit (\$200.00). As well, you may be held for any damage to the room if check-out is not completed properly.

- You will be held accountable for damages to your room. If your window screen is missing or damaged you will be charged for replacement.
- Parking on the grass and sidewalks is STRICTLY prohibited during your move-out. You will be ticketed.
- All bikes must be removed from Residence Hall bike racks. Bikes left will be removed.
- RA's have been instructed to continue documenting policy violations. All violations will receive community service hours and the CS hours must be completed before grades will be released.
- Please contact the RLO if you need Summer Housing.
- If you are returning to housing next semester, your housing deposit will be placed on your BANNER student account on June 1. Cancellations must be received in writing by July 15th for a 100% refund, and August 15th for a 50% refund. Cancellations received after August 15th will not be refunded their housing deposit.
- If you have not signed up for a room for next year, please do so at the Residence Life Office before you leave.

WHAT DOES CLEAN MEAN?

This applies to the entire room

FLOORS swept and mopped even under the bed, desk and in closet	MIRRORS cleaned, no tape, not cracked or broken
DESK cleaned- not damaged or broken	MINI BLINDS not bent and missing parts
SHELVES cleaned	BULLETIN BOARD No tacks, staples, or poster putty on
DRAWERS empty and washed cleaned pulls, sides and joints not broken	No doodles, carvings or drawings anywhere
WALLS cleaned - no dirt, glue, writing, etc...	CHAIR not damaged or broken
FURNITURE and BEDS properly assembled	SINK clean of soil, spills, stains and garbage
BED parts not damaged or broken	SINK drain clean and not plugged
MATTRESS not torn or soiled (both sides)	WINDOWS no writing, tape or stickers
DOORS clean on both sides, no holes or tape, peephole, latch and knob not broken	WINDOWS closed and locked, hinges and latches not broken
CARPET vacuumed and clean	SCREENS not torn and in place
REFRIGERATOR cleaned, no dents or scratches	ELECTRIC OUTLET has plate and not broken
LIGHT FIXTURE has cover, and is working	COMPUTER/CABLE OUTLET has plate, not broken
APPLIANCES and other items owned by resident must be removed from campus or you will be billed for removal	CEILING tile in place, not damaged, no tape, posters, pins or tacks
WASTEBASKET empty and clean - no liner	CLOSET door operates properly, rods and towel rack clean and no clothing items left behind
No TAPE or tape residue anywhere	Do not sweep dirt and garbage into the hallways.
No MOONS, STARS OR COMETS on ceiling or walls	A dirty hallway in front of your room will be billed to you for cleanup.

Brooms, dust mops, general purpose cleaner, buckets, mops and mop buckets, will be available in the janitor closets on your floors. Vacuums and trash bags will be available at the Residence Life Office. You are responsible for and will be charged for any missing, damaged, broken or dirty items. While you are in the process of moving, **DO NOT** leave belongings unattended or they may disappear – be aware of who else is in the area.