SPRING 2015 MOVE OUT MEMO

The following information is the room inspection preparation and check-out procedure for the end of the year and should be read carefully. Thank you in advance for your cooperation and best wishes for a successful end of the year.

Residence Halls officially close at 2 pm on Saturday, May 9, 2015 for freshmen, sophomores, and juniors, and at noon on Monday, May 18, 2015 for all graduating seniors, siblings, and students working in support of Commencement Weekend. Students must complete check-out and vacate the residence hall by that time. Per the terms of the 2014-2015 Undergraduate Housing Contract, rooms must be vacated within 24 hours after the resident’s last final examination or no later than the official closing of the residence halls.

Preparation for Room Inspections
Please note that all student rooms, including Senior and RA rooms, must be ready for inspection by Sunday, April 26, 2015 at 10 pm. This provides for the University to be able to inspect rooms for critical repairs that must be made as soon as students move out, and also confines the noises associated with furniture moving and assembling/disassembling prior to the start of Study Days and Finals. Any student whose room is not ready for inspection by this time will be charged a $100 improper checkout fee. The following is a list of items that must be done so your room is ready for inspection:

- All wall and ceiling decorations must be removed, including posters and personal memo boards.
- All non-university loft and elevated bed units must be disassembled and removed from your room and the hallway. Place any scrap wood from lofts in a pile beside your hall’s trash dumpster. Wood will be picked up for recycling on Monday, April 27, 2015. Carpets may be left down for inspection, but must be removed from the hall upon departure.
- All the original university furniture which was in your room upon arrival must be returned to your room, fully assembled and returned to original configuration, or you will be fined and charged replacement and/or repair costs.
- Your room must be thoroughly cleaned. All trash and other debris must be removed from the room and disposed of properly outside.
- Follow all individual hall policies regarding room inspections.

Packing and Cleaning Tips
Here are some helpful hints to make the process easier (and to help you avoid check-out charges).
- **Start early**: Begin taking or sending items home that you will not need for the rest of the year.
- **Boxes**: Find boxes to pack your belongings to make the move easier and faster.
- **Trash/Recycling**: Trash should be thrown away in the trash room/dumpster. Charges will be assessed for trash left behind. **Note there is a fee for trash removal should any be left behind in your room.**
- **Old2Gold**: Consider donating your quality, unwanted items to Old2Gold, the University’s Year-End Campus Yard Sale. Donations will be sold at a community sale on June 13, and all proceeds benefit local participating charities. Place donations next to the appropriate donation sign located outside of your residence hall.
- **Food Bank**: Please donate your non-perishable, unopened food items to the Food Bank of Northern Indiana by placing donations in the orange Food Bank barrels in your hall’s lobby area from May 1 – May 18.
Move-Out and Check-Out Information

All residents are required to complete the Check-Out Process. When you check-out of your room, it should be returned to the way you found it at the beginning of the year. The RA will be checking to make sure your space is clean and will assess charges for any damage according to your Room Condition Report.

In order to complete check-out, you must follow your hall policies regarding check-out. Failure to make or keep a check-out appointment and/or depart hall by hall closing will result in a $100 improper checkout fee. Additional charges will be added for damage to the room, cleaning or lost key(s).

The following is a list of items that you must complete before you can be checked-out without incurring extra charges:

Preparing for Check-Out

_____ Follow all individual hall check-out policies. See your hall staff for procedures.

_____ At least 24 hours prior to your planned departure, communicate with a hall staff member regarding check-out.

Your Personal Items

_____ Remove everything that is yours from the room. If you have usable items that you would like to donate to Old2Gold, the University’s “Year-End Campus Yard Sale,” please place them beside the corresponding donation sign ("Furniture" or "Other Donations") located outside of your residence hall. Donations will be collected May 4 – May 18.

_____ Do not leave personal rugs in your residence hall room. If you do not want your rug, please place it beside the Old2Gold donation pickup locations so that it can be disposed of properly.

Your Room Condition

_____ All original university furniture should be present and fully assembled (beds debunked). Bed bunking “bolts,” if present in room, should be laid on top of the bed.

_____ Don’t forget to clean out your closet and drawers.

_____ Take all adhesive materials off of the walls and doors.

_____ Sweep your floor.

Your Departure

_____ Check out at your scheduled time with the RA you signed up with.

_____ Return your keys. Note there is a $100 fee for keys not returned at time of check-out.

_____ Enjoy your summer!