

# Changing rooms for Spring 2010

## PLEASE READ THE BELOW MATERIAL FOR COMPLETE INSTRUCTIONS ON SWITCHING FROM YOUR FALL ROOM TO YOUR SPRING ROOM ON SUNDAY, DECEMBER 13

**All students who are making a room change must participate in a checkout inspection: Sign up for a check out time with a staff member at least 24 hours in advance of your departure time.**

Each staff member will have a check out appointment sheet posted on or near his or her room door. If the staff member responsible for the section in which you live is not available at the time you plan to depart, it is your responsibility to sign-up with a staff member in the building to check you out or you may go to the community office for assistance. All checkouts must be arranged at least 24 hours in advance of your anticipated departure time.

### STUDENTS SWITCHING ROOMS

You must be checked out of your Fall room by **Noon on Sunday, December 13**. The keys to your Spring room will be available at 9AM on Sunday morning UNLESS your Spring room is occupied by a graduating student. If this is the case, you will receive an email from Residence Life staff informing you. Here is the Room Switch process for either scenario:

A. Your Room is available for 9am Sunday move-in:

- Go to the appropriate Building Check-in Location (locations to be announced, watch for flyers, emails and Housing website) and obtain your Spring room keys.
- Return to your Fall room and move your belongings into your Spring room.
- Go back to your Fall room, check-out, and return those keys. **This must to be done by noon on Sunday.**

B. Your Spring Room is occupied by a graduating student and is not available until 1pm on Sunday:

- If this is the case, you will receive an email from Residence Life staff informing you.

**If you will not be on campus to move between 9AM and 5PM on Sunday, December 13, you must remove all your belongings from your current room and check out with the staff by Noon on Saturday, December 12.**

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## CHECK OUT INSPECTIONS

Prepare your room for the checkout inspection according to the guidelines detailed in this brochure. Staff members will inspect your room to ensure that no damage has occurred and that the room has been cleaned in accordance with these standards. Damage assessments will be issued for any deficiencies.

### Inspection Appointments

**Follow the instructions posted in the building in which you live to schedule an appointment at least 24 hours in advance with a student staff member.** At the time of your scheduled inspection all of your personal belongings must be removed from your room, all trash removed everything off the walls, etc. Charges will be assessed based on the condition of the room at the time of the inspection. If the room is not ready to be inspected at the time you schedule, you may be assessed a \$100.00 fine (\$50 improper check-out and \$50/hour late fine not to exceed a grand total of \$250) with the possibility of additional monetary fines and a hold placed on Institute records.

If you fail to check out properly (according to these check out documents), a \$50 improper checkout charge will be assessed to your student account. This will be in addition to any damage charges for which you may be responsible.

### Building or Complex Specific Information

Please be alert to signs posted throughout the building and newsletters that contain information specific to the building or complex in which you live.

### Trash Removal

All trash and unwanted personal items must be removed from the building. To maintain the appearance of the residence halls, do not leave trash in stairwells, outside courtyards or in the smaller trash receptacles near the entry doors. Leaving trash in or around the buildings will result in monetary fines. Dumpsters are made available all over campus. Please check with your student staff member for exact locations.

**START EARLY - AVOID LAST MINUTE RUSH AND POSSIBLE CHARGES**

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## PREPARING A TRADITIONAL OR SUITE STYLE ROOM FOR INSPECTION

- ❑ Clean windows and mirrors using a glass cleaner (i.e. Windex)
- ❑ Wipe down all surfaces - all purpose cleaners like Fantastik or 409 are recommended for window ledges, laminated furniture and desktops, cabinets, etc. For wood furniture Pledge or Endust are recommended
- ❑ Sweep and clean floors with a damp mop - all purpose cleaners may be helpful for spills, food stains, adhesives, etc.
- ❑ A vacuum can be checked out through your student staff member.
- ❑ Be sure drawers and closets are empty and all contact paper and shelf liners are removed - wipe down the interior of drawers and closets
- ❑ Remove tape, stickers, plastic hooks, etc. from walls furniture and doors
- ❑ Clean walls (especially tape marks and areas by light switches and door knobs)
- ❑ Wipe dust from mini blinds and be sure that mini blinds are hung properly
- ❑ Wipe down the surface of the air conditioning unit
- ❑ Check to see that screens are securely in place
- ❑ Remove glow in the dark stars/objects from ceiling
- ❑ Be sure all furniture is assembled and properly arranged in the room
- ❑ All furniture must be returned to the same configuration it was in when you initially moved into your room.
- ❑ Remove all personal items, personal furniture, rugs, hangers, etc.
- ❑ Bag all trash and take it to the nearest dumpster outside the building
- ❑ Turn air conditioning units to the lowest (warmest) setting
- ❑ Close and lock windows and all doors
- ❑ Do not leave trash in the hallways, stairwells, or in the building. Take your trash to the dumpsters.
- ❑ Watch out for “common area” theft and report to your community advisor

### **Suite Bathrooms:**

- ❑ Remove all personal belongings from cabinets, drawers, etc.
- ❑ Wipe down counters, cabinets and drawers with an all purpose cleaner
- ❑ Clean mirrors with a glass cleaner
- ❑ Clean sink & faucets with an all purpose cleaner
- ❑ Clean the interior of the toilet with a toilet cleaner
- ❑ Wipe down the toilet seat, lid and bowl exterior with an all purpose cleaner
- ❑ Scrub the entire tub/shower area (including walls) until all soap scum, grime, mildew is removed - use a tub/tile cleaner
- ❑ Sweep the floor and clean it with a tub/tile cleaner or all purpose cleaner

**Investing a small amount of money into cleaning supplies can avoid costly damage assessments for dirty rooms. Purchasing these items with roommates or neighbors helps keep the cost down for each individual.**

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## PREPARING AN APARTMENT ROOM FOR INSPECTION

### KITCHENS:

- Remove all items from cabinets, refrigerator and freezer
- Wipe down all cabinets (interior and exterior) with an all purpose cleaner
- Wipe down the microwave, refrigerator, freezer and dishwasher (interiors and exteriors) with an all purpose cleaner
- Thoroughly clean oven/stove:
- clean the inside of the oven using an appropriate oven cleaner
- clean both sides of the oven door glass
- remove the stove burners and drip pans
- lift the stove top and clean underneath with an all purpose cleaner
- wipe down the stove surface and oven exterior with an all purpose cleaner
- clean stove drip pans with an all purpose cleaner and stainless steel pad or brillo pad to remove stains - replace if necessary - (replacement drip pans can be purchased at Kmart, Target, etc.)
- reinstall drip pans and burners
- Mop the tile floor with a floor cleaner
- Wipe down walls, use all purpose cleaner if needed

### CARPETS:

- Vacuum all carpeted areas
- For heavily soiled carpets consider renting a steam cleaner to remove dirt and stains; commercial carpet cleaning services are also an option
- clean excessively soiled/stained areas

### BEDROOMS AND LIVING ROOMS:

- Remove all personal belongings from furniture
- Wipe down table tops, desk tops, desk/dresser drawers with all purpose cleaner
- Wipe down exterior of wood furniture with Pledge or Endust
- Clean windows & mirrors with a glass cleaner
- Wipe down walls to remove any smudges, marks, etc.
- Wipe down window ledges with all purpose cleaner
- Wipe dust from mini blinds and be sure mini blinds are hung properly
- Make sure all furniture is present, assembled and properly arranged (cabinet units should be on top of the wardrobe in each bedroom)

### UPHOLSTERED FURNITURE:

- Remove any debris from areas between/under cushions
- If the upholstery is heavily soiled or stained consider renting a steam cleaner or using a commercial furniture cleaning service

### BATHROOM & VANITY AREAS:

- Remove all personal belongings from cabinets, drawers, etc.
- Wipe down counters, cabinets and drawers with an all purpose cleaner
- Clean mirrors with a glass cleaner
- Clean sink & faucets with an all purpose cleaner
- Clean the interior of the toilet with a toilet cleaner
- Wipe down the toilet seat, lid and bowl exterior with an all purpose cleaner
- Scrub the entire tub/shower area (including walls) until all soap scum, grime, mildew is removed - use a tub/tile cleaner
- Sweep the floor and clean it with a tub/tile cleaner or all purpose cleaner

### TRASH:

- Bag all trash and take to dumpsters outside your building

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## PLAN YOUR DEPARTURE: A few helpful items

### ***SPECIAL NOTE:***

Common areas in the apartments will be inspected and damages assessed after resident departure. If you have questions or concerns about the condition of common areas, please address these with the staff member who conducts the inspection of your bedroom at your scheduled checkout time.

### **Check-out Appointment with Student Staff Member**

Remember to make an appointment to check out with a student staff member at least 24 hours prior to your planned departure. Look for information in your residence hall explaining when and where you may schedule an appointment

### **Bellsouth Service**

Private phone lines that have been activated in apartment bedrooms or second lines in traditional residence hall rooms are the responsibility of the person who contracted with Bell South for the service. Call Bell South at 404-780-2355 to arrange the cancellation or transfer of this service immediately. If the service is not canceled, you will be financially responsible for any costs that may be charged to that telephone number.

### **Bicycle Removal**

If you are leaving Georgia Tech housing for next semester, do not forget to take your bike with you! All bikes will be removed, impounded and disposed of from all storage rooms, cages and racks during the Break Period. If you have rented a bike locker on East or West Campus, you must return the key to the appropriate Community Office and clean-out the locker.

### **Storage Facilities**

The following storage facilities list is provided as a courtesy to Georgia Tech students' since the Department of Housing does not offer any storage. Georgia Tech is not a party to any storage facility agreements and is not a partner, agent, employee, independent contractor, or subcontractor for any company or leaser providing storage.

#### **Mobile Storage Depot**

770-487-8220

Pick up and Delivery

#### **A-Action/Uhaul**

404-881-0100

Do not pick up or deliver

**If you have any questions or concerns in reference to this information, please contact the Department of Housing at 404-894-2470 or e-mail [information@housing.gatech.edu](mailto:information@housing.gatech.edu)**