

## ***SPRING 2008 HOUSING CLOSING IMPORTANT DATES***

**Saturday, May 3<sup>rd</sup> by Noon –Move Out for students not living in the residence halls Summer 2008**

**Sunday, May 4<sup>th</sup> by Noon—Move Out for Graduating Students**

**Sunday, May 4<sup>th</sup> (9 AM – 5PM)—Switching Rooms (keys available by 1 pm)**

- **Acceptable reasons you would be checking out after Friday, May 2<sup>nd</sup> are as follows:**
  - *You are graduating;*
  - *Your last final is on Friday May 2<sup>nd</sup>/Saturday May 3<sup>rd</sup>; or*
  - *You are attending the first summer school session.*

**Students participating in the second summer school session only (beginning in June) must checkout and remove all items from their spring assignment, unless you are paying for housing for the first summer session (beginning in May).**

If these reasons apply to you—you *must still* sign up for a checkout time, as this allows your HD to keep track of who is still in the building and plan for weekend closing.

### **PLEASE READ THE BELOW MATERIAL FOR COMPLETE INSTRUCTIONS ON Spring 2008 CHECKOUT:**

**All student staff members will hold mandatory floor meetings during the dates of April 14-25, 2008 to review closing expectations with their residents. In apartments, student staff members will also do pre-checkout inspections before finals week.**

#### **Please remember:**

- 24 Hour Quiet Hours start April 21<sup>st</sup> and end May 3<sup>rd</sup>
- Student Staff members are your primary contact through the closing process
- Residents are required to move out of their spring assignment within 24 hours of their last final exam. They must sign up for check-out 24 hours in advance.
- **The residence halls close Saturday, May 3rd at 12:00pm (noon) to everyone except (1) graduating students and (2) students transitioning from spring to summer school session one assignments. Students participating in the second summer school session only (beginning in June) must checkout**
- Graduating and “spring to summer” residents must checkout by Sunday, May 4, 2008, at 12:00pm (noon). Keys are available by 1pm, but residents may be able to move in as early as 9:00am.
- Remove bikes from bike lockers and bike racks

- Start packing early! If you live locally, start taking things home in April. Make it easier on yourself, and don't wait until the last day!

### **All students who are moving out or making a room change must participate in a checkout inspection:**

**Appointment checkout – Remember to sign up for a time within 24 hrs of your last final**, and at least **24 hrs 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 another staff member in the building or seek assistance at the community office. All checkouts must be arranged at least 24 hours in advance of your anticipated departure time. Failure to do any of above may result in an improper checkout charge.

### **Moving Out of the Residence Halls for Students not Living in the Halls for Summer**

**You must move all personal belongings out of your room no later than Saturday, May 3 by NOON** and check out with a staff member. Failure to meet this deadline will result in an immediate \$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. Don't forget to take your bike, too. 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.

### **Staying in the Same Room for Summer 2008**

**If you are not moving out of the residence hall during the break (returning to the same room for summer school session one)**, be advised that residence hall staff will be entering all rooms during the break to perform health and safety inspections. If you are planning to stay in your room during any period of the break, let your student staff member know. If you do not plan to be in your room during the break, prepare your room by completing the following steps:

- Dispose of all trash in appropriate dumpsters
- Throw away perishable food from your refrigerator
- Unplug your refrigerator (if you live in a suite or traditional hall)
- Close and lock all windows
- Be sure your alarm clock is off
- Turn your AC/heating unit to Medium temperature and the fan to the lowest setting
- Turn off your lights
- Shut computer off
- If you have a bike on campus, take it to your room during break. (All bikes will be removed, impounded and disposed of from all storage rooms, cages and racks during the Break Period.)

### **Graduating Students Vacating**

Graduating Students must be checked out of the residence halls **by Noon on Sunday, May 4**. At the time of check out, all personal belongings must be completely removed from your room/suite/or apartment. No graduating student can check out later than **Noon on Sunday, May 4**. Failure to meet this deadline will result in an immediate \$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.

**Please remember to take your bike!** All bikes will be removed, impounded and disposed of from all storage rooms, cages and racks during the Break Period.

## Express Checkout

**(ONLY: Fulmer, Glenn, GLC 3rd & 4th floors, Hemphill Apts., NAA West Building)**

- Sign up for express checkout with your student staff member to notify him/her of your move out plan.
- Prepare your room for departure according to the *Closing Checklist*. Plan ahead! Make sure the bedroom and all common areas are clean. All personal items should be moved out and the bedroom door locked. **Note:** The checkout inspection will occur after the first person in the apartment moves out. If damages are found in the common areas and no one claims responsibility, all occupants of the apartment will be assessed an equal percentage of the fine(s).  
\*\*To ensure you are not improperly charged, please keep detailed documentation of your room/apartment condition at your departure including, but not limited to, pictures.
- Complete the Express Checkout Agreement Form/Envelope. Please make sure that you provide all the information requested: name, GT ID#, building name, room/apartment number, key code(s), time and departure date, and signature.
- Place your room key(s) in the key envelope provided by your student staff member. You **must** use the envelopes provided. Failure to do so may result in an improper checkout charge.
- Please submit the filled out and sealed Express Checkout Agreement Envelope with key(s) to the drop-off location *designated by your Student Staff Member and Hall Director*.

## **Switching Rooms**

You must be checked out of your Spring room by **Noon on Sunday, May 4**. The keys to your summer school session one room will be available at 9am on Sunday morning UNLESS your Summer 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 check-in area for your new summer hall to obtain your summer room keys.
- Return to your spring room and move your belongings into your summer room.
- Go back to your spring room, check-out, and return those keys. **This needs to be done no later than Noon on Sunday.**

B. Your Summer 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. You must then wait until 1PM to get your new keys from the appropriate Community Office.

If you will not be on campus to move between 9AM and 5PM on Sunday, May 4, ***you must remove all your belongings from your current room and check out with the staff by Noon on Saturday, May 3.*** Be alert to information contained in flyers or newsletters announcing procedures that may be unique to a specific building or area.

## **Top Reasons Residents Get Fined During Closing**

1. Room/Common area is left dirty.
2. Not being on time to checkout/Failing to sign up for checkout.
3. Damage to the room/Common area.
4. Not moving out within 24 hours of last final.

**Don't be a statistic!!!**

### **Damage Price List**

*Prices are subject to change*

[http://www.housing.gatech.edu/policies/facilities\\_damage-price-list.cfm](http://www.housing.gatech.edu/policies/facilities_damage-price-list.cfm)

**Extensions of the Check-out Deadlines are NOT possible, so please make your plans accordingly**

## **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.

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

## **Inspection Appointments**

**Follow the instructions posted in the building in which you live to schedule an appointment within 24 hours of your last final and 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.

## **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 or the "Closing Newsletter" for exact locations.

## **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.

# **PREPARING A TRADITIONAL OR SUITE STYLE ROOM FOR INSPECTION**

**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.**

- 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

## **PREPARING AN APARTMENT 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

## **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.

### **Bell South 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)** Howell Mill Road – 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).**