

# Residence Hall Summer Closing Check-List

## ALL RESIDENTS MUST LEAVE BY TUESDAY, AUGUST 30<sup>TH</sup> @ NOON

The only exception is for students who have confirmation from the Housing Office that they are approved for interim housing. Please plan accordingly and follow the instructions below. Anyone found in a residence hall after the deadline will be fined \$100 and be subject to disciplinary action.

### IMPORTANT INFORMATION FOR ALL STUDENTS

- Be aware that Residential Life staff will enter every room on August 30<sup>th</sup> (unless all residents in the room have interim housing), for the purpose of making sure that the residents have left for the break and have followed closing procedures. Note that your door will be locked after your room is checked, so take your key with you. Please be advised that while checking rooms, if these staff members encounter any potential violations of policy, a report will be written and followed up on.
- Please provide your departure information in the checkout form available on DartHub, Housing StarPortal.** This will help custodians with cleaning rooms and will be important to know if there is an emergency situation that necessitates knowing who may be in the building.
- Before you leave, please be sure to do the following:**
  - Close and lock all windows and your door.
  - Clean out anything that belongs to you in public refrigerators and laundry rooms.
  - Take recycling and trash from your room to the hallway garbage cans and recycling areas.

### ARE YOU LEAVING YOUR ROOM ONLY FOR THE INTERIM BECAUSE YOU ARE ASSIGNED TO THE SAME ROOM SUMMER AND FALL?

- You do not need to remove your belongings though you may want to take valuable items home with you.
- Take your room key with you! When you return, your door will be locked. You will need your key.**
- Turn off your computer, lights, and alarm clocks, and unplug items to protect against power surges.
- Remove your belongings from the bathroom so that the custodian can clean.
- If you have a vacancy in your assigned space, please ensure that the custodian can determine what space a new resident will be occupying so they can clean it. Make sure you do not have belongings in the way that will impede the custodian's cleaning of your new roommate(s)'s space.
- During the course of the break, Residential Operations staff will be entering all rooms to make sure smoke detectors and room door hinges are working properly as well as to complete repairs requested by the residents or to address issues that may arise during the break such as leaking steam valves or plumbing issues.
- Upperclass opening for the fall term is on Saturday and Sunday, September 10<sup>th</sup> and 11<sup>th</sup>.

### ARE YOU ON CAMPUS AND MOVING TO A DIFFERENT ROOM FOR FALL TERM?

- Return your current room key to a key box before you leave campus!** Available key drop boxes: North Mass Basement Drop Box, North Mass Outside Drop Box at Parking Lot Entrance, Fahey Hall, Hinman Post Office, Hitchcock 1<sup>st</sup> Floor, Goldstein Hall Office, and the Shabazz Center.
- Plan to have all of your personal belongings packed and removed from your current room by noon on August 30<sup>th</sup>. **You may not leave furniture or store items in the room for pick up when you return. You must pack and move out of your summer room this term.** Failure to do so will result in a \$100 fine, relocation costs to pack and move personal belongings, and possible disciplinary action. If you have interim housing on the night of August 30<sup>th</sup>, refer to specific moving instructions included in your assignment email.
- Place items in controlled storage early. Locations fill up quickly.** We offer limited controlled storage on a first-come, first-served basis. See the reverse side for detailed information. You must have everything out of your room and halls, even if you are waiting for storage. You can contact Residential Operations at 646-1203 to see if you can get a permission slip to move your items into your fall term room early. Permission slips will not be given out until the week of August 22<sup>nd</sup>.
- If you are moving out of your current building, all of your items must be removed from the trunk room.

### ARE YOU MOVING OUT FOR 1 OR MORE TERMS?

- Plan to have all of your personal belongings packed and removed by the deadline.** Failure to follow these instructions will result in a \$100 fine, relocation costs to pack and move personal belongings, and possible disciplinary action. We will not contact you to arrange removal of your items. If you will be using Controlled Storage, plan accordingly because you must have everything out of your room by the deadline even if you are waiting to get into Controlled Storage.
- Place items in controlled storage early. Locations fill up quickly.** We offer limited controlled storage on a first-come, first-served basis. See the reverse side for detailed information. You must have everything out of your room and halls, even if you are waiting for storage. Remove all items from the trunk room. Return your kitchen storage key, if you have one, in the same envelope as your room key, to the Housing Office in North Mass or to a key drop box.
- Remove all items from the trunk room.
- Return rented bed-boards or bike-racks to Residential Operations in 101 McKenzie, and your deposit will be returned.
- Return your key** to a drop box using a key return envelope. Failure to return your key by 3pm on August 30<sup>th</sup> will result in a lock change and \$55 charge to your Da\$h account. There is a \$15 charge for not using a key envelope. Available key drop boxes: North Mass Basement Drop Box, North Mass Outside Drop Box at Parking Lot Entrance, Fahey Hall, Hinman Post Office, Hitchcock 1<sup>st</sup> Floor, Goldstein Hall Office, and the Shabazz Center.
- Return your kitchen storage key, if you have one, in the same envelope as your room key, to the Housing Office in North Mass or to a key drop box.
- Please leave your room in good condition. If it is left in such a condition that it requires more than routine cleaning, a minimum charge of \$50 will be assessed.