

WINTER CLOSING CHECK-LIST

ALL RESIDENTS MUST LEAVE BY THURSDAY, MARCH 14, 2019 @ 12 NOON

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

IMPORTANT INFORMATION FOR ALL STUDENTS

- College staff will be entering empty rooms on March 13 and all other rooms on March 14 (unless all occupants have interim housing) to ensure that all residents have left and followed closing procedures. During the course of the break, college staff will be entering ALL rooms to make sure smoke detectors and room door hinges are working properly, to complete repairs requested by residents, or to address issues that may arise during the break such as leaking steam valves or plumbing issues. Any potential violations of policy that we encounter will be documented and addressed.
- Please provide your estimated departure date and time, as instructed by your UGA. This will help custodians with cleaning rooms and in the event of 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?

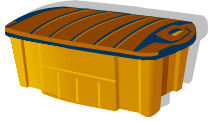
- You do not need to remove your belongings though you may want to take valuable items home with you.
- Take your room key with you!** When you return, your door will be locked. You will need your key.
- Turn off your computer, lights, stereos, & alarm clocks, and unplug items to protect against power surges.
- Remove your belongings from the bathroom so that the custodian can clean.
- If there is a vacancy in your room, please ensure that the custodian can determine what space a new resident could occupy so they can clean it. Make sure that you do not have belongings in the way that will impede cleaning.
- Note that opening for the spring term is at 9:00 am on Saturday, March 23.

ARE YOU CHANGING ROOMS FOR SPRING TERM?

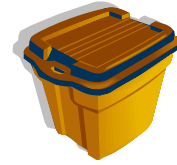
- Return your current room key to a key box before you leave campus!**
- Plan to have all of your personal belongings packed and removed from your current room by noon on March 14. **You cannot do this when you return for the spring term; you must pack and move out of your winter room now.** Failure 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 March 14, refer to specific moving instructions included in your assignment email. 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.
- If you would like to see if you have the option of storing your belongings in your new room, please contact Residential Operations. We will not know if this option is available to you until on or around March 4. Failure to get a permission slip may result in your belongings being removed from the room. We recommend that you pack in such a way that you can get to items you will need right away when you return, even if access to controlled storage is not available. Consider putting bedding and toiletries in the trunk room or your travel luggage.
- 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?

- Place items in controlled storage early. We offer limited controlled storage on a first-come, first-served basis. **See the reverse side of this sheet for detailed information about controlled storage.**
- Remove all items from the trunk room.
- Plan to have all of your personal belongings packed and removed by the deadline. You may not leave furniture or store items in the room for pick up when you return. 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. You must have everything out of your room by the deadline even if you are waiting to get into Controlled Storage.
- Return your kitchen storage key, if you have one, in the same envelope as your room key, to a key drop box.
- Return rented bed-boards or bike-racks to Residential Operations in 101 McKenzie, and your deposit will be returned.
- Double-check your drawers and closets. The College is not responsible for items that you leave behind.
- Return your key** to a drop box using a key return envelope. Failure to return your key by 3pm on March 14 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.
- 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.
- You are responsible for ensuring there is a bed, dresser, desk, and closet space available for the next occupant.**



Controlled Storage Schedule 2019 Winter & Spring



End of Winter Term, 2019

Tuesday	March 12	10:00- 1:00 & 1:30- 4:30
Wednesday	March 13	10:00- 1:00 & 1:30- 4:30
Thursday	March 14	10:00- 1:00 & 1:30- 4:30

****McCulloch, Bildner, Channing Cox, McLane, and Wheeler will be the only locations open March 12th – March 14th.**

IMPORTANT THINGS YOU NEED TO KNOW WHEN STORING ITEMS:

- Controlled Storage is first come/first served and the spaces do fill up. Plan ahead and do not wait until the last minute to put items into storage. You are responsible for having your items out of your room by noon on March 14th, whether storage is available or not.
- Controlled Storage is only available for students who are not enrolled for classes in Hanover and are away from campus for the term for which the items are stored.
- Please monitor the Residential Operations website, <http://www.dartmouth.edu/res-ops/>, for updates. We will update the Spotlight section as locations fill up.

Opening of Spring Term, 2019

Saturday	March 23	10:00- 1:00 & 1:30- 6:00
Sunday	March 24	10:00- 1:00 & 1:30- 6:00
Monday	March 25	10:00- 1:00 & 1:30- 4:30

****Andres, Bildner, Bissell, Channing Cox, Mid Mass, New Hamp., N. Fayerweather, and Russell Sage are the only locations that will have attendants. All other locations during this time will not have attendants however they will be accessible. Signs will be posted on Controlled Storage doors directing you to the nearest storage attendant.**

After March 25th all locations will be accessible by appointment only. All appointments will need to be made 1 business day in advance. To schedule an appointment you must call 603-646-1203. We do not book appointments over email.

Controlled Storage Locations.

Please note that not all locations are open. Please pay special attention to know which locations are open each opening and each closing.

Location	Special Storage		Location	Special Storage		Location	Special Storage	
	Furniture & Carpets	Bicycles		Furniture & Carpets	Bicycles		Furniture & Carpets	Bicycles
Andres	✓		Little			North Fayer		
Bildner	✓		Maxwell	✓	✓	Russell Sage	✓	✓
Bissell		✓	McCulloch			South Mass		
Channing Cox	✓	✓	McLane	✓		Wheeler		
Goldstein			Mid Mass					
Judge			New Hamp	✓	✓			

**** Open Locations**