Winter Closing Checklist

ALL RESIDENTS MUST LEAVE BY WEDNESDAY, MARCH 16 @ 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. Please 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

☐ Please continue to follow all COVID-19 community expectations during the move-out process, including wearing a face covering.
☐ Be aware that residential staff will be entering every room on March 16 (unless all residents have interim housing), for the purpose of making sure that the residents have followed closing procedures. During the course of the break, 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. If these staff members encounter any potential violations of policy, a report will be written and followed up on when residents return from the break.
☐ 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 if an emergency situation 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.
  ☐ Unplug and defrost your refrigerator. 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! You may be charged for a room unlock by Safety & Security if you return without 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 you will be getting a new roommate next term, please ensure that the custodian can determine what space the new resident will be occupying 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 Saturday, March 26.

ARE YOU CHANGING ROOMS FOR SPRING TERM?

☐ Plan to have all of your personal belongings packed and removed from your current room by noon on March 16. You cannot do this when you return for spring term; you must pack and move out of your winter room. Failure to pack and remove your belongings will result in a $100 fine, relocation costs to pack and move personal belongings, and possible disciplinary action. If you have interim housing, 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 March 16 deadline.
☐ If you would like to request to store your belongings in your new room, please contact the Residential Operations Office to obtain a permission slip. We will not know if this option is available to you until the week of March 7. Failure to get a permission slip and display it with your belongings may result in your belongings being removed from the room and possibly discarded. You may store belongings in controlled storage or in the trunk room for the building to which you are moving. Note that furniture—e.g. mattresses, futons, sofas, chairs—will not be accepted for controlled storage. Pack so that you can get to items you will need right away when you return regardless if controlled storage is open or not. 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 building’s 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.
☐ Remove all items from the trunk room.
☐ Plan to have all of your personal belongings packed and removed by the deadline. Failure to do so 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.
☐ 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 16 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 $55 will be assessed.
☐ You are responsible for making sure there is a bed, dresser, desk, and closet space empty and available for the next occupant.

--See Controlled Storage Schedule on next page--
Controlled Storage Schedule
Winter 2022 closing & Spring 2022 opening

End of Winter term, 2022

- You need to call Residential Operations (603-646-1203) at least one business day in advance to make an appointment to store your items. Due to a staffing shortage, there are no open hours.
- Bildner, Russell Sage, South Mass, New Hamp, McCulloch, and Wheeler are the only locations open for storage.
- There is no controlled storage in Andres due to upcoming renovations to the building.
- You must have everything you are storing at the storage location at the time of your appointment. The attendant will not be able to wait for you to make multiple trips.
- Please be at the storage location at the scheduled time for your appointment. If you are late the attendant will not wait as they need to be on time for the next appointment.

Please be advised Controlled Storage will not be available for appointments March 12th or March 13th.

IMPORTANT THINGS YOU NEED TO KNOW WHEN STORING ITEMS:

- Controlled Storage no longer accepts large pieces of furniture including, but not limited to, mattresses, futons, sofas, or chairs. Mini-fridges, lamps, rugs, and TVs (if properly packaged) are accepted.
- Controlled Storage costs are $11.00 an item per term. Your student account will automatically be charged if you are not registered for a term.
- 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 16, 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. You may store your items in Controlled Storage for the interim if you are on the following term, but your items MUST be removed within 3 weeks from the beginning of the term.

Opening of Spring term, 2022

- You need to call Residential Operations (603-646-1203) at least one business day in advance to make an appointment to retrieve your items. Due to a staffing shortage, there are no open hours.
- Controlled Storage will be open 9:00am-1:00pm/1:30pm-6:00pm March 26 and 27.
- Call early for appointments as times do fill up quickly.
- Please be at the storage location at the scheduled time for your appointment. If you are late the attendant will not wait as they need to be on time for the next appointment.
- Please plan accordingly and bring linens with you in case you cannot get an appointment to pick up your items on the day you arrive.