Residence Halls Moveout & Checkout Information

The residence halls will close at 10am on Saturday, May 15, 2021.

If you are NOT checked out by 10am on Saturday, May 15, you will be charged $35 per hour, for each hour past 10am.

**Important Dates:**

**Thursday, May 6:** Deadline to have a suitemate accept responsibility for damage they created.

**Friday, May 7:** Deadline to request a check-out extension for graduating seniors.

**Friday, May 7:** 24-Hour Quiet Hours begin at 6pm.

**Thursday, May 13 – Saturday, May 15:** 20 minute loading zones will be available in Canyon and College Creek.

**Friday, May 14:** The J will close at 6pm for the semester.

**Saturday, May 15:** The residence halls close. All residents except graduating seniors with prior approval, must check-out by 10am.

**Sunday, May 16:** Prior approval need to check-out.

**24-Hour Quiet Hours:** Given the nature of finals week, please be respectful of all community guidelines, which remain in effect through the end of the semester. During finals week 24-hour quiet hours begin **Friday, May 7** at 6pm and continue through closing on **Saturday, May 15**. Students involved in incidents could be rapidly removed, and those who are not returning to the halls will be referred to the Dean’s Office.

**Garbage and Unwanted Items:** Starting **Wednesday, May 12**, the dumpsters at College Creek, the Hill and Creekview Apartments will be CLOSED for the rest of the week! The residents of College Creek, Creekview, and the Hill should bring all donations, compost, recycling, and landfill waste to the Donation station nearest them: College Creek courtyards, the Hill quad, and in front of Willow at Creekview. E-Waste bins for small items are also located on the 2nd floor of the JGC and in the College reek mailroom hallway.

If you have unwanted donation items consider participating in the Donation Dash. You can find information about it at this [link](#).

**OZZI Containers:** Please return any Ozzi Containers that have accumulated in your room or apartment to any of the Green bins located throughout campus.

**Checking out is as easy as 1-2-3:**

- ✔ Vacuum, dust, clean and remove all belongings/trash from your room, common area and bathroom locker. If your furniture has moved during the year, be sure to move it back to the original set up to avoid charges.

- ✔ When you are completely moved out of your room, shut your door and check-out at the JGC 3rd Floor Express Checkout or the College Creek Mail Room. Make sure to return your keyset when you check-out. If you don’t check out or return your keyset, you will be charged at least $35.

- ✔ Update your mailing address in your [myHumboldt](#) account.
JGC 3rd FLOOR EXPRESS CHECKOUT

Express Checkout outside the doors of the JGC 3rd floor. Please complete the envelope with your information, put your keyset inside, and you’re good to go!

COLLEGE CREEK MAIL ROOM

Express Checkout at the College Creek Mail Room. Please complete the envelope with your information, put your keyset inside, and you’re good to go!

JGC MAIL ROOM:
Sunday, May 12 3pm - 5pm
Monday, May 13 - Friday, May 17 9:30am - 5pm
Saturday, May 18 8:30am – 12pm
Sunday, May 19 Closed
Starting Monday 5/17, the JGC Mail Room will be open Monday – Friday, 10am- 2pm for the summer.

COLLEGE CREEK MAIL ROOM:
Sunday, May 9 3pm - 5pm
Monday, May 10 – Friday, May 14 10am – 2pm
Saturday, May 15 8:30am – 12pm
Starting Sunday, 5/16 the College Creek Mail Room will be closed for summer. All packages can be picked up at the JGC Mail Room.

MAIL FORWARDING: To ensure your mail is forwarded, please update your address in your myHumboldt Account.

Your packages and letter mail will be forwarded or returned to sender based on your mailing address in your myHumboldt Account.

Mail is only forwarded for one year after the date you vacate. Please notify correspondents of your new mailing address to assure delivery of your mail.

If you live in Campus Apartments you will also need to update your address with the United States Postal Service or change it online at https://moversguide.usps.com.

HOUSING FRONT DESK, 3RD FLOOR, JGC:
Monday, May 10 - Friday, May 14 8am - 8pm
Saturday, May 15 8am - 2pm
Sunday, May 16 Closed
Starting Monday, 5/17, the Housing Front Desk will be open Monday – Friday, 8am -5pm for the summer.

Cleaning Responsibilities & Damage Charge Process

Bedrooms & Bathrooms

• If your furniture has moved during the year, be sure to move it back to the original set up to avoid charges.

• Thoroughly damp wipe and clean the dresser, bed frame, mini-refrigerator, microwave, desk and drawers, baseboards, closets, and all parts of the windows. Make sure to remove all items from mini-refrigerator and desk. Leave mini-refrigerator clean and plugged in.

• Empty and clean trash and recycling containers, then leave them in your bedroom.

GRADUATING SENIORS: Graduating seniors, or those working graduation, can stay in the halls until 10:00am on Sunday, May 16 with prior approval.

To receive approval please email housing@humboldt.edu and explain that you are graduating and you need an extension.

You must make your request by 5:00pm Friday, May 7. You will be notified if your request has been approved, along with checkout instructions. Requests made after that date and time will be denied unless it is an extreme circumstance.

MAIL FORWARDING: To ensure your mail is forwarded, please update your address in your myHumboldt Account.

Your packages and letter mail will be forwarded or returned to sender based on your mailing address in your myHumboldt Account.

Mail is only forwarded for one year after the date you vacate. Please notify correspondents of your new mailing address to assure delivery of your mail.

If you live in Campus Apartments you will also need to update your address with the United States Postal Service or change it online at https://moversguide.usps.com.
• All personal items and trash are to be out of the room, closet, bathroom locker, and hallway. Bathroom lockers need to be emptied and cleaned.

• Vacuum the carpet (including around the baseboards, closet, under desk, dresser, and bed). Before vacuuming, sweep out corners and along the edge of walls. If the vacuum isn’t working properly, call the Housing Office at 707-826-3451.

• Remove all items from walls, bulletin boards, closets, mailboxes, and doors. There should be no tape, tape residue, or scuff-marks remaining after you have cleaned.

• Blinds should be wiped cleaned and re-hung where necessary.

Residents in Campus Apartments, Creekview, Cypress and College Creek will be given access to a cleaning agreement in your myHousing Account. Residents in these areas will designate who is responsible for cleaning in the common areas. If no one is specifically designated to an area, then everyone is equally responsible. Cleaning agreements are available on April 19, and are due by May 9.

• Bathrooms - Scrub all showers, toilets, sinks, and walls. Remove mold and soap film from showers and doors. Clean mirrors, cabinets, and counter tops. Mop floors and clean windows.

• Living Room and Hallway - Damp wipe furniture, shelves, walls, and baseboards. Vacuum carpet and furniture, including areas under furniture. Straighten or re-hang window coverings as needed. Clean windows.

• Kitchens - Completely clean oven, refrigerator, and cupboards (inside and out). Mop floors. Clean counter tops. Remove all trash. Make sure to remove all items in refrigerator and cupboards.

Room Inspections

Housing staff will inspect your room and common areas after the halls close. During this inspection, any items missing or damaged are added to your room inspection. Please be aware that it is your responsibility to get written documentation from your roommate(s) for any specific damages they caused. Email housing@humboldt.edu with this documentation by Thursday, May 6. All damage responsibility not identified in writing prior to May 6 will result in all roommates, or hall residents depending on the area, being charged equally for any damage costs.

Damage Charges

If you have damage charges, the charges will be posted to your myHumboldt Account. You will receive an email notification when the charged is posted. Listed below are some average costs to repair/replace damaged or missing items. Please note that these are average charges; the exact cost for any given item may vary depending on the severity/extent of the damage.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mattress</td>
<td>$175</td>
</tr>
<tr>
<td>Light Diffuser (ceiling)</td>
<td>$25</td>
</tr>
<tr>
<td>Window Screen</td>
<td>$24 &amp; up</td>
</tr>
<tr>
<td>Repaint Room</td>
<td>$250</td>
</tr>
<tr>
<td>Trash Can</td>
<td>$10</td>
</tr>
<tr>
<td>Painting</td>
<td>$75 per wall</td>
</tr>
<tr>
<td>Extra cleaning of room</td>
<td>$15 &amp; up</td>
</tr>
<tr>
<td>Refinish Door</td>
<td>$100 per side</td>
</tr>
<tr>
<td>Desk Tops</td>
<td>$150</td>
</tr>
<tr>
<td>Recycling Container</td>
<td>$10</td>
</tr>
<tr>
<td>Carpet Cleaning</td>
<td>$25 &amp; up</td>
</tr>
<tr>
<td>Carpet Repair</td>
<td>$50 per square yard</td>
</tr>
<tr>
<td>Excess Nail Holes</td>
<td>up to $30</td>
</tr>
<tr>
<td>Replace Door Frame</td>
<td>$250</td>
</tr>
<tr>
<td>Bag &amp; Store items left</td>
<td>$25/bag</td>
</tr>
</tbody>
</table>

If you’re assessed a damage charge that you wish to contest, you must submit in writing your reasons and any pertinent information that would help us make a determination concerning your appeal of the charge. All requests for review of charges must be made no later than September 1. You can submit your request by email to housing@humboldt.edu. If you have any questions, please contact the Housing Office at housing@humboldt.edu or 707-826-3451.