

## Residence Halls Moveout & Checkout Information

**The residence halls will close at 10am on Saturday, May 14, 2022**

*If you are NOT checked out by 10am on Saturday, May 14, you will be charged \$35 per hour, for each hour past 10am.*

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### **CHECKING OUT IS AS EASY AS 1-2-3:**

1. 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.**
2. When you are completely moved out of your room, shut your door and check-out at Jolly Giant Commons 3<sup>rd</sup> Floor or the College Creek Mail Room Express Checkout. 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.**
3. Update your mailing address in your [myHumboldt](#) account.

### **IMPORTANT DATES:**

- **Thursday, May 5:** Cleaning agreements due. *See below.*
- **Friday, May 6:**
  - Deadline to request a Late Stay Request for graduation seniors. *See below.*
  - 24-Hour Quiet Hours begin at 5pm.
- **Wednesday, May 11 – Saturday, May 14:** 20 Minute loading zones will be available. More information will be provided via email.
- **Friday, May 13:** The J will close at 6pm for the semester. Next day “to go” breakfast available for pickup. Refer to their [operational hours](#) for other Dining locations.
- **Saturday, May 14:** The Residence Halls close. All residents except graduating seniors with prior approval, must check out by 10am. *See below.*
- **Sunday, May 15:** Approved Late Stay requests must check out. *See below.*

### **GRADUATING SENIORS:**

Graduating seniors, or those working graduation, can stay in the halls until 10am on Sunday, May 15 with prior approval. To request a late stay, please submit the Late Stay Request form found under the Forms tab in your [myHousing portal](#). You must make your request by 5pm on Friday, May 6. 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.

### **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 6 at 5pm and continue through closing on Saturday, May 14. 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 11, 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 3rd floor of the JGC and in the College Creek 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 the week of 5/11 – 5/14. If you return your items to these bins, you agree to not be refunded or get a coin(s) back.

### **CHECK OUT DURING FINALS WEEK:**

At the Express Checkout locations, please complete the envelope with your information, put your keyset inside, and you're good to go! **You may complete your check out at these locations only:**

- Jolly Giant Commons 3<sup>rd</sup> Floor
- Information Desk, Jolly Giant Commons 1<sup>st</sup> Floor (Saturday, 5/14 only)
- College Creek Mail Room

Please refer to the [operational hours](#) for the Mail Rooms and Housing Front Desks and plan accordingly.

### **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>.

### **CLEANING RESPONSIBILITIES & DAMAGE CHARGE PROCESS**

#### **Freshmen Areas**

- 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.
- 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 scuffmarks remaining after you have cleaned.
- Blinds should be wiped cleaned and re-hung where necessary.

#### **Upperclassmen Apartments & Suites**

- Residents in Campus Apartments, Creekview, Cypress and College Creek will be given access to a cleaning agreement in their [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 11 and are due by May 5.
- **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 Rooms and Hallways** - 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. **You can be charged a minimum of \$50 (per resident) for not properly cleaning or emptying the kitchen. Any items left behind will be disposed of per our Abandoned Property policy.**

### Room Inspections

Housing staff will inspect your room and common areas after the halls close. During this inspection, any items missing, or damages 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](mailto:housing@humboldt.edu) with this documentation by Thursday, May 5. All damage responsibility not identified in writing prior to May 5 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.

<i>Mattress, \$175</i>	<i>Painting, \$75 per wall</i>	<i>Carpet Cleaning, \$30 &amp; up</i>
<i>Light Diffuser (ceiling), \$25</i>	<i>Extra cleaning of room, \$20 &amp; up</i>	<i>Carpet Repair, \$50 per square yard</i>
<i>Window Screen, \$45 &amp; up</i>	<i>Refinish Door, \$100 per side</i>	<i>Excess Nail Holes, up to \$30</i>
<i>Repaint Room, \$250</i>	<i>Desktops, \$150</i>	<i>Replace Door Frame, \$250</i>
<i>Trash Can, \$10</i>	<i>Recycling Container, \$10</i>	<i>Bag &amp; Store items left: \$30/bag</i>

If you're assessed a damage charge that you wish to contest, you will need to submit a Damage Appeal in your [myHousing portal](#) found under Forms. You must submit your Damage Appeal no later than August 1, 2022. Damage Appeals will be reviewed, and you will be notified if your appeal has been approved or not. If you have any questions, please contact the Housing Office at [housing@humboldt.edu](mailto:housing@humboldt.edu) or 707-826-3451.