KNOLLCREST EAST APARTMENTS
Important Final Check-Out Information 2012

This letter should answer most questions about how to check out of KE at the end of the school year.

READ CAREFULLY! You will be held responsible for knowing the information it contains.

Check-out Times and Dates:

- Your housing contract ends on Thursday, May 17. KE residents must check out of their apartments no later than Thursday, May 17 at 10am.
- Graduating Seniors must check-out no later than Monday, May 21, at 10:00am. However, you must register for Transitional Housing. Forms are available at the desk and are due by May 11th. There is no charge to stay here through Monday, May 21st.
- Summer KE Residents must request Transitional Housing; forms are available at the desk and due by May 11. You must complete all cleaning procedures and check out by 10:00 a.m. on Monday, May 21st. Even if you are staying in your current apartment, you must check out for the school year and check in for summer. Late check-outs will be fined at $1.00 per minute late.
- Failure to check out properly will result in a $200 fine and possibly other charges.
- If you are not a Graduating Senior or a Summer KE Resident, but need to stay in KE beyond Thursday, you must submit an application for transitional housing (available at the KE Desk). The reason for housing must be clearly stated.

Summer Storage: You must be a Calvin student in KE next year to store items over the summer.

- Calvin assumes no liability for lost, damaged, or stolen items; store at your own risk. You will not have access to trunk rooms during the summer.
- Only trunks, suitcases, and securely tied boxes (NO garbage bags) may be stored in Alpha, Beta, Kappa, Theta, or Zeta/Lambda trunk rooms. All items must be labeled with a sticker with your name and date (include year). Labels are available at the KE Desk.
- Personal furniture items may not be stored anywhere in KE and must be removed from campus. Furniture placed in the trunk rooms, bike rooms, lounges, or elsewhere will be discarded.
- Trunk rooms will be cleaned this summer, so be sure to label any items you already have in storage. ALL unmarked items will be discarded.
- Leaving your bike here for the summer? Bike rooms will be cleaned and all unregistered bikes will become the property of Calvin and removed from the bike rooms. Apply for a free bike tag on the Campus Safety website.
- Not living in KE for the summer, but need to leave your car here for the summer? If you will be gone for the summer but leaving your car here, please move it to the lower lot. Any cars left in the upper lot will be towed.

Miscellaneous Information:

- If you have any clothes or other items to donate to charity, please place then in the laundry rooms of the complexes or the basement lounge of courtyards.
- Please submit any remaining work requests to www.calvin.edu/admin/physicalplant ASAP, so our team can complete it in time for summer housing.
- Dumpsters will be delivered on May, 9th and will be located by Alpha, Phi-Chi, Theta-Epsilon and Zeta/Lambda.
- Each apartment should have 2 phones. Any extra can be brought to the KE desk.
- Beginning on May 9th there will be a limited number of boxes available at the desk for $1.
Check-Out Procedures: The building’s hallway should be free of trash bags before you check out.

- Regular Check-Out days will be Monday, Tuesday, and Wednesday. If you need to check out on Thursday you must get approval from Annie or Jana.
- Check-outs after 10am on Thursday, May 17th will be fined $1.00 for every minute late.

All students who have not registered for transitional housing must be checked out by Thursday by 10 am.

- Transitional Housing Check Out days will be Saturday, Sunday, and Monday.
- Check-outs after 10:00 a.m. on Monday, May 21st will be fined $1.00 for every minute late.

Stop by the KE Desk and sign up for a check-out time. Sign-ups will begin on Friday, May 4th at 2pm.
- If you will be leaving before Monday, May 14 please set up a check-out time with your RA at least 24 hours in advance.
- Check-out times are available on a first come first serve basis, so sign up for your time early.
- Meet at the desk for your check out!
- If your room is not ready when the RA comes to check you out, you must sign up again at the KE Desk at the next available time. Be ready when the RA comes to avoiding waiting for the next available time!

- ALL OF YOUR BELONGINGS MUST BE OUT OF THE BUILDING AT THE TIME OF YOUR CHECK OUT.

“How-to” Cleaning Instructions:

- It is expected that your apartment should be as clean (or cleaner) than when you first moved in.
- There are cleaning supplies available at the KE Desk: Razors (not to be used in courtyard showers), Sponges, Safety Glasses, Rubber Gloves, Tilex, and oven cleaner. Please read all labels for safety instructions and precautions prior to use.
- Kitchen: Stove, oven, oven hood, refrigerator, microwave, cupboards, sink, floor, and counter tops. Don’t forget to pull out the oven and refrigerator to clean behind. Also be sure to clean the drawer on the bottom of your oven. Take out the drip pans on the stove top to clean under and around them. To defrost your freezer, turn it off and wait until all the ice melts. Never use a sharp object to scrape ice, this will destroy the freezer and you will be responsible for the damage. To clean microwave place a bowl full of water in the microwave for about 45 seconds. Then take a damp rag and wipe down the inside. Please also be sure to clean the 2 silver filters on the underside of the microwave (if above oven). To clean these, place in a sink of hot water to soak, and then scrub clean. Wipe down the outside of your dishwasher.
- Bathroom: Tub/shower (including sliding doors), toilet (inside and out), sink, mirror, counter top, cabinets, drawers. If you live in a remolded apartment with fiberglass showers, DO NOT use a razorblade to clean the shower. Razors should only be used to clean the tile.
- Bedrooms: Beds and dressers should be returned to their original positions. Apartments should have 2 beds in the small bedroom and either 2-3 beds in the large bedroom. Each room should have at least one dresser. Wash mattress pads and fold up at the foot of the bed.
- Living Room: Sweep balcony/patio, clean bookshelves, vacuum and dust. Empty and wash out wastebaskets. Desks should be in the living room, placed along the wall.
- Dining Area: Wipe down table, vacuum, and dust. Please set all cleaning supplies on your kitchen table prior to the last person checking out.
- Hall Closet: Emptied and cleaned.
- Dust light fixtures, replace burned out bulbs.
- Phi/Chi residents must empty and clean the apartment’s storage room (unless you are returning to Phi/Chi in the fall).
“Who-to” Cleaning Instructions:
If necessary please adjust this list to the number of people in your apartment.

- **ALL OF YOUR BELONGINGS MUST BE OUT OF THE BUILDING AT THE TIME OF YOUR CHECK OUT.**
  - Before the RA comes for the first check-out the following things should be cleaned, please take time to do this as an entire apartment:
    - Bathroom Shower
    - Stove and oven
    - Inside and outside of Refrigerator – there can be food in the fridge, but please clean all shelves and drawers
    - All furniture should be arranged in original positions
    - All furniture and items should be off of patio/deck. This area should be cleaned and swept.
    - Clean out trash cans.
  - **First person to check out of the apartment should complete the following list:**
    - All of the above.
    - Clean and empty kitchen cabinets and drawers (the ones you used all year), desk, bookshelf, bed, dresser, half of bedroom closet (or entire closet if alone in room).
    - Vacuum bedroom.
    - Clean and empty the coat/linen closet.
    - Take out the trash and recycling from your apartment.
  - **Second person to check out of the apartment should complete the following list:**
    - All of the above.
    - Mop/Swiffer the bathroom floor.
    - Mop/Swiffer the kitchen floor.
    - Toilet.
    - Clean bathroom counter and sink.
  - **Third person to check out of the apartment should complete the following list:**
    - All of the above.
    - Windex the bathroom mirror.
    - Clean bathroom door and shelves.
    - Defrost Freezer.
    - Clean the kitchen sink and counter tops.
    - Vacuum family room.
  - **Last person to check out of the apartment should complete the following list:**
    - All of the above.
    - Wipe down all baseboards.
    - Windex the glass slider door.
    - Clean the microwave.

If you are leaving KE for good, we wish you God’s continued blessing in your life. If you are coming back to KE next year, we look forward to welcoming you back in the fall. We are already planning things for next year, and look forward to you being a part of our community once again! We wish you well in all of your future endeavors!

Annie Mas Smith
KE Area Coordinator

Jana Biegel
KE Assistant Area Coordinator