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## Important Final Checkout Information 2022

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### General Information

#### Hall closing

- **You must check out of your room within 24 hours of your last exam\*.**  
\* or by Friday morning, April 29 at 10 a.m. for Thursday night exams, special circumstances, or students remaining on campus for the summer.
- **All Residence Halls will close on Friday, April 29 at 10 a.m.**
- If you need campus housing after April 29, you should have already filled out registration for May Transitional Housing or Summer Housing. If you have questions about this, please email [housing@calvin.edu](mailto:housing@calvin.edu).

#### Self-Checkout

- Register for your checkout time using the online form found [here](https://forms.office.com/r/dDKQXrCXx9):  
<https://forms.office.com/r/dDKQXrCXx9>
- Directions for self-checkouts are on the back of this page. Your cleaning assignments will depend on when you leave. Completed self-checkout form and room key must be deposited at the front desk prior to departure.
- After April 29, the RA staff will be checking rooms to ensure compliance (cleanliness and damage).
- **Failure to check out properly will result in a fine and cleaning charges up to \$200 per person.**

#### Desk Hours

- During the week of exams, the hall front desk will be open during the following hours:
  - **Saturday, April 23:** 2–3 p.m.
  - **Sunday, April 24:** 2–3 p.m.
  - **Monday, April 25:** 2–3 p.m., 4–6 p.m., 8–10 p.m.
  - **Tuesday, April 26:** 9–10 a.m., 12–1 p.m., 4–6 p.m., 8–10 p.m.
  - **Wednesday, April 27:** 9 a.m.–10 p.m.
  - **Thursday, April 28:** 9 a.m.–11 p.m.
  - **Friday, April 29:** 7:30–11 a.m.

#### Clean and Pack Day – Thursday, April 21

- Use this day, after classes have ended for the semester, to begin the cleaning and packing process.
- Cleaning supplies and boxes will be available at the front desk.
- The trunk room will be open from 4-4:15 p.m. and 8-8:15 p.m. or available by appointment and a \$1 charge during all other times—contact the hall desk.
- RAs will be available in the lobby from 4–7 p.m. to help unstack beds.
- Special incentive: Have your bathroom clean by 7 p.m. on April 21 and you can enter a drawing for \$10 Bonus Bucks to use during exam week. Register your bathroom at the front desk by 7 p.m. One winner per floor!

## Electronics Recycling

- You may leave your used electronics in the dorm lobby for recycling.

## Recycling

- Checkout time is a good time to recycle paper, cardboard, glass, and plastic bottles, etc. Recycling containers will be available near every dumpster. Recyclable materials must be clean and not contain any food waste.
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## Donations

- Help us reduce the amount of waste during checkout by donating unwanted items. There will be a collection area in the lobby of RVD where you can donate items. Mel Trotter will collect the items to resell. Gently used clothing, furniture, or functional household items are welcome.

## Yard Sale – Friday, April 22, 1–3 p.m.

- Student Senate is hosting a “Venmo and Vending” yard sale on Friday, April 22 from 1–3 p.m. [Sign up](#) to sell your gently used items at the sale or plan to come shop during a study break. Look for the posters around campus to scan the QR code to sign up! Find out more details by contacting your senator.

## Trunk Room

- Many of your items may be stored in the Trunk Room over the summer.
- Hours: **Thursday, April 21 through Thursday, April 28**, 8:00-8:15 p.m. Other times by appointment and a \$1 charge—contact the hall desk.
- All storage is at your own risk. Calvin assumes no liability for lost, damaged, or stolen items.
- All items must have an official label (available at the Trunk Room).
- **Sorry, no storage is available on campus for furniture.**

## Bicycles

- Bikes may be stored in the bike room of your hall. Please provide your own lock.
- Please register your bike through the campus safety website at <http://www.calvin.edu/admin/campus-safety/> and receive a free bike tag.
- Untagged bikes that are found in outside bike racks around campus this summer will be removed by Campus Safety.
- Calvin assumes no liability for lost, damaged, or stolen bikes.

# Checkout Procedures

Used the attached checklists to make sure that self-checkout procedures are completed prior to departure. Failure to properly clean or document damage could result in a fine plus cleaning charges of up to \$200 per person.

\_\_\_\_\_ **CLEAN BEDROOM** completely and thoroughly. See attached checklist for details.

\_\_\_\_\_ **CLEAN BATHROOM** based on the order of departure in your suite.

\_\_\_\_\_ **CLEAN HALLWAY** walls outside of your room.

\_\_\_\_\_ **COMMUNITY CHORE** assigned by housing completed. (Assignment will be on your checkout envelope.)

\_\_\_\_\_ **ARRANGE FURNITURE** according to attached diagram.

\_\_\_\_\_ **TRASH & RECYCLING** from both your room and hallway must be taken to trash areas outside.

\_\_\_\_\_ **I UNDERSTAND** that failure to check out properly will result in a fine and cleaning charges, up to \$200 per person.

\*\*There will be **No Negotiations** on these responsibilities. The last person in the suite should not get stuck with all final cleaning. Take precautions and get a head start on your cleaning responsibilities.\*\*

**Follow these procedures for a smooth and successful checkout!**  
**Contact your GA/AC with any questions.**

# FINAL CHECKOUT (BEDROOM)

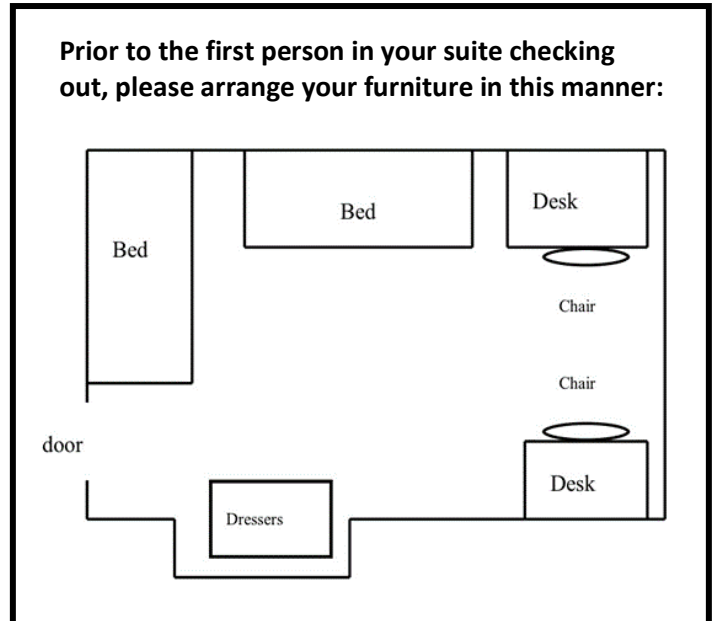
## --- CHECKLIST ---

*Check off each item on this list, before final checkout!*

### **Make sure you have:**

- \_\_\_ Two beds\*
- \_\_\_ Two mattresses\*
- \_\_\_ Two desks
- \_\_\_ Two desk chairs
- \_\_\_ Two desktop bookshelves
- \_\_\_ Two separate bookshelves
- \_\_\_ Two dressers
- \_\_\_ Smoke alarm in place, functional
- \_\_\_ Two wastebaskets
- \_\_\_ One recycling container
- \_\_\_ Four bathroom baskets
- \_\_\_ 14 Bed pins (place in desk drawer)
- \_\_\_ \*One for single rooms

**Prior to the first person in your suite checking out, please arrange your furniture in this manner:**



### **Bedroom Check:**

- \_\_\_ Wipe walls, remove tape
- \_\_\_ Clean doors (marker, sticky tabs, etc.)
- \_\_\_ Dresser and desk drawers empty and clean
- \_\_\_ Bookshelves empty and dusted
- \_\_\_ Closet shelves empty and dusted
- \_\_\_ Bulletin board clear and dusted
- \_\_\_ Windowsill and track wiped
- \_\_\_ Inside of window washed
- \_\_\_ Baseboards wiped
- \_\_\_ Floor thoroughly vacuumed – especially under furniture, cabinet, heater
- \_\_\_ Clean all of the writing off of the outside of your room door and the hallway near your room. (Magic Erasers work well for this, and are available at the hall front desk)

# FINAL CHECKOUT (BATHROOM)

## --- CHECKLIST ---

*Check off each item on this list, before final checkout!*

### 4-Person Suites

<p><b><u>1<sup>st</sup> person in suite to check out</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Shower floors clean, scraped</li><li><input type="checkbox"/> Shower walls clean, no soap film/scum</li><li><input type="checkbox"/> Shower head clean</li><li><input type="checkbox"/> Shower faucet handle polished</li><li><input type="checkbox"/> Shower soap dish clean</li><li><input type="checkbox"/> Shower curtain and frame clean, front and back, with no soap scum</li></ul>	<p><b><u>2<sup>nd</sup> person in suite to check out</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Top of bathroom light cleaned</li><li><input type="checkbox"/> Bathroom walls washed</li><li><input type="checkbox"/> Bathroom cupboards and drawers empty and washed</li><li><input type="checkbox"/> Bathroom mirror cleaned</li></ul>
<p><b><u>3<sup>rd</sup> person in suite to check out</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Bathroom door cleaned, both sides</li><li><input type="checkbox"/> Towel and TP bars cleaned</li><li><input type="checkbox"/> Bathroom sink and fixtures, polished and shiny</li><li><input type="checkbox"/> Bathroom countertops cleaned</li></ul>	<p><b><u>4<sup>th</sup> person in suite to check out</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Toilet spotless inside and out</li><li><input type="checkbox"/> Floor spotless, even in corners behind toilet</li><li><input type="checkbox"/> No trash in the hallways</li></ul>

### 3-Person Suites

<p><b><u>1<sup>st</sup> person in suite to check out</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Shower floors clean, scraped</li><li><input type="checkbox"/> Shower walls clean, no soap film/scum</li><li><input type="checkbox"/> Shower head clean</li><li><input type="checkbox"/> Shower faucet handle polished</li><li><input type="checkbox"/> Shower soap dish clean</li><li><input type="checkbox"/> Shower curtain and frame clean, front and back, with no soap scum</li></ul>	<p><b><u>2<sup>nd</sup> person in suite to check out</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Top of bathroom light cleaned</li><li><input type="checkbox"/> Bathroom walls washed</li><li><input type="checkbox"/> Bathroom cupboards and drawers empty and washed</li><li><input type="checkbox"/> Bathroom mirror cleaned</li><li><input type="checkbox"/> Bathroom door cleaned, both sides</li><li><input type="checkbox"/> Towel and TP bars cleaned</li></ul>	<p><b><u>3<sup>rd</sup> person in suite to check out</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Bathroom sink and fixtures, polished and shiny</li><li><input type="checkbox"/> Bathroom countertops cleaned</li><li><input type="checkbox"/> Toilet spotless inside and out</li><li><input type="checkbox"/> Floor spotless, even in corners behind toilet</li><li><input type="checkbox"/> No trash in the hallways</li></ul>
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### 2-Person Suites

<p><b><u>1<sup>st</sup> person in suite to check out</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Shower floors clean, scraped</li><li><input type="checkbox"/> Shower walls clean, no soap film/scum</li><li><input type="checkbox"/> Shower head clean</li><li><input type="checkbox"/> Shower faucet handle polished</li><li><input type="checkbox"/> Shower soap dish clean</li><li><input type="checkbox"/> Shower curtain and frame clean, front and back, with no soap scum</li><li><input type="checkbox"/> Top of bathroom light cleaned</li><li><input type="checkbox"/> Bathroom walls washed</li><li><input type="checkbox"/> Bathroom cupboards and drawers empty and washed</li></ul>	<p><b><u>2<sup>nd</sup> person in suite to check out</u></b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Bathroom mirror cleaned</li><li><input type="checkbox"/> Bathroom door cleaned, both sides</li><li><input type="checkbox"/> Towel and TP bars cleaned</li><li><input type="checkbox"/> Bathroom sink and fixtures, polished and shiny</li><li><input type="checkbox"/> Bathroom countertops cleaned</li><li><input type="checkbox"/> Toilet spotless inside and out</li><li><input type="checkbox"/> Floor spotless, even in corners behind toilet</li><li><input type="checkbox"/> No trash in the hallways</li></ul>
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