Important Final Check-Out Information 2018

General Information

• All Residence Halls will be closing at the end of exam week. You must check-out of your room on the day of your last exam or within 24 hours of your last exam*  
  o (* by Friday morning, May 18 at 10:00 a.m. for Thursday evening exams, special circumstances, or students remaining on campus for the summer.)  
  o **Sign up at the hall desk** for your check-out time, and do this early, to ensure you get the time you need.  
  o **Follow the Check-Out Procedures** on the back of this page. When you leave determines what you clean.

• Failure to check out properly will result in a fine and cleaning charges, up to $200 per person.

Clean and Pack Day – Thursday, May 10, 4-10pm

https://calvin.edu/offices-services/residence-life/resources/moving-out.html

• 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 every hour, and staff can assist with un-stacking of beds or answering questions about the check-out process.
  o **Special incentive:** Have your bathroom clean by 8:00 p.m. on May 10 and you can enter a drawing for $10 Bonus Bucks to use during exam week. Register your bathroom at the front desk by 8:00 PM, and an R.D. will inspect it to verify. One winner per hall!  
  o Make some progress and then celebrate with us with **free hot dogs, hot off the grill**, in front of Knollcrest Dining Hall at 10:00 p.m.

Additional Checkout Details

• **Regular Check-Out Hours:**
  o Tuesday-Thursday (5/15 – 5/17): 9:30 a.m. to 11 p.m. Sign up for a time at the front desk.
  o Friday (5/18), special circumstances only. Fill out the request form at the front desk:  
    ▪ students with Thursday night exams  
    ▪ students moving to transitional housing  
    ▪ special requests based on flights, carpooling, or other situations  
    **Note:** *Because this is the FINAL day of check-outs, there may be fines (up to $50) for those that have not completed the check-out process by 10 a.m.*

• **Donations:**
  o Help us reduce the amount of waste during check-out by donating unwanted items. There will be a collection area in every hall lobby where you can donate items to a local church (Oakdale Park Christian Reformed Church) to be sold at a fund-raising garage sale. Any clothing, furniture, or functional household items are welcome.
• **Recycling:**
  - Check-out time is also a good time to recycle paper, cardboard, glass, and plastic bottles, etc. Recycling containers will be available near every dumpster and in multiple locations around the residence halls.

• **Trunk Room:**
  - Many of your items may be stored in the Trunk Room over the summer.
  - Hours: Thursday, May 10 through Thursday, May 17, 8:00-8:15 PM. 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 register your bike through the campus safety website at [http://www.calvin.edu/admin/campus-safety/](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.

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**Transitional Housing**

- Students in need of housing after May 18 (later travel arrangements, summer housing in KE, etc.) will be required to stay in **Bolt-Heyns-Timmer (BHT)** beginning May 18. Housing is available there until May 21, when the Knollcrest East apartments are available for summer housing.

- There is a small charge ($25) and you must sign up here by May 11: [https://calvin.edu/offices-services/residence-life/housing-options/transitional-housing.html](https://calvin.edu/offices-services/residence-life/housing-options/transitional-housing.html)

- **Note:** Students moving from their hall to BHT on May 18 to participate in transitional housing must check-out of their room by 10 a.m. but can stay in their room until BHT opens for transitional housing at 11 a.m.
Check-Out Procedures

1. **BEFORE your check-out time:**
   a. Clean room completely and thoroughly. See assignments below, based on the order of departure in your suite.
   b. Clean the walls in the hallway outside of your room.
   c. Have all your belongings out of your room.
   d. Arrange furniture in your room according to the attached diagram.
   e. Make sure all trash and recycling has been taken to the trash areas outside.

<table>
<thead>
<tr>
<th>First person</th>
<th>in the suite to check out is responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• cleaning his/her cabinets (unlocked), drawers, desk, and half of closet (entire room if single)</td>
</tr>
<tr>
<td></td>
<td>• cleaning the shower and top of bathroom light (and bathroom floor if only 2 people in suite)</td>
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<tr>
<td></td>
<td>• vacuuming floor</td>
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<td></td>
<td>• taking trash from the hallway outside to the dumpster.</td>
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<td></td>
<td>• community chore assigned by desk or RA staff at time of check-out</td>
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<table>
<thead>
<tr>
<th>Second person</th>
<th>in the suite to check out is responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• all of the above, plus cleaning toilet and bathroom floor (entire bathroom spotless if last in suite)</td>
</tr>
<tr>
<td></td>
<td>• cleaning bathroom door and mirror</td>
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<tr>
<td></td>
<td>• spotless room (if roommate has already checked-out or if single-room occupant)</td>
</tr>
<tr>
<td></td>
<td>• taking trash from the hallway outside to the dumpster</td>
</tr>
<tr>
<td></td>
<td>• community chore assigned by desk or RA staff at time of check-out</td>
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<table>
<thead>
<tr>
<th>Third person</th>
<th>in the suite to check out is responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• all of the above, plus cleaning sink, countertop, and cleanliness of the entire bathroom</td>
</tr>
<tr>
<td></td>
<td>• spotless room (if roommate has already checked-out)</td>
</tr>
<tr>
<td></td>
<td>• taking trash from the hallway outside to the dumpster</td>
</tr>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Last person</th>
<th>in the suite to check out is responsible for:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• all of the above, plus a spotless bathroom and suite</td>
</tr>
<tr>
<td></td>
<td>• taking trash from the hallway outside to the dumpster</td>
</tr>
<tr>
<td></td>
<td>• community chore assigned by desk or RA staff at time of check-out</td>
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</table>

   **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.**

2. **AT THE TIME of your Check-Out:**
   a. If your room is not ready when the R.D./R.A. comes for the check-out, you must sign up again at the hall front desk. Be ready the first time!
   b. You will be assigned one “community chore” to complete. (You may receive your assignment earlier than your check-out time by contacting the hall front desk.)
   c. You will be asked to take any hallway trash to the dumpster.

3. **COMPLETING the Check-Out:**
   a. Once your room has passed inspection, the hallway is clear of trash, and your community task is complete, you will sign the check-out form and give keys to the staff member.

   **Follow these procedures for a smooth and successful check-out!**

   **Contact your Resident Director with any questions.**
FINAL CHECK-OUT
--- CHECKLIST ---
Check off each item on this list, before final check-out!

Make sure you have:
___ Two beds*
___ Two mattresses*
___ Two mattress pads*
___ Two desks
___ Two desk chairs
___ Two desk-top book shelves
___ Two separate bookshelves
___ Two dressers
___ Two bulletin boards
___ Smoke alarm in place, functional
___ Two wastebaskets
___ One recycling container
___ Four bathroom baskets
___ 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:

Shower Check:
___ Floor clean, scraped
___ Walls clean, no soap film/scum
___ Shower head, soap dish clean
___ Curtain and frame clean and scrubbed, front and back, with no soap scum
___ Fixtures polished

Bathroom Check:
___ Top of light washed off
___ Doors and walls washed
___ Cupboards, drawers empty and washed
___ Sink and fixtures polished and shiny
___ Towel bars clean
___ Toilet bars clean
___ Toilet spotless
___ Floor spotless, even in corners and behind toilet
___ No trash in the hallways

Bedroom Check:
___ Wipe walls, remove tape
___ Clean doors (marker, sticky tabs, etc.)
___ Dresser and desk drawers empty and clean
___ Book shelves empty and dusted
___ Closet shelves empty and dusted
___ Bulletin board clear and dusted
___ Window sill 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)