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# Important Final Checkout Information 2023

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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 28 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 28 at 10 a.m.**
- **Summer Housing**
  - Students needing housing for **any length of time** after April 28 must register at [www.calvin.edu/go/summer-housing](http://www.calvin.edu/go/summer-housing).
  - There is a late fee of \$25 for applying after April 14.

### Self-Checkout

- The following steps must be completed before you leave campus or move to summer housing.
  1. **CLEAN YOUR ROOM** – see pages 3-5 and envelope for details
  2. **CLEAN YOUR BATHROOM** - use page 5 as a guide for dividing tasks
  3. **COMPLETE A COMMUNITY CHORE** - select the next available number from your RA's door
  4. **FILL OUT ONLINE FORM** ([www.calvin.edu/go/self-checkout](http://www.calvin.edu/go/self-checkout)) - you will need to upload pictures of cleaned spaces
  5. **RETURN ROOM KEY & COMMUNITY CHORE CARD TO THE FRONT DESK** in the provided envelope
- Your bathroom and community chore cleaning assignments will depend on when you leave the dorm.
- Proof of completed checkout form and room key must be delivered to the front desk during desk hours prior to departure.
- After April 28, 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 22:** 2–3 p.m.
  - **Sunday, April 23:** 2–3 p.m.
  - **Monday, April 24:** 2–8 p.m.
  - **Tuesday, April 25:** 9–8 p.m., 9–10 p.m.
  - **Wednesday, April 26:** 9 a.m.–10 p.m.
  - **Thursday, April 27:** 9 a.m.–11 p.m.
  - **Friday, April 28:** 7:30–11 a.m.

## Clean and Pack Day – Thursday, April 20

- Use this day, after classes have ended for the semester, to begin the cleaning and packing process.
- Boxes will be available at the front desk for \$2 each (cash or Venmo - @Calvinhousing)
- 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 or your RA.
- Join us for free hot dogs in front of Knollcrest dining hall at 10 p.m. to celebrate!

## 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, plastic bottles, etc. Recycling containers will be available near every dumpster. Recyclable materials must be clean and not contain any food waste.

## Trunk Room

- Many of your items may be stored in the Trunk Room over the summer. **Sorry, no storage is available on campus for furniture.**
  - Smaller items must be contained in a box, tote, or luggage.
  - Mini fridges must be labeled, clean, and dry.
  - All storage is at your own risk. Calvin assumes no liability for lost, damaged, or stolen items.
  - All items must have an official label with your name, year, and phone number as well as a PINK sticker (available at the Trunk Room).
- Hours: **Thursday, April 20 through Thursday, April 27**, 8:00-8:15 p.m. Other times by appointment and a \$1 charge—contact the hall desk or your RA.

## Student-Run Storage Option

- Looking for a stress-free summer break? **Seek Space\*** specializes in moving and storing college students' dorm items during the summer months. No need to worry about renting a truck or finding a storage unit- we've got you covered. Our team will safely pick up and transport your belongings to our secure storage facility for the summer. Then, upon move in day in the fall we will drop off your items in your new dorm ready for you to use. Enjoy your summer worry-free with Seek Space! Visit us at <https://seekspace23.wixsite.com/store> or scan to learn more today!

\*Seek Space is not officially affiliated with Student/Residence Life and Calvin assumes no liability for lost or damaged items.



## 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 [www.calvin.edu/directory/policies/bicycle-regulations](http://www.calvin.edu/directory/policies/bicycle-regulations) 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** completed. (Find your chore posted on your RA's door.)

\_\_\_\_\_ **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.

*You must show a photo of your completed online checkout form to the deskie when you turn in your key before you are able to leave.*

\*\*There will be **No Negotiations** on these responsibilities. The last person in the suite should not be left with all final cleaning. **If a bathroom is not fully clean upon checkout, everyone in the suite will get fined equally.**  
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)

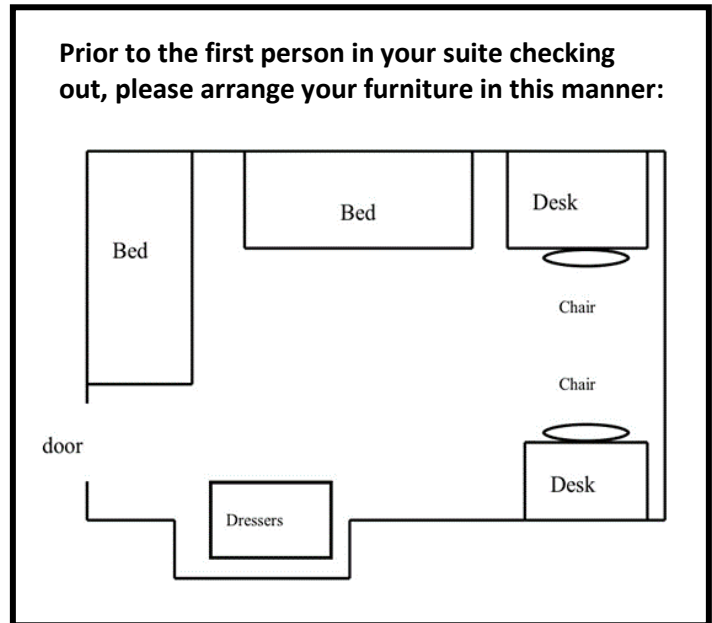
## --- CHECKLIST ---

*Check off each item on this list, before completing final online 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



### **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
- \_\_\_ All writing cleaned off 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 completing final online 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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