

IMPORTANT CHECK-OUT INFORMATION 2024

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 Procedures:

- Sign-ups for checkout times will begin Friday, April 19 at the KE Desk. Each apartment must schedule a checkout time by Friday, April 26.
- Check-out times (by apartment) are available on a first-come, first-serve basis, so sign up for your times early at the desk. **RAs will meet you at your apartment for your checkout!**
- We recommend that at least two people are present at the final checkout (if possible) so that any remaining cleaning responsibilities do not fall on one person.
- If you leave before your apartment’s scheduled checkout time, you are still responsible for the cleaning task and conditions of your apartment. **You can turn in your key in your designated envelope at the drop box at the KE desk. Missing key is \$25 fine.**
- At the apartment checkout, the last person to leave will turn in their key (in the designated envelope) with the RA and are expected to leave the apartment after their checkout.
- If your apartment is not ready when the RA comes to check out, you must sign up again at the KE desk at the next available time. Be ready when the RA comes to avoid waiting for the next available time!

***** Remove all your belongings from your apartment before your checkout time. ****

Check-out Times and Dates:

Non-Graduating Students	Graduating Seniors	Non-graduating Students required to participate in graduation (i.e. playing in the band, ushering)	Summer KE residents (for current KE residents living in KE over summer)
Check out by 10 a.m. on Friday, May 3	Check out by noon on Monday, May 6. <u>Fill out Summer Housing Form</u>	Check out by 8 p.m. Sunday, May 5. <u>Fill out Summer Housing Form</u>	Check out of your current apartment by noon on Monday, May 6. Move to your summer apartment between Noon to 6pm on Monday, May 6. <u>Fill out Summer Housing Form</u>
Sign-up at the desk	Sign-up at the desk	Sign-up at the Desk	Sign-up at the Desk

Failure to checkout properly will result in a \$200 fine per student

Trunk Rooms

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

- Trunk Room Hours: 8 p.m. EVERY NIGHT beginning Monday, April 29. Meet RA at the Theta-Epsilon desk at 8 p.m.
- 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 trunk rooms.
- **LABELS!! All items must be labeled with a green sticker with your name and date (ex.: April 18, 2024).** Labels are available in the trunk rooms and at the KE Desk. If it's not labeled, we donate it.
- **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.**
- Leaving your bike here for the summer? Bikes will be kept in the Phi- Chi and Zeta-Lambda bike rooms. 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

- **Something broken?** Please submit any remaining *work requests* ASAP (www.calvin.edu/go/facilitiesrequest), so our team can complete it in time for summer housing.
- **Donations!** If you have any clothes or other small items to donate to charity, **please put them in a closed plastic bag into one of the shopping carts in the TE lounge during finals week and before May 6.** Oakdale Park Church will be picking up items on Monday, May 6.
- **Electronic Recycling** – you may leave your used electronics in the Theta-Epsilon lounge for recycling.
- **Dumpsters** will be located by Gamma, Phi-Chi, Theta-Epsilon and Zeta/Lambda.
- A limited number of **boxes** are available at the desk to purchase to help with packing. Boxes are \$2.50 each.
- **Cleaning supplies available at the KE Desk and/or in your building's laundry room:** Razors (not to be used in courtyard showers or Zeta-Lambda), sponges, rubber gloves, Tilex, and oven cleaner (follow instructions on the oven cleaner container).
- **Beds should be unbunked in the bedrooms.** Apartments should have 2 beds in the small bedroom and 2-3 beds in the large bedroom. Each bedroom should have at least 2 desks and 2 dressers.

Cleaning expectations prior to your checkout

Please discuss your cleaning plan with your entire apartment and divide the responsibilities below.

****Remove all your belongings from your apartment before your checkout time.**

Before your checkout, your apartment should work together to complete the following tasks:

- Bathroom
 - Bathroom shower – scrub it well. Use razor (from desk) to remove soap scum. Use magic eraser to remove all mold & mildew. Windex shower door. You may need to buy a good shower cleaner.
 - Clean toilet – inside & outside surfaces, including base of the toilet.
 - Sweep & mop floors
 - Wipe down walls behind toilet
 - Clean out & wipe down all surfaces inside & outside cupboards & shelves
 - Wipe down countertop & sink
 - Wipe down bathroom walls
 - Windex mirror
- Kitchen
 - Stove & oven – wipe down inside & outside thoroughly. Use oven cleaner (from desk). Wash the stove trays. Raise the top of the stove to clean under the surface. Move oven out and clean behind it.
 - Refrigerator/Freezer – wipe down inside & outside thoroughly. Move refrigerator out and clean behind it. Empty and clean inside of fridge; all drawers and shelves should be cleaned.
 - Microwave – wipe down inside & outside thoroughly
 - Cupboards, Shelves, Drawers, Countertops, sink, & table – clean out and wipe down thoroughly
 - Sweep & mop kitchen floor
- Bedrooms
 - All furniture should be back in bedrooms; beds unbunked.
 - Clean inside & outside surfaces of all desks, shelves, dressers, & closet
 - Vacuum bedrooms, including inside closets
- Living room & communal areas
 - Vacuum entire apartment
 - Sweep & mop floors
 - Wipe down all baseboards, air vents, windowsills, and walls
 - Windex all windows and sliding glass doors
 - Clean out all closets, & cupboards wipe down inside & outside of shelves
 - Use magic eraser (at desk) to get any grime off walls
- Desk or porch
 - Move items off desk or porch
 - Sweep off desk or porch
- Take out all trash and recycling in apartment.
- Make sure apartment is live-in ready for the next people (Summer Residents move in May 6!)

If you are leaving KE, we hope for 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 for next year and look forward to you being a part of our community again! We wish you all well in your future endeavors.

Jay Wise (Director of Housing), Rebekah Bell (KE Area Coordinator), & CeCe DeBat (KE Break Housing GA)