
Important Final Checkout Information 2024

General Information

Hall closing

- **You must check out of your room within 24 hours of your last exam*.**
** or by Friday morning May 3 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, May 3 at 10 a.m.**
- **Summer Housing**
 - Students needing housing for **any length of time** after May 3 must register at www.calvin.edu/go/summer-housing.
 - There is a late fee of \$25 for applying after April 19.

Desk Hours

- During the week of exams, the hall front desk will be open during the following hours:
 - **Monday, April 29:** 4–6 p.m., 9–10 p.m. (normal desk hours)
 - **Tuesday, April 30:** 10 a.m.–Noon, 4–6 p.m., 9–10 p.m.
 - **Wednesday, May 1:** 10 a.m.–Noon, 4–6 p.m., 9–10 p.m.
 - **Thursday, May 2:** 10 a.m.–Noon, 4–6 p.m., 9–10 p.m.
 - **Friday, May 3:** 8 a.m.–Noon (halls close at 10 a.m.)

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 on campus storage is available 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 GREEN label with your name, year, and phone number (labels available in the Trunk Room).
- Hours: **Thursday, April 25 through Thursday, May 2**, 8:00-8:15 p.m. Other times by appointment and a \$1 charge—contact the hall desk or your RA.
- Boxes will be available at the front desk for \$2.50 each. Pay using the QR code.



Packing Boxes

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 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

Use 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.** After May 3, the RA staff will be checking rooms to ensure compliance (cleanliness and damage).

- _____ **CLEAN BEDROOM** completely and thoroughly. See attached checklist for details.
- _____ **CLEAN BATHROOM** by touching up from deep clean and wiping down just before departure.
- _____ **COMMUNITY CHORE** completed. (Sign up list on RA's door - based on date of departure)
- _____ **TRASH & RECYCLING** from both your room and hallway must be taken to trash areas outside.
- _____ **ARRANGE FURNITURE** according to attached diagram.
- _____ **COMPLETE ONLINE SELF-CHECKOUT FORM** (www.calvin.edu/go/self-checkout)
- _____ **RETURN ROOM KEY** in provided envelope.



2024 Self-Checkout Form

****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)

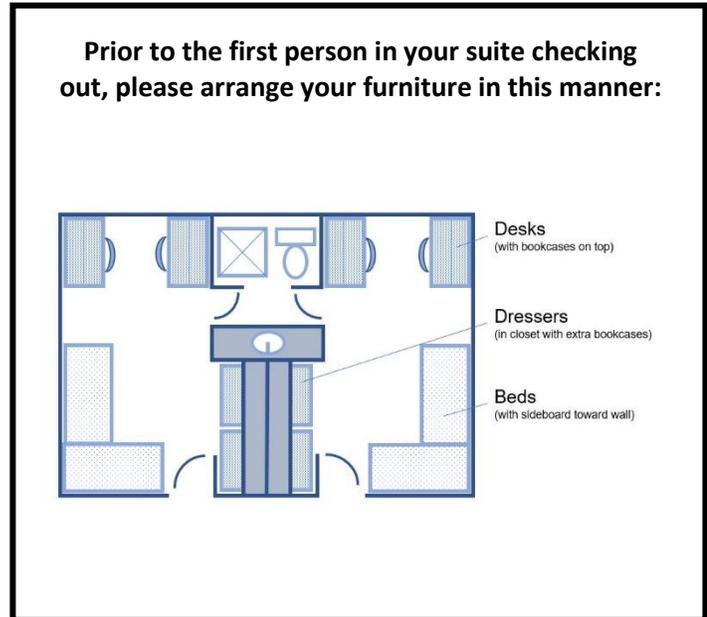
--- CHECKLIST ---

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

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
- ___ 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 ---

As a suite, please deep clean your bathrooms, using the checklist below, **by Sunday night, April 21**. RAs will do bathroom checks the evening of Monday, April 22. Bathrooms that don't pass inspection will need to be cleaned and rechecked or will be subject to a \$200 fine (split between suitemates).

- Shower floors clean, scraped
- Shower walls clean, no soap film/scum
- Shower head clean
- Shower faucet handle polished
- Shower soap dish clean
- Shower curtain and frame clean, front and back, with no soap scum
- Top of bathroom light cleaned
- Bathroom walls washed
- Bathroom cupboards and drawers empty and washed
- Bathroom mirror cleaned
- Bathroom door cleaned, both sides
- Towel and TP bars cleaned
- Bathroom sink and fixtures, polished and shiny
- Bathroom countertops cleaned
- Toilet spotless inside and out
- Floor spotless, even in corners behind toilet
- No trash in the hallways

FINAL CHECKOUT (ARRANGE FURNITURE)

--- Exact room dimensions may vary by building ---

