TO: All Residents of Konkow Houses
FROM: University Housing
SUBJECT: KONKOW HOUSES CLOSING

Your Resident Advisor will soon schedule a mandatory final house meeting to review important information regarding check-out and closing. Look for advertisements this week or ask your RA for the time and location for your meeting. The following guidelines will help make your move out easier and reduce potential cleaning and damage charges.

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**House Closing Information**

| House Closing Information | Check out as soon as you have completed your last final exam. Commencement celebrations now include Friday, May 19, 2017. While our halls remain open until 6 p.m. on this day, to minimize anticipated traffic congestion, the University is strongly encouraging all UH residents to move out by 4 p.m. on Friday. Residents are expected to check out and have all of their belongings out of the house by 6 p.m. PLEASE PLAN AHEAD in order to avoid improper check-out charges. All computer labs will close at 6 p.m. on Friday, May 19. If you are unable to move out of your house by 6 p.m. on Friday, May 19 due to an academic reason (i.e. final exam on Friday), you may request an extended stay in order to move out on Saturday, May 20, by 12 p.m. Submit an Extended Stay Request: 1. Log into the Resident Center on the University Housing website by 5 p.m. on Friday, May 12, 2017. 2. Click on the “Extended Stay Request” button. 3. A decision will be sent to your Wildcat email account within three (3) business days. Please Note: If you remain on the premises until Saturday, May 20, all rules, policies, and procedures remain in effect and are enforced. |

**Study Environment – FINALS WEEK**

| Study Environment – FINALS WEEK | 24-HOUR QUIET HOURS begin Sunday, May 14, at 12:01 a.m. “sharp” (Saturday night) and continue through Friday, May 19, at 6 p.m. For the sake of the community, if you violate any policy and have no remaining exams, you will be asked to check out immediately. If you are disruptive in any way during finals week, even before you have completed your finals, you will be sent through the formal conduct process. Failure to resolve violations before departing for summer will result in a registration and grade hold until the issue is resolved (i.e., administrative meeting(s) and formal sanction accepted, etc.). |

**Things to do BEFORE You Check Out of Your Room and House**

| Things to do BEFORE You Check Out of Your Room and House | CLEANING YOUR ROOM AND HOUSE: Review the “Move-Out Cleaning Tips” document on the University Housing website for helpful guidance in how best to move out of University Housing and reduce the risk of damage or check-out charges: http://www.csuchico.edu/housing/prospective-residents/forms.shtml |

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- **REMOVE** double stick and other tape, tacks, pins, chalk, dirt, and glow in the dark stickers from walls and ceilings, bookcases, wardrobes, doors, and tack board.
- **CLEAN** shelves, baseboards, windowsills, door frames, blinds, mirrors, desks, doors and trash cans.
- **CLEAN** blue recycling bin and leave it in the kitchen pantry.
- **VACUUM** closet floors, main floor, window tracks, and inside of drawers.
- **DUST** thermostat covers, dresser facings, and top.
- **SEPARATE** all reusable goods and non-perishable foods from your trash.
- **REMOVE** all trash from your room and take it to an outside dumpster before you leave. Additional dumpsters will be provided near each hall. It is not acceptable to discard personal furniture in or around campus dumpsters. If discovered, the person(s) responsible will pay financial restitution and student conduct sanctions may be imposed. If you have personal furniture that needs to be dumped, please take it to the Neal Road Landfill located at 1023 Neal Road (530-345-4917).

SIGN-UP! A house cleaning sign-up sheet will be posted in each Konkow House. You will be responsible for completing your house cleaning assignment. Failure to do so will result in a cleaning fee. Talk to your RA as they will be in charge of the sign-up lists and verifying completion of your house assignment(s). Residents are responsible for cleaning out refrigerator and freezers.

Do not leave any personal property in the room or in any residence hall community area as there will be a charge to remove and dispose of any personal property left behind.

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**Diversion Excursion**

| Diversion Excursion Donation Drop-off Locations | Plan to Make Early Donations! |

**Diversion Excursion:** There will be Early Move-Out donation drop-off bins located in the Konkow House patio area from Friday, May 5 through Wednesday, May 17. On Thursday, May 18 and Friday, May 19 between 10 a.m. and 5 p.m., there will be one convenient SELF-HELP drop-off location in the patio area.

Any usable item may be dropped off to the bins. University Housing will distribute donated items at their discretion. Items may include, but are not limited to, the following:

- Dishes
- Linens, towels, pillows, foam mattress pads, blankets
- Clean clothing and shoes
- Accessories, appliances and computers
- Clean, unbroken, rip-free furniture
- Cinder blocks and lumber

**Donation Drop-off Locations**

[continued]
Partially used laundry soap, shampoo, conditioner, and lotions may also be donated. Glass, plastic, aluminum, and newspaper will be collected outside and recycled.

**NON-PERISHABLE FOOD WILL BE DONATED TO THE HUNGRY WILDCAT FOOD PANTRY.**

### Mail Services

**ALL RESIDENTS ARE RESPONSIBLE FOR NOTIFYING friends, creditors, magazines, and family members of new forwarding address information.**

- Please note: packages sent by "Third Party" expediter shipping services [i.e., FedEx, UPS, etc.] during finals week will not be guaranteed for delivery.
- Residents must update their forwarding address online in the Resident Center prior to checking out. If the resident fails to provide an accurate forwarding address, it will result in long delays.
- Since the University may not forward magazine subscriptions, students must contact the magazine with SUMMER forwarding address information (this takes approximately six weeks for the forwarding address to become effective). It is important you contact the magazine right away with your SUMMER address information.

*Outgoing Mail: the last day will be Thursday, May 18
*Incoming Mail: the last day will be Friday, May 19 (the mailroom closes at 3 p.m.)

Starting **Monday, May 22 and through summer break**, student mail will be delivered to the UH Office. All mail and packages will be forwarded to the address that you provided in the Resident Center. Please do not request "inbound" express mail or overnight mail after **Monday, May 15**, as proper delivery cannot be ensured.

### Checking Out

**STEP 1:** Have all your personal items out of your room and complete your cleaning process.

**STEP 2:** When ready to check out, go to the front desk of your community.

**STEP 3:** Check out with the DA or RA at the front desk.

RETURN your key(s). Failure to do so will result in a lost key charge.

RETURN your WASH laundry card. Be sure to reduce the balance on your card to zero as refunds will not be issued for unused balances.

FAILURE to follow check-out procedures or failure to check out by 6 p.m. on Friday, May 19 without formal approval will result in a **minimum** $50 charge. Rooms will be checked for damages by custodial/maintenance staff. If damages are found, charges may apply.

REMEMBER TO: lock windows; turn off lights; turn off air conditioners; remove any personal bed risers/loft systems or un-bunk beds; and lock your room door.

### University Housing/Title 5 Policy Violations

If policy violations are found within your room upon cleaning, you may be referred to the UH student conduct process or Student Judicial Affairs. Please see the [2016-17 Living-In Handbook](#).

**THANK YOU FOR LIVING IN KONKOW THIS YEAR!**

**HAVE A GREAT SUMMER!**