The following guidelines will help make your move and hall closing. Look for advertisements this week or ask your RA for your Resident Advisor will soon schedule a mandatory final wing or building meeting to review important information regarding spring check-out and hall closing. Look for advertisements this week or ask your RA for

### UNIVERSITY VILLAGE CLOSING

Your Resident Advisor will soon schedule a mandatory final wing or building meeting to review important information regarding spring check-out and hall closing. Look for advertisements this week or ask your RA for

<table>
<thead>
<tr>
<th>University Village Closing Information</th>
<th>University Village WILL CLOSE AT 6:00 p.m. ON FRIDAY, MAY 15. Residents are expected to check-out prior to 6:00 p.m. and have all of belongings removed by this time. PLEASE PLAN AHEAD in order to avoid improper check-out charges. Plan to check out as soon as you have completed your last final exam. All computer labs will close at 6:00 p.m. on Friday, May 15 (plan accordingly).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Environment – FINALS WEEK</td>
<td>24-HOUR QUIET HOURS begin Sunday, May 10, at 12:01 a.m. “sharp” (Saturday night) and continue through Friday, May 15, at 6:00 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 Student Judicial 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.).</td>
</tr>
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</table>

#### Things to do BEFORE You Check-out of Your University Village room

**CLEANING YOUR ROOM:** Go to this link 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/documents/moveout-cleaning.pdf](http://www.csuchico.edu/housing/documents/moveout-cleaning.pdf)

- REMOVE double stick and other tape, tacks, pins, chalk, dirt, glow in the dark stickers, from walls and ceilings.
- CLEAN shelves, floors, baseboards, windowsills, blinds, mirrors, sinks, desks, doors, doortoɝs, and trashcans.
- VACUUM closet floors, main floor, window tracks, and inside of drawers. We only have limited vacuum cleaners, so plan ahead.
- DUST thermostat covers, dresser facings, and top.
- SEPARATE all reusable goods and non-perishable foods from your trash.
- REMOVE all trash from your room, patio or balcony, and kitchen and take it to an outside dumpster before you leave. 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 Judicial conduct sanctions maybe imposed. If you have furniture that needs to be dumped, please take it to the Neal Road Landfill located at 1023 Neal Road (345-4917). There will be a charge to remove and dispose of any personal property left behind.

#### Cleaning Your Apartment Common Areas

**EVERYONE** is equally responsible to leave the common areas clean at move out (i.e., kitchen, pantry, bathroom, and patio/balcony). The apartments will be checked and damages assessed after the last person leaves. Residents in double studios will share the charges in their entryway as well as their patio/balcony. Any custodial and maintenance charges will be divided by all roommates.

**CLEAN** the oven, stovetop, hood, and blue recycling bin.

**DEFROST AND CLEAN THE REFRIGERATOR:** the last person to check out is responsible to defrost and clean the refrigerator. Note: allow at least two days to defrost and clean the refrigerator.

#### Diversion Excursion Donation Drop-off Locations

**Plan to Make Early Donations!**

**Diversion Excursion:** There will be Early Move-Out donation drop-off bins located at the UV South Community Room and the UV North Programming Building Wednesday, May 6 through Tuesday, May 12.

On Thursday, May 14 and Friday, May 15 there will be at least three convenient donation drop-off locations at University Village. From 10:00 a.m. – 5:30 p.m. student volunteers will be available to assist you with your donations.

The following items will be donated to charitable organizations:

- Non-perishable food
- 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
- Partially used laundry soap, shampoo, cream rinse, and lotions
- Glass, plastic, aluminum, and newspaper can be recycled in each dumpster enclosure.

Mail Services

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

Residents must update their forwarding addresses online in the Resident Center no later than Friday, May 8. 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 that you contact the magazine right away with your SUMMER address information.

*Outgoing Mail: the last day will be Wednesday, May 13.
*In-coming Mail: the last day will be Thursday, May 14.

Starting on Friday, May 15 and through summer break, student mail will be delivered to the UHFS 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 11, as proper delivery cannot be assured.

Checking Out

SCHEDULE a checkout time with your RA.

RETURN key(s) to your RA. Failure to do so will result in a lost key charge.
RETURN your Web laundry card to your RA. Failure to do so will result in a $5 charge. Be sure to reduce the balance on your card to zero as refunds will not be issued for unused balance.
FAILURE to follow checkout procedure or failure to checkout by 6:00 p.m. on Friday, May 15, 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.

In ALL UNIVERSITY VILLAGE APARTMENTS, students should: close and lock windows; turn-off air conditioners; leave mattress covering on the bed; and lock your room door.

When you check out, we highly recommend that you have your cluster mates or roommate present. If there are questions about damages to common areas, (bathrooms, kitchen, etc.) and no one takes responsibility for damages, all will be equally charged. You must also provide a written request signed by all roommates if an individual is responsible for a group charge to avoid group responsibility. Any trash found in stairways, common areas, or doorways will result in group charges for that area.

THANK YOU FOR LIVING AT UNIVERSITY VILLAGE THIS YEAR
& HAVE A GREAT SUMMER!