



Spring 2017 Resident Closing Information

The following information will better assist you as the Residence Life Office prepares for the end of the semester. This packet includes important dates, deadlines, student checkout procedures, room damage, summer and closing information. We ask that you read this packet in its entirety.

IMPORTANT DATES

Schedule a Check-Out Date and Time with Your RA: Schedules posted by Friday, April 28

Mandatory Floor Meetings April 17-28: RA will inform you of your specific date

Manifest Event: Friday, May 12 – RA Staff will not facilitate any resident check outs on this day

Spring Semester Ends: Saturday, May 13

Last Day to Check-Out: Sunday, May 14 by noon

End of the Year Facility Inspections: Monday, May 15 – Friday, May 26

End of the Year Damages Applied to Oasis Accounts: Monday, June 26

Returning Students Move-in: Saturday, September 2 & Sunday, September 3

Summer Housing Important Information: Columbia College does not have 2017 summer housing contracts. All residents must checkout out by, noon on Sunday, May 14th in accordance to the terms outlined in their housing contract. Residence Life's leasing contract with all properties end at noon, Sunday May 14th and cannot accommodate spring to summer transitional housing for any resident. It is the responsibility of the residents to find interim housing between the end of their spring contract and the beginning of their summer arrangement.

Checking Out Properly

MAKE AN APPOINTMENT WITH YOUR RA FOR A CHECK OUT TIME. To assist residents in their departure the weekend of May 13th, a sign-up sheet will be posted on your RA's door by Friday, April 28, 2017. Please sign up immediately. You must sign up at least 48 HOURS IN ADVANCE to ensure your RA's availability and not to be charged with an Improper Check-Out Fee. *Please be sure to keep your appointment. Failure to comply with any of the following check out procedures will result in a minimum fee of \$150.00.*

- ✓ Your apartment should be thoroughly cleaned. Please note that staff will not check you out of your space until your unit is cleaned. Coordinate cleaning with your roommates.
- ✓ **IF you are the last person in the apartment, you will be held responsible for cleaning.**
- ✓ All personal possessions and garbage should be removed from the ENTIRE apartment.
- ✓ Empty desk, dresser drawers and check behind and under your furniture.
- ✓ Clean kitchen, kitchen cabinets, counters and oven/stove, dishwasher, microwaves (if applicable).
- ✓ Empty and clean refrigerator & freezer.
- ✓ Check couch and chair cushions for any garbage and personal items.
- ✓ Vacuum, sweep or mop floors and remove all trash from the room. Do not sweep or leave trash and dirt in the hallways or lounge areas.

- ✓ Remove all decorations (i.e., paintings, contact paper, posters, tape, tacks, etc.)
- ✓ Clean entire bathroom: vanity, cabinet, counter, floor, toilet, and shower (should be free of mildew).
- ✓ Check to ensure mounted TV in living room and house phone is working properly (642 S. Clark).
- ✓ Turn the thermostat **OFF**.
- ✓ Make sure all windows are closed and locked.
- ✓ Check your **MAIL BOX** for any remaining mail and packages.
- ✓ **Cable Boxes and Remotes** - Residents **MUST** leave cable boxes and remotes in their bedrooms and/or living rooms. Any cable boxes and/or remotes not present during the check-out process will require replacement. Costs associated for replacements will be billed to all residents by Residence Life and placed on students account.

Do not remove or disconnect any cable boxes or routers.

- **Dwight:** Each living room has a cable box w/ remote. Residents that upgraded and received a cable box in their bedroom this year need to schedule an appointment with Airwave Networks to return the equipment. Please call Airwave Networks at (877)778-9283 to schedule your appointment. The cable box located in the living room can remain in the apartment when you move out.
- **Plymouth Court:** Each living room has a Direct TV cable box w/remote. Each bedroom has a Direct TV cable box.
- **2 East 8th:** Each living room has a wireless/cable router w/remote.
- **The Flats:** Each living room has a Dish Network cable box w/remote. Each bedroom has a Dish Network cable box w/remote.

Meet your RA at the prearranged time and check out!

1. During your check-out, your RA will inventory your room and keys. Upon completion of your room inspection you will receive an official checkout notice to your Loop email acknowledging your move out.
2. **Turn in all access key(s) to your RA- (Keys include: Building Key, Unit Key, Bedroom Key, Mailbox Key, Bike Room Key, and Wardrobe key). Any keys not returned at time of check out will be considered lost and will require replacement. The cost for each lost/unreturned key is \$50.00. Replacement key (s) costs will be applied to your student account. Keys will not be accepted after checkout.**
3. **MAIL WILL NOT BE FORWARDED AFTER YOU HAVE CHECKED OUT.** Please be sure to notify all important parties of your address change (i.e. credit card companies and bank statements, employer, etc.) for accurate receipt of time sensitive mail for the summer months. We encourage you to schedule a mail forwarding service and/or change of address with the United States Postal Service at www.usps.com/moversguide. Make sure that your mailing address is also **UPDATED** in OASIS.
4. **TRASH-** Please take large items to the dumpsters (do not try to put them down the trash chute). If your trash chute becomes full, please take your trash to the dumpsters. Do not leave trash in the hallway or stairwells. You should start to clean your apartment now and remove trash periodically before your move out time so you are not rushing on the last day.

End of the Year Facility Inspections & Damages

End of the year facility inspections are conducted by Residence Life and professional team members from each building's management and take place the weeks following the end of semester. Facility inspections are extremely thorough and may result in additional damages found. Any room or unit damages noted during your checkout and/or assessed during inspections will be calculated and billed to your student account by June 26th.

Bicycles

All bikes must be removed from the bike rooms within each Residence Hall. Bikes left in the bike storage room will be removed and disposed of by Monday, May 15th.

Storage

Due to space limitations, Residence Life does not provide storage for students. Students inquiring about summer storage are encouraged to contact any local storage companies to rent out space for summer storage. We recommend searching for storage companies in the 60605 zip code for students who are returning to the Residence Halls in the fall. Here are a few in-the-area storage facilities:

- **U-Stor-It**, 615 S. Wabash – 312-662-1946 www.ustorit.com
- **Eastbank Storage**, 730 W. Lake - 312-876-2000 www.eastbankstorage.com
- **Extra Space Storage**, 707 W. Harrison - 312-939-1400 www.extraspace.com
- **Extra Space Storage**, 1255 S. Wabash - 800-895-5921 www.extraspace.com