

## 2017 Closing Information

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### Check-out Procedures

All students must check-out of their residence hall room 24 hours after their last final exam. If your last final is on May 2, you must check out by NOON on May 3. If you are a graduating senior, you must check-out by Saturday, May 6<sup>th</sup> at 5pm.

Failure to properly checkout could result in multiple fees. Possible fees include but are not limited to:

Improper Checkout Fee -- \$100	Lock Change Fee -- \$100
Cleaning Fee -- \$50	Trash/Belongings Removal Fee -- \$25 per bag
Mail Box Lost Key -- \$65	Damage to Room – Varies

### Students must complete the following BEFORE checking out.

1. Determine when you will be checking out and plan based on the checkout schedule below.
2. Remove ALL of your items from the room BEFORE checking out.
3. Clean everything (this includes taking out trash, cleaning all surfaces, vacuuming, defrosting and cleaning out the refrigerator and microwave, etc.). Cleaning fees will be added to student accounts for failure to clean the space.
4. If applicable, arrange all furniture to original configuration.
5. Close windows and blinds. Set A/C unit to 70 degrees.

### When you are ready to CHECK-OUT, you may choose between the following options:

#### 1. Express Check-out

By utilizing express check-out, the student forfeits the right to be present during the final room inspection and accepts all charges deemed appropriate based on the room condition at the time of the final inspection. To complete an express check-out:

- Remove all belongings from the room and clean.
- Submit the [Express Check-Out Form](https://queens-yhcyj.formstack.com/forms/express_checkout) - [https://queens-yhcyj.formstack.com/forms/express\\_checkout](https://queens-yhcyj.formstack.com/forms/express_checkout)
- Return your room key to Campus Police.
- If you are a North resident, return your cable box to Campus Police.
- Not coming back this fall? – Return your mail box key to the Mail Service Center

#### 2. Day Shift RA Check-out

Day Shift RA check-outs will be available for students beginning April 26 – May 6<sup>th</sup> from 10am – 5pm daily (see schedule below). During the day shift Residence Life staff members will be available in the Campus Police 24-Hour Study Room. Appointments are not necessary. There will be limited staff (2-4 at a time), so please be sure to plan accordingly. If there is not an RA in the room when you arrive they are likely checking rooms, so please plan to wait.

- Go to Campus Police (the 24 hour study room) to request an RA for your check-out.
- Go with the RA to your room to assess the room for damage.
- Return your room key to Campus Police.
- If you are a North resident, return your cable box to Campus Police.
- Not coming back this fall? – Return your mail box key to the Mail Service Center.

**3. Evening Shift Check-out with RA**

Students must schedule an appointment at least 24 hours in advance if they want to check-out during the evening from 5-9 pm. All RAs will have a closing checkout schedule with times that they are available to check-out students posted outside of their door. It is the responsibility of the student to arrange a time with the RA at least 24 hours in advance. Please see your RA or any member of the Residence Life Team if you have questions or concerns about this process.

- Schedule time for check-out with an RA.
- Remove all of your belongings from the room & clean.
- Meet the RA in your room at the scheduled time to assess the room for damage.
- Return your room key to Campus Police.
- Not coming back this fall? – Return your mail box key to the Mail Service Center.

**Students may begin checking out on Wednesday, April 26. If you wish to check-out before April 26<sup>th</sup>, please contact your RA to make arrangements. The checkout schedule is as follows:**

Check-Out Schedule

<b>Date</b>	<b>Day Shift (no appointment needed)</b>	<b>Evening Shift (by appointment only)</b>
Wednesday, April 26 – Tuesday, May 2	10 am to 5 pm in Campus Police (24 Hour Study Room)	5-9 pm, by appointment with an RA
<b>All students who are not graduating must checkout no later than NOON on Wednesday, May 3</b>		
Wednesday, May 3 – Friday, May 5	10 am to 5 pm in Campus Police (24 Hour Study Room)	5-9 pm, by appointment with an RA
Saturday, May 6	10 am to 5 pm in Campus Police (24 Hour Study Room)	NA
<b>Graduating Seniors must checkout by 5 pm on Saturday, May 6</b>		

**What does an RA Check-Out look like?** During the check-out, an RA will work with the student to complete the following:

- The RA and the student will both go to the student’s room to ensure that the room is clean, the furniture is in its original position, and that all of the resident's belongings are removed.
- The RA will assess the room for damage and complete the Room Condition Report.
- Any damage noted on the Room Condition Report will be compared against the report completed by the student when they moved into the room.
- A professional staff member from Residence Life and Housing will assess all reported damage and/or fines to be charged to the student’s account. Charges will be posted by May 19, 2017.