**END OF THE YEAR CHECK-OUT PROCEDURES**

***North Dakota State University***

***Department of Residence Life***

***Division of Student Affairs***

***All halls close at 6 p.m. Friday, May 13. Students who have completed final exams must check out within 24 hours of the last final or by 6 p.m. on Friday, May 13 - whichever is earlier.***

**■ *It is your responsibility to arrange a check out time with your Resident Assistant (RA).***

1. Each and every resident is responsible for checking out of his/her own room. Third party check-outs are not allowed.

b. Sign-up sheets for check-out times are posted on your floor or at the front desk. Signing up for check out times is on a first-come, first-served basis. Please see your RA if you cannot find the sign-up sheet or if you have questions about signing up.

c. Check-outs take approximately 20-30 minutes.

d. You must reserve a check-out time with your RA at least 24 hours in advance.

e. Failure to check out with a RA will result in a $50.00 improper checkout charge, plus any damages. Additionally, room cleaning fees may be assessed.

**■ *Return your room to its ORIGINAL condition.***

All trash must be taken to outside dumpsters by residents. Trash rooms on the floors will be closed during mass check-out.

1. Unbunk/unloft your beds, if applicable. Remember to WORK WITH A BUDDY for unbunking/unlofting.
2. Move furnishings to their original locations.
3. THOROUGHLY CLEAN closets, drawers, desks, radiators, window sills, shelves, waste baskets, windows and mirrors.
4. SWEEP and MOP (or vacuum) your room.
5. WIPE DOWN ALL SURFACES. This includes counter tops, mirrors, windows, baseboards, shelves, drawers, etc.
6. Close all windows/drapes/blinds.

**■ *The RA will check your room using the Room Inventory and Condition Form (RICF) you signed when you moved in.***

You will be assessed for damages beyond normal wear and tear and for any damages not accounted for on your RICF**.**

**■ *Return room/building/mail keys to RA.***

You will be charged for keys not returned at check-out**.**

**■ *Rental Refrigerators:***

 **Defrosted** rental refrigerators will be collected on Thursday, May 5 or Friday, May 6. Watch for postings for more information. Remember, defrosting takes a while, so do not wait until the last minute to begin the process.

**■ *Lofts:***

Collegiate Services will collect lofts on Thursday, May 5 or Friday, May 6.Watch for posters with more information on pick-up schedules and locations.

| **Preparing to Check Out** |
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**■ *Cleaning supplies:***

Cleaning supplies and cleaning equipment (vacuums, mops, brooms, rags, etc.) are available for your use. Contact your Custodian, RA, or Hall Director for more information. Return supplies promptly after using so others may use them.

**■ *Cleaning Charges:***

 If your roommate is leaving early, she/he must help you clean your room/foyer space. **If additional cleaning is required by the University, you will be charged a minimum of $100 for labor costs.**

**■ *Damage Charges****:*

The final condition of the room and unclaimed damage charges are the responsibility of the last resident checking out. Damages are assessed by the RA and/or Hall Director. You will be billed during the summer for any damage charges accrued. Roommates are encouraged to discuss plans prior to check outs and to take responsibility for their respective damages.

**■ *Mail****:*

 During your check-out, you will leave your forwarding address with the RA staff. All first class mail is forwarded by hall staff for one year. Magazines are forwarded for 60 days. Inform all mail sources (e.g. credit card companies, magazine subscriptions, etc.) of your new address.

 ***DO NOT*** *contact the USPS to arrange for forwarding of your mail – the Post Office has nothing to do with mail forwarding from the hall.*

 **Use Campus Connection to update your mailing address with NDSU – this will be the default address used by the University, so make sure it is accurate.**

**■** ***24-hour Quiet Hours:***

Beginning Friday, May 6 at 10:00 p.m. and going through Friday, May 13 at 6:00 p.m., 24-hour quiet hours will be in effect. Please note: No warnings will be given during 24 Quiet Hours.

***Please read these additional notes carefully to avoid extra fees.***

1. **Failure to properly check out** with a staff member by 6:00 p.m., Friday, May 13 will result in a $50 improper check-out fee, plus any applicable charges for keys, cleaning, and/or damages.
2. If you have a license agreement on file for the 2016-2017 Academic Year, but have decided to cancel, ask your RA or Hall Director for a cancellation form no later than **May 1** to avoid a $100 cancellation fee.
3. If living in Niskanen, or Mathew LLC East/West during the upcoming fall semester, meal plan cancellations must occur before **May 1** to avoid a late fee.
4. Current residents **taking classes or working on campus** this summer may reside in the Mathew Living Learning Center East. These individuals should submit a summer license agreement and must complete a break housing form**.** Please see your Hall Director for more information. Current on-campus residents will be notified about the time/date for checking into the Mathew Living Learning Center. These students must schedule a time to check out of their current room with their Hall Director.
5. Students **graduating or participating in commencement exercises** who need to stay in the halls must complete a break housing form **prior to Friday, May 6**. Students must also make arrangements to check out with their RA or Hall Director**.** These students may stay until **2:00 p.m., Saturday, May 14**.
6. **Athletes participating in scheduled athletic events** after the halls close on Friday, May 13, must complete a break housing form with their Hall Director**.** Athletes are responsible for making individual arrangements for hall check-out based on arrangements between Residence Life and the respective coach.

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***Easy to Follow Check-out Check-list:***

\_\_\_\_ Disassemble loft before Friday, May 6

\_\_\_\_ Return loft during designated pick-up times on Thursday, May 5 or Friday, May 6

\_\_\_\_ Defrost rented refrigerator before Friday, May 6

\_\_\_\_ Return rented refrigerator during designated pick-up times on Thurs., May 5 or Friday, May 6

\_\_\_\_ Sign up for a check-out time with RA

\_\_\_\_ Remove all personal effects from room and foyers – double check drawers and closets

\_\_\_\_ **Take garbage to dumpster outside**

 **CLEAN EXTENSIVELY**

 \_\_\_\_ Dust room

 \_\_\_\_ Sweep and mop or vacuum floor

 \_\_\_\_ Wipe down all surfaces with cleaner and rag (mirrors, counter tops, baseboards, etc.)

 \_\_\_\_ Return furniture to original locations (same locations as when you moved in)

\_\_\_\_ Leave beds in un-bunked/unlofted position. (Remember to work with a buddy to avoid injury to

 yourself or damage to a bed frame.)

\_\_\_\_ Complete check-out with RA

\_\_\_\_ Return room and/or building key to RA upon check out

\_\_\_\_ Check mailbox for any remaining mail

\_\_\_\_ List forwarding address on RICF

\_\_\_\_ Update address on Campus Connection

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***Thanks for your Cooperation.***

***Have a Nice Summer!***