

# Closing and Check-Out Procedures



You must check out 24 hours after your last final and no later than 12 noon. May 10th (Saturday). Please note: There are two methods of check-out, Regular and Express Check-out. Check-out is mandatory.

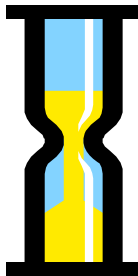
## Regular Check-Out

At least 72 hours before departure, sign up with your RA. Sign up charts are located on your RA's door (in Eagle Village, Kennedy, Southern Courtyard, and Southern Pines, sign-up sheets will be at the main lobby desk.) When you sign up for a time, a staff member will be available at that time to check you out.

- If you do not sign up for a specific time, you will have to wait until a staff member is available to work with you.
- If for some reason your RA is not available at the appointed time, wait a short while in case he/she has been unavoidably detained.
- If he/she does not appear, locate another staff member to perform the check-out procedure with you.
- If in the unlikely event that you are unable to locate another staff member, call the Office of Residence Education at 871-1730 to receive assistance. Do not leave without checking out. It is your responsibility to check-out properly. Your RA will explain the proper procedure at a mandatory floor meeting in the near future. Be sure to attend to avoid charges associated with check-out.
- Residents in supersuites (EV, SP) and apartments (KE, SA, SC) should see RA for additional checkout procedures.

## Express Check-Out

- An express check-out option is available for those residents who are unable to schedule a timely check-out appointment.
- You must complete some preliminary paperwork with your RA. You may fill out a check-out form and leave it, together with your keys, at a designated location in your building. A staff member will then perform your check-out inventory at a later time and assess any damages that are appropriate.



Using the Express Check-out option waives all right to appeal charges assessed by the Department of University Housing. Express check-outs not available until Wednesday, May 7th. Please consult a staff member to discuss if Express Check-out is a viable alternative for you.



## Before the RA arrives

- Remove all belongings, trash and other items from your room.
- All of the items on the checklist (on back) must be completed.

## Bikes

- At the close of Spring Semester, all bicycles must be removed from the bicycle racks outside of residence halls. Any bicycle remaining in the racks as of 12 p.m. Monday, May 19th will be considered abandoned. Locks will be cut, and the bicycles will be donated to charity. (exception: Southern Courtyard summer school residents).



## Inventory Sheet

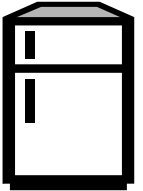
- The RA will check the condition of your room against the inventory sheet that was done at the beginning of the year before you moved in.
  - If there are any discrepancies between the two (damages), the RA will notify you of them and record them in the damages portion of your check-out form.
  - If there are no damages and you returned your keys, you must sign the section of the check-out form that states that you have properly checked out. You must sign the check-out form.
- If you do not follow the correct check-out procedure, are not checked out properly, check-out after 12 noon on Saturday, 5/10/08, and/or do not sign your check-out form, you will be billed. Additional charges may apply. Below are the most common charges.



- Failure/ Improper check-out \$50 and up
- Lost room key \$50 (SP/ SC/ EV \$150)
- Lost exterior key \$100
- Cleaning \$35 and up
- Damages TBD
- Late Checkout \$25/ hour

## Refrigerators

- Please make sure all micro-fridges are unplugged, defrosted and cleaned before you check out. This does not apply to full size refrigerators in Eagle Village, Kennedy, Sanford, Southern Pines, and Southern Courtyard. Failure to do so can result in the loss of your deposit or cleaning/damage charges.



## Summer School

- Summer school check-in begins at 1 p.m. Sunday, May 16th at Southern Courtyard. To apply for summer housing, go to [www.gsuhousing.com](http://www.gsuhousing.com).

## Break Stay-over



Are you planning to attend Term A and/or Long Term Summer School? Do you want to move your belonging into your Summer School assignment or to remain on campus between Spring and Summer Terms? If so, check out Break Stay-over is for you.

- 1) Break-housing is only available for those students staying in University housing for summer and you must be able to comply with University Housing's moving time-line.
- 2) This year the cost of break-housing is \$100.00. The charge will automatically be added to your WINGs account for summer 08.
- 3) Students who sign up for break-housing, must be able to move into their summer assignment for term A or Long Term on Monday, May 12, 2008 from 9:00-12:00 noon. If you can not move during this time slot, you are not eligible for break-housing.
- 4) To sign up for break housing, please go to [www.gsuhousing.com](http://www.gsuhousing.com). We will start the sign-up process on April 1<sup>st</sup> and continue through 12 noon on May 2, 2008.

If you have any questions about Break- Housing, please email us at [housing@georgiasouthern.edu](mailto:housing@georgiasouthern.edu) or call 681.5406.

# Check-out Checklist

- Clean your room windows on the inside; remove decals, writing, stickers; and lock the window. Cleaning supplies are available. See your Building Director.
- Sweep and mop floors. All carpet and tape should be removed.
- Remove everything from walls: poster, nails, signs, stickers, graffiti, etc.
- Remove all trash to the appropriate outside area dumpster. All trash should be placed in plastic bags and then taken outside to the dumpster. **RAs will not check rooms if there is trash in the hallways or bathroom.** Furniture and carpet that is being disposed of should be placed in the area designated for it and not placed in dumpsters.
- Boxes will be in the lobby to collect non-perishable foods, discarded clothing, working appliances, etc.
- Dust and clean blinds.
- Clean and empty all desks and cabinets.
- Empty all dresser and desk drawers. Pull out the bottom drawer and check the area as things can fall to bottom.
- Remove memo boards, tape, and stickers, and clean writing from doors and wall area around your room.
- Turn in your room and entrance door keys to you RA.
- Be sure you have two bed frames and one mattress per bed. Do not re-bunk beds.
- Sign your check-out form when you have completed the check-out process.



Make sure you complete the check-out prior to Noon on Saturday, May 10th. Any individuals remaining in the building past that time are subject to late check-out charges.

Do not ask your RA to check you out until all of these items have been completed and all of your belongings have been removed from the room. Remember, you risk incurring charges if you fail to check out properly! Be sure to sign your check-out form.

## Other Reminders



**Return all library books.**  
**Pay parking fines.**  
**Leave forwarding address at the mail center.**

