The student housing staff wishes everyone the best as we approach final exams and the end of the academic year at Ole Miss. This notice is for all residential students. It contains information (policies and procedures) pertaining to CLOSING AND CHECK-OUT.

We encourage you to read this notice completely. The information that it contains can save you a lot of time and in some cases cleaning and damage charges. As always, if you have any questions, please contact your Graduate Community Director (GCD), Community Coordinator (CC) or Community Assistant (CA).

**QUICK REMINDERS**

- Students should prepare to check out of the building 24 hours following their last final exams or by Sunday, May 15, 2016, by 10:00 a.m., whichever comes first.
- 24-hour quiet hours begin Friday, May 6, 2016 at 5:00 pm. Exams begin Monday, May 9, 2016 *(There is no break in quiet hours over the weekend.)*
- Do not place unwanted carpets, lumber, or trash in the hallways, bathrooms, or stairwells. All such items should be taken to the dumpsters. Communities can be billed as a group for these items if not removed. If you see people leaving these items in public areas, please report this activity to a housing staff member.
- If you plan to leave your carpet in your room, student housing will dispose of it **ONLY** if it is already rolled up and tied together. Students can get twine from the front desk of their buildings. Failure to appropriately tie up or dispose of your carpet will result in a $75 fine.
- Donate non-food items to the Lighten your Load receptacle in lobby area.
- **PLAN ACCORDINGLY.** Know when your last exam is. Coordinate with your parents or family for move-out and checking out of your room.

**GENERAL MOVE-OUT and CHECK-OUT INFORMATION AND GUIDELINES**

Whether one or both residents of a room are leaving, housing staff inspect the room being vacated. When you moved into the building a Room Condition Report (RCR) was collected for your room. You had the option to make adjustments to that document at the beginning of your residency. This document notes the condition of your room when you moved in. This is the same document that your room condition will be evaluated against upon move out. You are responsible for any damage not listed in this report. You must return your room in as good a condition as you received it, normal wear and tear excepted.

**CHECK-OUT INSTRUCTIONS:**

- Determine if your hall is scheduling appointments for checkouts at your CA’s door or desk.
- Sign up for an appointment by May 6th at the front desk
- Some halls will not schedule appointments prior to checkout. These halls will have staff available at the front desk on the day and time you are ready to check out of your room.
- Please be aware that checkout times may vary due to the volume of students scheduled for appointments or seeking to be checked out at the desk. We ask for your patience as we work to check each student out in a timely manner.
- Any changes to a scheduled appointment should be made prior to 5:00 p.m. the day before your appointment. Failure to be ready at your scheduled checkout time could result in a $25.00 improper checkout charge.
- **Failure to check out with a housing staff member could lead to a $25.00 improper checkout charge.**

**PROCESS ON DAY OF CHECKOUT:**

- Go to your hall’s front desk when your room is clean and empty for checkout, or meet your CA at your room at the time your scheduled for checkout.
- Take all personal belongings out of the room prior to checking out. If your room is not ready housing staff will not check you out of your room.
- You must be present at the time of room inspection.
- During room inspection the housing staff member will note any damages not previously listed on your RCR.
- You will be given the opportunity to sign your RCR verifying you checked out of your space.
- The staff member will escort you back to the front desk to swipe your ID to complete your checkout.
- Your CC/GCD will assess the damage and apply any necessary charges for repair after your check-out.

(OVER - OTHER IMPORTANT INFO ON BACK)

**DATES AND DEADLINES**

- April 27th-May 6th – Floor Meetings
- April 27th-May 6th – Sign-up for a check-out time with YOUR CA. (if applicable)
- May 6th – 24-hour quiet hours begin
- May 6th – Last day of classes
- May 4th – Check-outs start
General Guidelines for Checking Out

- TRASH: Take ALL unwanted materials (including carpets if not rolled, lumber, or other trash) to the dumpsters. You will be charged for trash left in the hallways. Additional residents may be billed, too.
- Remove ALL personal belongings.
- Be sure there are no tacks, staples, or nails in the walls.
- The following items aren’t allowed and you are responsible for removing all posters, poster putty, adhesive squares, stickers, tape, writing, etc. from the doors, walls, and windows of your space.
- Wipe down furniture.
- Wipe down windows and window sills.
- Dust off window blinds.
- Clean all mirrored surfaces.
- Sweep tile floors; mopping if necessary.
- Empty all cupboards, closets, etc.
- Wipe down all appliances (air conditioner, heater vents, etc.).
- Wipe down the interiors of all closets.
- Wipe down all cabinet tops
- Set up bed to the position it was in at move-in.
- Make sure that all original furniture is in the room (chairs, desks, etc.).
- Schedule a checkout appointment in advance with your CA.
- Turn in your keys (if you have one) to the inspection staff member at the time of checkout. DO NOT LEAVE YOUR KEY WITH ANYONE other than the CA checking you out.

ASK YOUR CA IF YOU HAVE ANY QUESTIONS ABOUT CHECKING OUT!

OTHER HELPFUL HINTS

- If you have your own dolly and carts, use them.
- Start getting boxes ahead of time and start packing early, before the rush of exams. Local stores will usually keep boxes around this time of year, and they are glad for you to get them.
- Don’t wait until the last minute to sign up for a check-out time. Signing up earlier will allow you to get a time that you want.
- Help the custodial staff. Keep the process of moving out clean and orderly. Bring things to the dumpster instead of clogging trash chutes.
- “Lighten Your Load” by donating any non-food items in the donation receptacle near the front desk.

NOT NORMAL WEAR AND TEAR

Things that are NOT considered normal wear and tear, include but are not limited to:

- Dirty room (beyond failure to sweep / un-clean)
- Dirty or torn upholstery on furniture
- Marks on the walls beyond minor scuffs
- Holes in the wall
- Broken, scratched, or bent furniture
- Dirty window blinds (beyond minor dust)
- Stained or ripped mattresses
- Adhesive left behind on walls or doors from duct tape, putty, or adhesive squares.
- Extermination needed due to unsanitary conditions or unauthorized pets
- Lost or damaged furniture

The above items will be considered damage. These items will be referenced against the original Room Condition Report (RCR) that should your residence hall (turned in when you moved into the building).

COMMON CHARGES THAT COULD APPLY

- Broken window blinds - avg. $75.00
- Mattresses - replacement cost(s)
- Replacement screens in windows - replacement cost(s)
- Trash removal - minimum $25.00 (may increase with amount of trash present)
- Painting - based on approximate costs per wall
- Double sided tape removal or non-removable foam squares - costs of labor

CHARGES ON STUDENT ACCOUNT

If you are assessed any Housing charges during check-out they will be posted to your student account after May 31, 2015.

All communication about billing is sent via e-Ole Miss Gmail. Following your check out, be sure to check your email regularly for activity on your student account.

HAVE A GREAT SUMMER

GOOD LUCK ON FINALS