

CLOSING CHECKLIST

Office of Residential Life

Work Orders

If you have any work orders that need to be turned in or worked on in your room, the hallway, bathroom or any other common space please tell your CA and they will inform their supervisor to get it fixed ASAP.

Know the Closing Schedule

Monday, May 5 - Friday, May 9: Week of Final Examinations; 24 Hour Quiet Hours

* Office of Residential Life OPEN from 8:30am-10:00pm for express check-outs

Saturday, May 10: Residences close at Noon for juniors, sophomores, & first-years

* Meal plan ends with breakfast in Ernst from 8:00 to 10:30am (Gund Servedy closes after lunch on Friday, May 9)

Saturday, May 17: 180th Kenyon Commencement

* Residences close for **graduating seniors** & Senior Week workers at 7:00pm

* Office of Residential Life will be OPEN immediately following commencement until 8:00pm for express check-outs

Check-out Options – pick which one is right for you

CA CHECK-OUT – each Community Advisor will have their schedule for Finals Week posted outside their door for student check outs; they must sign up **24 HOURS IN ADVANCE** of the requested check out time. When the check-out time arrives, the CA will have the resident's Room Condition Report (RCR) to record the condition of all the college property in the room. The purpose of this process is to ensure that the room is in the same/good condition at the time of check-out as it was when checking in; applicable damages will be noted. The CA Check-out also ensures that the residents are present to have a conversation about any possible issues with their room. If needed, students can appeal any charges by using the CA Check-Out Method. (*Note: seniors wishing to check-out using this method can call x5142 to schedule a time for a CA Check-out*).

EXPRESS CHECK-OUT – residents who wish to expedite the check-out process may choose to ask their CA for an Express Check-out packet. This packet will include an envelope for the resident's keys and a place for the resident to complete important information. Students wishing to use this express service waive their right to appeal any charges/damages found in their room. **The entire Express Check-out packet MUST be turned in to the Express Check-out Desk in Gund Commons right BEFORE each resident leaves (see hours of operation above).**

Get everything out of Student Storage

ABSOLUTELY NO STORAGE WILL BE ALLOWED FOR ANYTHING IN THE BUILDING FOR ANYONE. Anything left in any of the student storage rooms will be disposed of.

Dispose of unwanted items

There will be dumpsters behind halls that you will throw away unwanted items and trash. However, there will also be posted places to donate reusable items in good condition so that we don't fill up our landfills with items that others can use.

Put lofted beds back in original position

Personal furniture and concrete blocks removed

___ **Room is in order**

___ **Keys are turned in – in person – to either the CA or the Express Checkout Desk**

___ **Bicycle stored properly**

___ **Items shipped home**

___ **Other items placed into *non-College* storage**

___ **Library books returned**

___ **Dishes returned to AVI Dining Services**

___ **Mail forwarded. (Seniors only: Post Office key returned to POST OFFICE). Non-seniors keep their Post Office Box key).**

___ **Room Damages:**

Please report to your CA who should be charged for various damages. Otherwise the CA will make a note of it on your Room Condition Report. Each CA and AD will go through each room (after the resident is gone). AD and maintenance will go through each room (final inspection and final charges assessed)

___ **Room Keys:**

All keys will be collected when you leave via the Express Check-out packet or in person through the CA Check-out method. If you do not have the keys then, you will be charged for recoring the room’s lock, \$50.

___ **Parking to move out:** Please **inform your parents** that there will be 30-minute loading zones. This is the time to pack cars. Once car is packed, move it and then come back and clean room and check-out.

___ **Be out of the College residences by (non-seniors: Noon on Saturday, May 10th; seniors: 7pm on Saturday, May 17th).** Anyone not gone will be fined for improper check-outs (beginning at \$150).

___ **Know some common Check-out Charges so you can avoid getting them**

Found on campus w/o permission	\$100 per day plus judicial action
Improper check-out	\$150
Unreturned keys	\$50 per key to recore each lock
Excessive cleaning required (apt.)	\$250 minimum
Excessive cleaning required (room)	\$100 minimum
Cement or cinder blocks	\$25 per block
Missing college furniture	\$50 per item plus replacement cost
Trash removal fee	\$50 per bag/item
Personal furniture removal	\$100 per item
Wall painting	\$80 per standard wall minimum
Apartment painting (common areas)	\$500 minimum
Patch/paint holes	\$55 minimum
Uncleaned College micro-fridge	\$50 minimum