Spring Move-Out
Get Ready!

There's a lot to do for Move-Out, so Get Ready!

Move-Out Checklist

This checklist can be found on housing2.berkeley.edu/moveout

To properly move out, you must do the following. **Failure to follow these steps will result in charges.**

- Remove all items from your refrigerator and all garbage/recycling from your room/suite to your hall’s designated collection area.
- If you rented a College Product appliance, please clean and unplug the unit and leave it in your room.
- Return furniture taken from study lounges or other public areas.
  - Note: It is against Residential Hall policy to remove furniture from the common spaces.
- Return room furniture to its original setup.
- Ensure the bed is complete with bed frame, mattress, and mattress pad.
- Ensure all your dresser drawers, wardrobes, and desks are empty and clean.
- If you activated a landline, call and cancel your telephone services.
- Return plates, dishes, cups, and utensils to Dining Commons.
- Carefully remove all door decorations.
- Pick up all debris and paper from the floor and empty wastebasket.
- Vacuum the carpet. Vacuums can be checked out from the Security Monitor’s Booth, RA, or the Unit Office.
- Turn off radiators or heating units.
- If you use a bathroom locker, remove the lock and contents (otherwise the lock will be cut off and locker contents discarded).
- Close windows and room curtains. Make sure the door closes and latches behind you.
- Claim all mail from your mailbox and packages from the mailroom.
  - Otherwise mail and packages will be Returned To Sender (RTS).
  - We cannot hold any mail for any former residents under any circumstance.
- Take your bicycle (abandoned bicycles will be removed and sent to campus recycling).
- Remove all valuables from your room and take them with you.
☐ Take your travel documents such as airline, train, and bus tickets. (Re-entry into the Hall is not permitted.)

☐ Remove all your personal belongings from the room. All objects left behind will be considered unwanted and will be appropriately discarded. A move and discard fee of $100 and cleaning charges will be assessed if you have not completely vacated the space and it is not suitable for an incoming resident. The University assumes no responsibility for items left on the premises.

☐ Return key to the Unit Office no later than 10:00 a.m. on Sunday, May 17, 2015.

Note
- Every room will be inspected by Hall Staff after closing to ensure compliance with these checkout procedures.
- Residents who move out and do not return their room key(s) will be charged $50 to $75 Lost Key replacement fee.

If you have additional questions, please contact your Unit Office. We wish you success on your final examinations and a safe summer break. We hope you have enjoyed being a part of Berkeley’s living/learning community.

Unit Management Team Contact Information

Norton O. Mitchell  Unit 1  510.642.3141
Chana Bailey  Unit 2/ Max Martinez  510.642.3143
Michael Tran Taylor  Unit 3  510.642.5391
Markie Gayles  Unit 4/Foothill/Bowles/Stern  510.642.9703
Leonard Green  Unit 5/CKC  510.642.6290

Cal Housing Assignments Office
Residential and Student Services Building
2610 Channing Way, Berkeley, California 94720
510.642.4108
housing.berkeley.edu/housing