Spring Move-Out
Get Ready!

Monday, April 6, 2015

Re: Quiet Hours (start May 2)
Checkout (by 10:00 a.m., May 17)
Graduating Seniors and Summer Session Students
Early Departure
Move-Out Checklist

On behalf of all our residence hall staff, we want you to know that we have enjoyed being your partners in making this semester a success. Here’s what you need to know about quiet hours and spring move-out.

Quiet hours are 24-hours per day for two weeks
• Start time: 1 a.m., Saturday, May 2.
• End time: 10 a.m., Sunday, May 17.

Please be courteous to your neighbors by observing this period. Good luck with finals!

Check out

On Sunday, May 17, 2015, at 10:00 a.m., all campus Residence Halls will be closing for the summer and all student residents must leave the buildings. If you don’t make that deadline, fees will be assessed, along with potential conduct sanctions. Unfortunately, no exceptions can be made for you to remain beyond that date. Please make appropriate plans.

Take all personal belongings

For safety and security, student residents will not be allowed to enter the Residence Halls to retrieve or deposit personal articles after the halls close, so be sure to pack everything you need, most importantly your valuables. All entrance locks will be changed to prohibit access to the halls.

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.

Early departure
If moving out early or during non-business hours, obtain a checkout envelope from the Unit Office. Place your key(s) in the envelope, fill out the requested information and then drop into the Unit’s key drop box. If keys are left in the drop box improperly, you are at risk for lost key charges.

Graduating seniors
Graduating seniors living in the halls may be allowed to stay in their current room assignments until after their graduation. If you need special accommodations, you must contact your RD or the Unit Facilities Manager by Friday, April 17, 2015.

Summer session students
Unit managers will receive a list of residents transitioning into Unit 2/Maximino Martinez attending Summer Sessions A or A+D by May 1. Please contact the Summer Sessions Housing Office at summerhousing@berkeley.edu to ensure your name has been included.

Meal information
Please visit Cal1card.berkeley.edu for meal plan end dates and location
Move–Out Checklist
To properly check 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 fee 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.

### Unit Management Team Contact Information

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<thead>
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<th>Unit</th>
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