Winter Move-Out
Get Ready!

Monday, November 2, 2015

RE: (1) 24-Hrs Quiet Hours (((begins 1:00 a.m. Saturday, December 5, 2015)))
(2) Winter closing checkout (((10:00 a.m. Saturday, December 19, 2015)))
(3) Graduating Seniors
(4) Residents released from their contract/ Moving Out Early

On Saturday, December 19, 2015, at 10:00 a.m. all campus Residence Halls will be closing for the winter break and all student residents must leave the buildings or a charge of $100 per hour will be assessed along with potential conduct sanctions. Unfortunately, no exceptions can be made for you to remain beyond that date. Thus, we urge you to make appropriate plans.

We hope that you had a good semester; and we enjoyed being your partners in making this semester a success. 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. Please visit Callcard.berkeley.edu for meal plan end dates and locations.

24 Hours Quiet Hours

Quiet hours will begin at 1:00 a.m. on Saturday, December 5, 2015 and continue through 10:00 a.m. on Saturday, December 19, 2015. Please be courteous to your neighbors by observing this period.

Winter Closing Checklist

Please be sure to complete the following in order to properly prepare your room for winter break:

- 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 plates, dishes, cups and utensils to Dining Commons.
- Remove all perishable food from your refrigerator and all garbage/recycling from your room/suite to your hall’s designated collection area.
- Remove all door decorations (Remove all items, other than your Hall Staff issued Door Tags/Name Tags).
- Pick up all debris and paper from the floor and empty waste basket.
- Vacuum the carpet; (vacuums can be checked out from the Security Monitor’s Booth or Unit Office)
- Turn off radiators or heating units; (thermostatic valve set to “0” or “-”.)
If in the towers: Clear out your bathroom locker and remove contents
  (Otherwise, the lock will be cut off, items considered unwanted, and locker contents discarded).
- Defrost, empty and unplug refrigerators (leave door open to avoid mildew).
- Conserve energy! Turn off and unplug room lights, computers, alarm clocks, timers, holiday lights, televisions, DVD players, power strip cords, etc (unplug all electrical appliances)
- Secure your bicycle in your room or take it back home (especially if you haven’t used it all semester!)
  (Otherwise, the lock will be cut off, bike considered unwanted, and bike will be discarded).
- Claim all mail from your mailbox and packages from the mailroom
- Remove all valuables from your room and take them with you. Although we take every precaution to avoid theft in the halls over the break, we cannot guarantee the safety of your items.
- Close windows and room blinds/curtains/drapes; make sure door closes and latches behind you.
- Take your travel documents such as Airline, train, and bus tickets.

Note: (1) Every room will be inspected by Hall Staff after closing to ensure compliance with these check-out procedures.
Note: (2) The University is not liable for damages caused to personal property by electrical surges or spikes.
Note: (3) Gasoline-powered vehicles will be immediately impounded by UCPD if stored within 10 feet of the building.
Note: (4) If you are expecting a new roommate, prepare by placing all of your items on your side of the room.

**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 4 weeks before the formal end of instructions (Friday, November 6, 2015).

**Residents Released from their Contract / Moving Out Early**

All student residents with cancelled contracts must be completely moved out and have their keys turned into the Unit Office by 10:00 a.m. on Saturday, December 19, 2015. Residents released from their Housing contracts will be notified by the Cal Housing Assignments Office. The condition you leave the room in will be compared to your original Room Condition Report. Any damages incurred will be billed to your CARS account.

To properly check out, you must complete these additional tasks (in addition to the Winter Closing Checklist). Failure to follow these steps will result in charges.

- Contact your floor RA 5-days in advance to make a checkout appointment to review your Room Condition Report.
- Return room furniture to its original set-up.
o Ensure the bed is complete with bed frame, mattress and mattress pad.
o Ensure all your dresser drawers, wardrobes, and desks are empty and clean.
o Update your new forwarding address with the US Postal Service at www.usps.gov (if applicable).
o Change your address on Bearfacts online at http://bearfacts.berkeley.edu immediately after checking out.
  - If you fail to do so, the mail room will be unable to forward your mail.
  - Mail forwarding applies only to first class mail (available for 60-days and takes two weeks to re-route).
o Remove all your personal belongings from the room. All objects left behind will be considered unwanted and appropriately discarded. A move and discard fee of $100.00 and cleaning charges will be assessed if you have not completely vacated for an incoming resident.
o **Return key to the Unit Office** by 10:00a.m. on Saturday, December 19, 2015.

If moving out early or during non-business hours, obtain a Check-Out envelope from the Unit Office. Place your key(s) in the envelope and then into the Unit’s Key Drop box. Please note, if keys are left in the drop box, you may be at risk for lost key charges if key(s) are not able to be obtained from drop box.

Note: Residents with cancelled contracts who do not return their room key will be charged a $50-$75 Lost Key replacement fee. **“Checking out”** of your room does not constitute **“Cancellation”** of your Residence Hall contract. Thus you will be held financially responsible for all payments until your contract is officially cancelled through the Assignments Office.

If you have additional questions, please contact your Unit Office. We wish you success on your final examinations and a safe winter break. We look forward to your return when the halls re-open on **Thursday, January 14, 2016 at 8:00 a.m.**

Regards,

Unit Management Team

Norton O. Mitchell  
Chana Bailey  
Candi Lee  
Markie Gayles  
Leonard Green  

Unit 1  
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Unit 3  
Unit 4 Foothill/Stern  
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