

Fall 2013 Check-out Information

PLEASE READ THE MATERIAL BELOW FOR COMPLETE INSTRUCTIONS

DATES TO REMEMBER

Saturday, December 14, 2013
By NOON

Move out for students not living
in the Residence halls Spring
2014

Sunday, December 15, 2013
By NOON

Move out for graduating
students

Sunday, December 15, 2013
9:00 AM – 5:00 PM
Switching Rooms*

*See complete information on
the following page

**All students who are moving out must participate in a checkout inspection:
Sign up for a check-out time with a staff member at least
24 hours in advance of your departure time.**

Each staff member will have a check-out appointment sheet posted on or near his or her room door. If the staff member responsible for the section in which you live is not available at the time you plan to depart, it is your responsibility to sign-up with a staff member in the building to check you out or you may go to the community office for assistance.

All checkouts must be arranged at least 24 hours in advance of your anticipated departure time.

STUDENTS NOT LIVING IN THE RESIDENCE HALLS FOR SPRING 2014

You must move all personal belongings out of your room no later than Saturday, December 14, by noon and check out with a staff member. Failure to meet this deadline will result in an immediate \$100.00 fine (\$50 improper check-out and \$50/hour late fine not to exceed a grand total of \$250) with the possibility of additional monetary fines and a hold placed on Institute records. Don't forget to take your bike, also. **All bikes will be removed, impounded and disposed of from all storage rooms, cages and racks during the Break Period.** If you have rented a bike locker on East or West Campus, you must return the key to the appropriate Community Office and clean-out the locker.

GRADUATING STUDENTS VACATING

Residents are required to move out of their fall assignment within 24 hours of their last final exam. Students with exams toward the end of the exam week must move all personal belongings out of their room no later than Sunday, December 15, by NOON and complete a check out with a staff member. Failure to meet this deadline will result in an immediate \$100.00 fine (\$75.00 minimum late check-out fee, with an additional \$25.00 per hour not to exceed a grand total of \$250) with the possibility of additional monetary fines and a hold placed on Institute records. Don't forget to take your bike, also. **All bikes will be removed, impounded and disposed of from all storage rooms, cages and racks during the Break Period.** If you have rented a bike locker on East or West Campus, you must return the key to the appropriate Community Office and clean-out the locker.

*Sign up for a
check-out time
with a staff
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24 hours in
advance of your
departure time.*

Fall 2013 Check-out Information

STUDENTS SWITCHING ROOMS FROM FALL TO SPRING

You must be checked out of your Fall room by **Noon on Sunday, December 15**. The keys to your Spring room will be available at 9:00 AM on Sunday morning **UNLESS** your Spring room is occupied by a graduating student. If this is the case, you will receive an email from Residence Life staff informing you. Here is the Room Switch process for either scenario:

A. Your Spring room is available for 9:00 AM Sunday move-in:

- Go to the appropriate Building Check-in Location (locations to be announced, watch for flyers, emails and Housing website) and obtain your Spring room keys.
- Return to your Fall room and move your belongings into your Spring room.
- Go back to your Fall room, check-out, and return those keys. **This must be done by noon on Sunday, December 15.**

B. Your Spring room is occupied by a graduating student and is not available until 1:00 PM on Sunday, December 15:

- If this is the case, you will receive an email from Residence Life staff informing you and providing directions.

If you will not be on campus to move between 9:00 AM and 5:00 PM on Sunday, December 15, you must remove all your belongings from your current room and check- out with the staff by noon on Saturday, December 14, 2013. If you have a bike on campus, please store your bike in your new room during the break (December 14-January 5). **ALL bikes will be removed, impounded and disposed of from ALL housing storage rooms, cages and racks during this Break Period.**

STUDENTS STAYING IN THE SAME ROOM FOR SPRING 2014

If you are not moving out of the residence hall during the break, be advised that residence hall staff will be entering all rooms during the break to perform health and safety inspections. If you are planning to stay in your room during any period of the break, let your student staff member know.

If you do not plan to be in your room during the break, prepare your room by completing the following steps:

- Dispose of all trash in appropriate dumpsters
- Throw away perishable food from your refrigerator
- Unplug your refrigerator (if you live in a suite or traditional hall)
- Close and lock all windows
- Be sure your alarm clock is off
- Turn your AC/heating unit to Medium temperature and the fan to the lowest setting
- Turn off your lights
- Shut computer off
- If you have a bike on campus, take it to your room during break. (**All bikes will be removed, impounded and disposed of from all storage rooms, cages and racks during the Break Period.**)

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Inspection Appointments

Follow the instructions posted in the building in which you live to schedule an appointment at least 24 hours in advance with a student staff member. At the time of your scheduled inspection all of your personal belongings must be removed from your room, all trash removed everything off the walls, etc. Charges will be assessed based on the condition of the room at the time of the inspection. If the room is not ready to be inspected at the time you schedule, you may be assessed a \$100.00 fine (\$75.00 minimum late check-out fee, with an additional \$25.00 per hour not to exceed a grand total of \$250) with the possibility of additional monetary fines and a hold placed on Institute records.

If you fail to check out properly (according to these check out documents), a \$75 improper checkout charge will be assessed to your student account. This will be in addition to any damage charges for which you may be responsible.

CHECK OUT INSPECTIONS

Prepare your room for the checkout inspection according to the guidelines detailed in this brochure. Staff members will inspect your room to ensure that no damage has occurred and that the room has been cleaned in accordance with these standards. Damage assessments will be issued for any deficiencies.

[Damage Price List](#)

Trash Removal

All trash and unwanted personal items must be removed from the building. To maintain the appearance of the residence halls, do not leave trash in stairwells, outside courtyards or in the smaller trash receptacles near the entry doors. Leaving trash in or around the buildings will result in monetary fines. Dumpsters are made available all over campus. Please check with your student staff member for exact locations.

Building or Complex Specific Information

Please be aware to signs posted throughout the building and newsletters that contain information specific to the building or complex in which you live.

START EARLY - AVOID LAST MINUTE RUSH AND POSSIBLE CHARGES

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PREPARING A TRADITIONAL OR SUITE STYLE ROOM FOR INSPECTION

- ❑ Clean windows and mirrors using a glass cleaner (i.e. Windex)
- ❑ Wipe down all surfaces - all purpose cleaners like Fantastik or 409 are recommended for window ledges, laminated furniture and desktops, cabinets, etc. For wood furniture Pledge or Endust are recommended
- ❑ Sweep and clean floors with a damp mop - all purpose cleaners may be helpful for spills, food stains, adhesives, etc.
- ❑ Be sure drawers and closets are empty and all contact paper and shelf liners are removed - wipe down the interior of drawers and closets
- ❑ Remove tape, stickers, plastic hooks, etc. from walls furniture and doors
- ❑ Clean walls (especially tape marks and areas by light switches and door knobs)
- ❑ Wipe dust from mini blinds and be sure that mini blinds are hung properly
- ❑ Wipe down the surface of the air conditioning unit
- ❑ Check to see that screens are securely in place
- ❑ Remove glow in the dark stars/objects from ceiling
- ❑ Be sure all furniture is assembled and properly arranged in the room
- ❑ All furniture must be returned to the same configuration it was in when you initially moved into your room.
- ❑ Remove all personal items, personal furniture, rugs, hangers, etc.
- ❑ Bag all trash and take it to the nearest dumpster outside the building
- ❑ Turn air conditioning units to the lowest (warmest) setting
- ❑ Close and lock windows and all doors
- ❑ Do not leave trash in the hallways, stairwells, or in the building. Take your trash to the dumpsters.
- ❑ Watch out for “common area” theft and report to your community advisor

Suite Bathrooms:

- ❑ Remove all personal belongings from cabinets, drawers, etc.
- ❑ Wipe down counters, cabinets and drawers with an all purpose cleaner
- ❑ Clean mirrors with a glass cleaner
- ❑ Clean sink & faucets with an all purpose cleaner
- ❑ Clean the interior of the toilet with a toilet cleaner
- ❑ Wipe down the toilet seat, lid and bowl exterior with an all purpose cleaner
- ❑ Scrub the entire tub/shower area (including walls) until all soap scum, grime, mildew is removed - use a tub/tile cleaner
- ❑ Sweep the floor and clean it with a tub/tile cleaner or all purpose cleaner

**Investing a small amount of money into cleaning supplies can avoid costly damage assessments for dirty rooms.
Purchasing these items with roommates or neighbors helps keep the cost down for each individual.**

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PREPARING AN APARTMENT ROOM FOR INSPECTION

KITCHENS:

- Remove all items from cabinets, refrigerator and freezer
- Wipe down all cabinets (interior and exterior) with an all purpose cleaner
- Wipe down the microwave, refrigerator, freezer and dishwasher (interiors and exteriors) with an all purpose cleaner
- Thoroughly clean oven/stove:
- clean the inside of the oven using an appropriate oven cleaner
- clean both sides of the oven door glass
- remove the stove burners and drip pans
- lift the stove top and clean underneath with an all purpose cleaner
- wipe down the stove surface and oven exterior with an all purpose cleaner
- clean stove drip pans with an all purpose cleaner and stainless steel pad or brillo pad to remove stains - replace if necessary - (replacement drip pans can be purchased at Kmart, Target, etc.)
- reinstall drip pans and burners
- Mop the tile floor with a floor cleaner
- Wipe down walls, use all purpose cleaner if needed

CARPETS:

- Vacuum all carpeted areas
- For heavily soiled carpets consider renting a steam cleaner to remove dirt and stains; commercial carpet cleaning services are also an option
- clean excessively soiled/stained areas

BEDROOMS AND LIVING ROOMS:

- Remove all personal belongings from furniture
- Wipe down table tops, desk tops, desk/dresser drawers with all purpose cleaner
- Wipe down exterior of wood furniture with Pledge or Endust
- Clean windows & mirrors with a glass cleaner
- Wipe down walls to remove any smudges, marks, etc.
- Wipe down window ledges with all purpose cleaner
- Wipe dust from mini blinds and be sure mini blinds are hung properly
- Make sure all furniture is present, assembled and properly arranged (cabinet units should be on top of the wardrobe in each bedroom)

UPHOLSTERED FURNITURE:

- Remove any debris from areas between/under cushions
- If the upholstery is heavily soiled or stained consider renting a steam cleaner or using a commercial furniture cleaning service

BATHROOM & VANITY AREAS:

- Remove all personal belongings from cabinets, drawers, etc.
- Wipe down counters, cabinets and drawers with an all purpose cleaner
- Clean mirrors with a glass cleaner
- Clean sink & faucets with an all purpose cleaner
- Clean the interior of the toilet with a toilet cleaner
- Wipe down the toilet seat, lid and bowl exterior with an all purpose cleaner
- Scrub the entire tub/shower area (including walls) until all soap scum, grime, mildew is removed - use a tub/tile cleaner
- Sweep the floor and clean it with a tub/tile cleaner or all purpose cleaner

TRASH:

- Bag all trash and take to dumpsters outside your building

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PLAN YOUR DEPARTURE: A few helpful items

SPECIAL NOTE:

Common areas in the apartments will be inspected and damages assessed after resident departure. If you have questions or concerns about the condition of common areas, please address these with the staff member who conducts the inspection of your bedroom at your scheduled checkout time.

Check-out Appointment with Student Staff Member

Remember to make an appointment to check out with a student staff member at least 24 hours prior to your planned departure. Look for information in your residence hall explaining when and where you may schedule an appointment

Bicycle Removal

All students in GT Housing will need to remove your bike for the break! All bikes will be removed, impounded and disposed of from all storage rooms, cages and racks during the Break Period. If you have rented a bike locker on East or West Campus, you must return the key to the appropriate Community Office and clean-out the locker. If you are leaving Georgia Tech housing for next semester, do not forget to take your bike with you!

Storage Facilities

The following storage facilities list is provided as a courtesy to Georgia Tech students' since the Department of Housing does not offer any storage. Georgia Tech is not a party to any storage facility agreements and is not a partner, agent, employee, independent contractor, or subcontractor for any company or leaser providing storage.

Mobile Storage Depot
www.mobilestoragedepot.com
770-487-8220
Pickup and Delivery

If you have any questions or concerns in reference to this information, please contact the Department of Housing at 404-894-2470 or e-mail information@housing.gatech.edu