

HUMBOLDT STATE UNIVERSITY

HOUSING + DINING

IMPORTANT HALL CLOSING AND CHECKOUT INFORMATION

The Residence Halls will CLOSE at 10am on Saturday, May 14.
You must be checked out of your room by this time.

IMPORTANT DATES

Sunday, April 24: If you have any items in storage, they must be removed by 7pm.

Friday, April 29: Storage rooms re-open for summer storage at 5pm.

Friday, May 6: Deadline to request a check-out extension for graduating seniors.

Friday, May 6: Last day to check out items at the Information Desk.

Friday, May 6: Classes End; 24 Hour Quiet Hours begin at 6:00pm.

Friday, May 13: The J will close at 6:00pm for the semester. Please see Dining's website for hours of operation and closures of other Dining locations on campus (<http://www.humboldt.edu/housing/dining/>)

Friday, May 13: Storage rooms close for the summer at 7pm. Storage will be inaccessible until Tuesday, August 18, at 5pm.

Saturday, May 14: The residence halls close. All residents except graduating seniors with prior approval must check out by 10am.

Checking Out of the Residence Halls is As Easy as 1-2-3:

1. Clean your room and remove all belongings/trash from your room and bathroom locker. Do not put room trash in bathroom trash cans – take it outside to the dumpster and recycling areas.
2. Return your mailbox/drawer keys and mattress pad (and room key if you live in Campus Apartments) to the Housing Office (Monday-Friday 8am-5pm) or Information Desk (Mon-Thursday 5pm-1am, Fri-Sat 10am-2am, Sun 10am-1am). Please be aware that the information desk will be open at 6:30am and closing at 10am on Saturday, May 14.
3. Update your mailing address in your Student Center account. (You will be provided with instructions on how to update your mailing address when you return your keys.)
* Please note: Campus Apartments residents must complete a forwarding card at the Arcata Post Office.

A Few Suggestions

- **Prepare to check out before 10am on Saturday, May 14, 2011.** Do as much as you can before finals week in order to avoid late charges (\$35 per hour after 10am on May 14). You need to be properly checked out by this time unless you have received a graduating senior exception (see details on page 4 of this document).
- **BE AWARE THAT STORAGE ACCESS HOURS ARE 5-7PM DAILY.** Please plan ahead. We will not be able to grant storage access outside of these hours.
- Be sure to remove all trash and belongings from your room (trash or belongings left in your room will result in expensive damage charges). Trash left in common areas will result in a community damage charge to all members of the community.
- If your furniture (such as your desk chair or trash/recycling containers) has migrated to another location during the year, be sure to move it back to your room to avoid charges for missing items. Furniture is assigned to specific rooms, which means you can't just have a chair, you must have your chair. Each chair is labeled on either the bottom of the seat or bottom of the legs, according to your room number.
- Be sure to lock your room when you leave.

Thank you for choosing to live in the residence halls. If you have any questions, contact a staff member or e-mail housing@humboldt.edu.

Check Out Cleaning Responsibilities

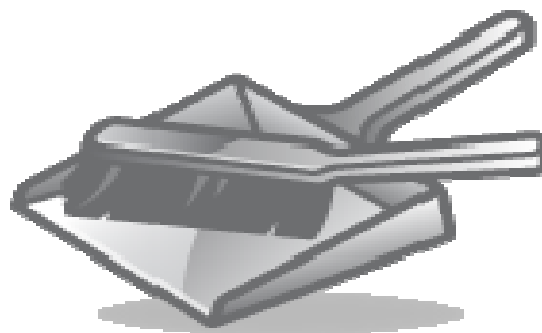
Student Rooms & Bathrooms:

- Thoroughly clean the dresser, bed frame, desk and drawers, window coverings, windowsills, baseboards and closets.
- Vacuum the carpet (including around the baseboard, closet, under desk, dresser and bed). Prior to vacuuming, sweep out corners and along the edge of walls. Vacuums tend to get a lot of use during check-out, so if you notice that the vacuum is not working properly, call the Housing Office at 707-826-3451.
- Wash interior of window and window frame. Clean window tracks.
- Remove all posters and stickers from walls, bulletin boards, closets, and doors. There should be no tape, tape residue, or scuff- marks remaining after you have cleaned.
- Empty, clean, and dry waste and recycling containers, place them in your bedroom.
- Beds and other furniture should be assembled and in their proper place within the room. Leave your mattress turned on one of its lateral sides on your bed frame.
- Blinds should be wiped cleaned and re-hung where necessary. Leave curtains/blinds open when you leave.
- All personal items and trash are to be out of the room, closet, bathroom locker and hallway. Bathroom lockers need to be emptied and cleaned.

Campus Apartments, Creekview, Cypress & College Creek Residents:

- Bathrooms – Scrub all showers, toilets, sinks and walls. Remove mold and soap film from showers and doors. Clean mirrors, cabinets and counter tops. Mop floors and clean windows.
- Living Room and Hallway – Damp wipe furniture, shelves, walls and baseboards. Vacuum carpet and furniture, including areas under furniture. Straighten or re-hang window coverings as needed. Clean windows.
- Kitchens – Completely clean oven, refrigerator and cupboards (inside and out). Mop floors. Clean counter tops. Remove all trash.

Residents in Campus Apartments, Creekview, Cypress and College Creek will be given a cleaning sign-up sheet to divide up responsibility for cleaning among all residents in each individual apartment or suite.



Miscellaneous Items:

- Staff will be checking the condition of all areas (hallways, bathrooms, kitchens, lounges, suite living rooms) throughout finals week. Items missing, requiring repair or cleaning will be charged to individuals of the community or to all members of the community if no individual is found responsible.
- Any belongings left in rooms or common areas will be disposed of after we close the residence halls.
- It is your responsibility to keep your community clean; leaving your trash or discarded items in hallways and common areas is not acceptable. Please throw away or donate these items. Your part in this will be appreciated by all!

The Damage Assessment Process

Individual Rooms

Residence Life and Maintenance Staff will inspect your room immediately after the halls close. During this inspection, any items missing or damaged are added to your room condition card. The room condition card is then given to the Assignments Coordinator who totals the damages from both inspections and calculates room charges, if any, for which you are responsible. **Please be aware that it is your responsibility to get written documentation from your roommate(s) for any specific damages they caused. Your Residence**

Life Coordinator must receive this

documentation prior to Friday, May 6. All damage responsibility not identified in writing prior to May 6 will result in all roommates being charged equally for any damage costs.

Common Areas

Same as above, any missing/damaged items are noted on the common area cards. The total charges for missing/damaged items are calculated, and the total is divided equally among all residents who had access to that common area.

Security Deposits/Invoices

Once the Assignments Coordinator has assessed charges, if any, for which you are liable, you can expect the following:

For Returning Residents: If you have any damages to your room, the charges will be placed on your Student Center Account. Failure to pay these charges can result in a hold being placed on your records. Your security deposit will carry over to the next academic year and is not used to cover damage charges until you are leaving the residence halls.

For Non-Returning Residents: If you have charges, they will be placed on your Student Center Account. A request that the \$100 security deposit be refunded to you will be processed and sent to University Accounting. They will look to see if you owe anything to the University and the balance, if any will be sent to the mailing address you have provided in your University account. It generally takes 4-6 weeks after check-out before you will receive a check for your security deposit or balance remaining. Failure to pay any charges over your security deposit will result in a hold being placed on your records.

If a hold is placed on your records, you will not receive your grades, be able to register for classes, be able to request transcripts, etc. If, after attempting to collect, your account is still not paid, the University will then turn your account over to a collections agency, which is authorized to withhold monies you may be owed from tax refunds, lotteries, and the like to pay the account. This can be an unpleasant experience, and you are encouraged to make sure your account is paid in full in a timely manner.

Damage Charges

Charges listed below are some average costs to repair/replace damaged or missing items. Please note that these are average charges; the exact cost for any given item may vary depending on the severity/extent of the damage.

Mattress, \$156	Painting, \$30 per wall	Carpet Cleaning, \$25-\$50
Light Diffuser (ceiling), \$20	Extra cleaning of room, \$15 & up	Carpet Repair, \$30 per square yard
Window Screen, up to \$42	Refinish Door, \$30 per side	Excess Nail Holes, up to \$30
Repaint Room, \$180	Desk Tops, \$150	Replace Door Frame, \$150
Trash Can, \$7	Recycling Container, \$7	Bag & Store items left: \$25/bag

We hope this information will enable you to understand how and when damage charges are calculated and avoid confusion if you receive notice of charges over the summer. If you are assessed a damage charge that you wish to contest, you must submit in writing your reasons and any pertinent information that would help us make a determination concerning your appeal of the charge. All requests for review of charges must be made no later than September 1, 2011. If you wish, you can submit your request via e-mail to housing@humboldt.edu. If you have any questions, please contact your Residence Life Coordinator or the Housing Office.

Details:

Graduating Seniors: Graduating seniors wishing to remain in the halls through 10am on Sunday, May 15th will need to receive approval from their Residence Life Coordinator. To make a request for an extension, email housing@humboldt.edu with your name and room number by 5pm on Friday, May 6th. Your Coordinator will notify you whether or not your request has been approved.

Graduating seniors WITH PRIOR APPROVAL may stay until 10am on Sunday, May 15. All approved graduating seniors will need to have their access card re-encoded in order to have access to their room after 10am on Saturday, May 14. The Housing Office can encode your card anytime between the hours of 8am to 5pm, Monday, May 9 through Friday, May 13. Overnight guests are not permitted after Friday, May 13. All Community Guidelines remain in effect.

Community Guidelines: This is a very stressful time for many people, as they finish projects, papers and study for finals. Please be respectful of all community guidelines, which remain in effect through the end of the semester. During finals week **24 hour quiet hours begin Friday, May 6 at 6pm** and continue through closing on Saturday, May 14.

Students involved in incidents could be rapidly removed, and those who are not returning to the halls will be referred to the Office of Student Affairs. Please be respectful of your community during the next few weeks, as this is a very important time for everyone.

Storage: All items currently in storage must be removed by 7pm Sunday, April 24. Residents returning to the halls next year may store their belongings in the storage area of their new living area beginning Friday, April 29. All items to be stored must be properly marked. You may access storage between 5-7pm each night when duty staff is available by calling the Information Desk at 707-826-3451. Please plan ahead, and have your items ready to move into storage before calling. Storage is limited to 12 cubic feet, or about two average size boxes. **Items put into storage will not be accessible during the summer.** If you place your belongings in storage and then cancel your fall housing contract you will be retroactively charged a storage fee of \$50/month. Information on off campus storage is available on the housing website (www.humboldt.edu/~housing). Storage tags will be mailed to you if you have signed up for Fall 2011 housing.

Bikes: You will need to tag your bike with a summer storage label by Friday, May 13 if you are going to leave it in bike storage. Tags and ties can be obtained at the Housing Front Desk. **Bikes that are not tagged will be removed. Bikes that are left outside will be removed.** All bikes left in the bike rooms without a tag after Monday, May 16 will be placed in cold storage and will not be available during the summer, no exceptions. You will also be charged a \$50 retrieval fee to remove your bike from cold storage. There is a limited amount of space for bike storage. Please consider taking your bike home. If you borrowed a bike from the Arcata Bike Library, please return the bike to the Arcata Bike Library.

Telephones & Cable: Don't forget to contact AT&T at 877-722-6787 to have your phone disconnected. To disconnect Cable, contact Suddenlink at 877-443-3127.

Lofts, Safes, and Microfridges: If you rented a Collegiate Concepts loft, refrigerator, or safe, to ensure that you are not charged, please make sure that you leave your loft and/or your clean and defrosted refrigerator in your room when you check out. If someone else used your loft, you are responsible for returning it to your room. If you are returning next year, you are welcome to store your own disassembled loft (not a Collegiate Concepts loft) in your area's storage.

Mailboxes and Mail Forwarding: Your mail will be forwarded for a maximum of one year, unless you live in Campus Apartments. Campus Apartments residents must complete a forwarding address card at the Arcata Post Office because they deliver your mail directly to you. Failure to remove any special stickers that you may have placed on your mailbox could result in damage charges. It would be a good idea to start notifying correspondents of your new mailing address now. Please be sure to log onto Student Center and make sure your mailing address is up-to-date as this is where your mail will be forwarded.

Donate Unwanted Items: To reduce what you contribute to the landfill, separate your unwanted items into piles of recycling, donations, and garbage. During Finals week from Wed. May 11th through Sat. May 14th, the Waste Reduction and Resource Awareness Program (WRRAP) will have special bins set up near the lobbies/entranceways of most halls for donating unwanted clothing and other household items to charity. Through this program, each year 19,000 lbs of stuff is diverted from the landfill and donated. Look for the specially marked bins to donate reusable materials such as non-perishable foods, clothing, alarm clocks, desk lamps, school supplies, kitchenware, etc. All items must be in good, working condition.

Volunteer with the Donation Dash: If you would like to help with the Donation Dash, you must attend one of the following training sessions: April 14th 5-7pm in Siemens Hall 116 or May 4th 5-7pm in Goodwin Forum. Pizza and drinks will be provided! There is no need to come for the full 2 hours. Please come whenever you are available and we will fill you in! Bring your finals schedule! Please email wrrap@humboldt.edu if you cannot attend the training or have any other questions.

Security Deposit Refunds: For those of you not returning to the halls next year, you can expect a refund of your security deposit within 4-6 weeks after we close, providing you are not assessed damages totaling over \$100 and you do not owe the University money.

Be sure to read the flyers posted in your living area on cleaning responsibilities and how damages are assessed so that you have a good idea about the process and can avoid charges.

Have a safe and fun summer!

