

Residence Halls Move Out & Checkout Information

The residence halls will close at 10 am on Saturday, May 11, 2024

If you are NOT checked out by 10 am on Saturday, May 11th, you will be charged \$100 per day.

JCG Rec Room: The JCG Rec Room will be open on Saturday, May 11, 2024, from 7 am to 8 pm for residents waiting for pickup.

CHECKING OUT IS AS EASY AS 1-2-3:

1. Vacuum, dust, clean, and remove all belongings/trash from your room, common area, and bathroom locker. If your furniture has moved during the year, be sure to move it back to the original setup to avoid charges.
2. When you are completely moved out of your room, use the Express Checkout in your [myHousing portal](#) to let us know you have moved out. Failure to checkout will result in at least a **\$35 charge**. Campus Apartments residents must return their keyset to avoid a **\$70 charge**. **Keysets should be returned to the outgoing mail slot at the College Creek Mailroom.**
3. Collect any mail or packages from the Mail Room and update your mailing address in your [myHumboldt account](#) so any mail you receive can be forwarded.

MOVE-OUT LOADING ZONES:

All parking is subject to the regular Parking and Commuter Services regulations. You should not utilize the Hall Closing loading zones when staff members are not present to provide instructions and permits. Loading zones will only be available in some areas and when staff are present. If you need special accommodation for the move-out process, please contact Housing & Residence Life at housing@humboldt.edu in advance to arrange reasonable accommodations.

IMPORTANT DATES:

- **Friday, May 3rd:** 24-Hour Quiet Hours begin at 5 pm.
- **Monday, May 6th:** Deadline to submit a Late Stay Request for graduating seniors. *See below.*
- **Thursday, May 9th:** Common Area Damage documentation and Cleaning agreements due. *See below.*
- **Thursday, May 9th – Saturday, May 11th:** 20-minute loading zones will be available in the Canyon and the Hill. More information will be provided via email.
- **Friday, May 10th:** The J will close at 9 pm for the semester. Next day “to go” breakfast is available for pickup. Refer to their [operational hours](#) for other Dining locations.
- **Saturday, May 11th:** The Residence Halls close. All residents, except graduating seniors with prior approval, must check out by 10 am. *See below.*
- **Sunday, May 12th:** Approved Late Stay requests must checkout by 10 am. *See below.*

GRADUATING SENIORS:

With prior approval, graduating seniors or those working Commencement can remain in the halls until 10 am Sunday, May 12th. To request a late stay, please submit the Late Stay Request Form found under the Forms tab in your [myHousing portal](#). You must make your request by 5 pm on Monday, May 6th. You will be notified if your request has been approved, along with checkout instructions. Requests made after that date and time will be denied unless it is an extreme circumstance.

24-HOUR QUIET HOURS:

Given the nature of finals week, 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 3rd, at 5 pm and continue through closing on Saturday, May 11th. Students involved in incidents could be rapidly removed, and those not returning to the halls will be referred to the Office of Student Rights and Responsibilities.

GARBAGE AND UNWANTED ITEMS:

Starting Wednesday, May 8th, the dumpsters at College Creek, the Hill, and Creekview Apartments will be **CLOSED** for the rest of the week. College Creek, Creekview, and Hill residents should bring all donations, compost, recycling, and landfill waste to the Donation station nearest them: College Creek courtyards, the Hill quad, and in front of Willow at Creekview. E-waste bins for small items are also located on the 3rd floor of the JGC and in the College Creek Mailroom hallway.

If you have unwanted donation items, consider participating in the Donation Dash. You can find information about it at this [link](#).

OFF-CAMPUS STORAGE:

The Collegeboxes website provides an easier way to store and ship your room belongings. Please arrange your pick up by **May 10th**. Storing items over the summer is **not permitted**. Follow this [link](#) for more information.

J-WARE & OZZI CONTAINERS:

Please return any J-Ware or OZZI Containers accumulated in your room or apartment to any Dining locations on campus.

CHECK OUT DURING FINALS WEEK:

When you are completely moved out of your room, use the Express Checkout in your [myHousing portal](#) to let us know you have moved out. Failure to checkout will result in at least a **\$35 charge**. Campus Apartments residents must return their keyset to avoid a **\$70 charge**. **Keysets should be returned to the outgoing mail slot at the College Creek Mailroom.**

MAIL FORWARDING:

To ensure your mail is forwarded, please update your address in your [myHumboldt Account](#). Mail is only forwarded for one year after the date you vacate. Please notify correspondents of your new mailing address to ensure mail delivery. If you live in Campus Apartments, you will also need to update your address with the United States Postal Service or change it to <https://moversguide.usps.com>.

CLEANING RESPONSIBILITIES & DAMAGE CHARGE PROCESS

Bedrooms

- If your furniture has moved during the year, be sure to return it to its original configuration to avoid charges.
- Thoroughly damp, wipe, and clean the dresser, bed frame, mini-refrigerator, microwave, desk and drawers, baseboards, closets, and all parts of the windows. Make sure to remove all items from the mini-refrigerator and desk. **Leave the mini-refrigerator clean and plugged in.**
- Empty and clean trash and recycling containers, then leave them in your bedroom.
- All personal items and trash should be out of the room, closet, bathroom locker, and hallway. Bathroom lockers need to be emptied and cleaned.
- Vacuum the carpet (including around the baseboards, closet, under the desk, dresser, and bed). Before vacuuming, sweep out corners and along the edge of walls. If the vacuum isn't working properly, call the Housing Office at 707-826-3451.
- Remove all items from walls, bulletin boards, closets, mailboxes, and doors. After you have cleaned, there should be no tape, tape residue, or scuff marks remaining.
- Blinds should be wiped, cleaned, and re-hung where necessary.

Apartments & Suites

- Residents in Campus Apartments, Creekview, Cypress, and College Creek will have access to a **Cleaning Agreement** in their [myHousing Portal](#). Residents in these areas will designate who is responsible for cleaning the common areas. If no one is specifically assigned to an area, everyone is equally responsible. **Cleaning agreements are available on April 8th and are due by May 9th.**
 - **Bathrooms** - Scrub all showers, toilets, sinks, and walls. Remove mold and soap film from showers and doors. Clean mirrors, cabinets, and countertops. Mop floors and clean windows.
 - **Living Rooms and Hallways** - 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 the oven, refrigerator, and cupboards (inside and out). Mop floors. Clean countertops. Remove all trash. Make sure to remove all items from the fridge and cabinets. **You can be charged a minimum of \$50 (per resident) for not properly cleaning or emptying the kitchen. Any items left behind will be disposed of per our Abandoned Property policy.**

Room Inspections & Common Area Damages Documentation

Housing staff will inspect your room and common areas after the halls close. Any missing or damaged items will be added to your room inspection during this inspection. Please be aware that you are responsible for getting written documentation from your roommate(s) for any damages they caused. Email housing@humboldt.edu with this documentation by Thursday, May 9th. All damage responsibility not identified in writing before May 9th will result in all roommates or hall residents being charged equally for any damage costs, depending on the area.

Damage Charges:

If you have damage charges, they will be posted to your [myHumboldt](#) account. You will receive an email notification when the charge is posted. 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 replacement: \$230	Painting: \$75 per wall	Carpet Cleaning: \$90/hour
Light Diffuser (ceiling): \$35	Extra cleaning of room: \$50/hour	Carpet Repair: \$20 per sq foot
Window Screen: \$45 & up	Refinish Door: \$100 per side	Excess Nail Holes: up to \$30
Repaint Room: \$250	Desktops: \$150	Replace Door Frame: \$250
Trash Can: \$20	Recycling Container: \$20	Bag & Store items left: \$56/bag

If you're assessed a damage charge that you wish to contest, you will need to submit a Damage Appeal in your myHousing portal, found under Forms. You must submit your Damage Appeal no later than August 1, 2024. Damage Appeals will be reviewed, and you will be notified if your appeal has been approved or denied. If you have any questions, please contact the Housing Office at housing@humboldt.edu or 707-826-3451.