Early Short Summer Residents Move Out

Sunday, June 19, 2016
9:00 a.m. – 12:00 p.m.

Residents are encouraged to move out of their summer room assignment within 24 hours of their last final exam. Students must move all personal belongings out of their room no later than Sunday, June 19 by NOON and complete a checkout with a staff member. Failure to meet the scheduled checkout time or appointment will result in a $100.00 minimum late checkout fee with an additional $50.00 per hour not to exceed $250.00. There will be a $75 per night additional charge for remaining in your room beyond the contract end date. Don’t forget to take your bike, also. **All bikes will be removed, impounded and disposed of from all storage rooms and racks during the break period.** Maintenance staff will begin service work and general room upkeep at 9:00 AM and may be in your room on June 19. Therefore, please have all items removed from the walls prior to 9:00 AM and be ready for maintenance staff to enter your bedroom and living spaces(s).

**Sign up for a checkout time with a staff member at least 24 hours in advance of your departure time.**

Each staff member will have a checkout 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.
Residence Life 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. Failure to meet the scheduled checkout time or appointment will result in a $100.00 minimum late checkout fee with an additional $50.00 per hour not to exceed $250.00.

If you fail to check out officially according to these checkout 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.

Residence Life Checkout 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.

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 to all residents. Dumpsters for trash are made available all over campus, and designated areas will be available for cardboard. Please check with your student staff member for exact locations.

Building or Complex Specific Information

Please be alert 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
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.
- A vacuum can be checked out through your student staff member.
- Be sure drawers and closets are empty and all contact paper and shelf liners are removed - wipe down the interior of drawers and closets
- 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
- 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 70°-72° or medium setting and lowest speed
- 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 it 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
- Sweep the floor and clean it with an all-purpose cleaner

You may check out bottles of appropriate cleaning supplies by contacting your residence hall housekeeping supervisor!
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:
  - 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
- 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 use a commercial service to clean

UPHOLSTERED FURNITURE:
- Remove any debris from areas between/under cushions
- If the upholstery is heavily soiled or stained use a commercial furniture cleaning service

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.

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

TRASH:
- Bag all trash and take to dumpsters outside your building

You may check out bottles of appropriate cleaning supplies by contacting your residence hall housekeeping supervisor!
Summer 2016 Checkout Information

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.

Checkout 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.

DON’T FORGET ANYTHING!

Remove all personal items from common areas such as:

- bathrooms
- kitchens
- study rooms

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

Campus Carriers
www.campuscarriers.com
866-606-8504
Pickup and Delivery

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 and racks during the break period. If you are leaving Georgia Tech housing for next semester, do not forget to take your bike with you!