

Move-out Deadline is Thursday, June 22, 2017 9:00 a.m. – 12:00 p.m.

SCHEDULE AN APPOINTMENT

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

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

CHECK-OUT INSPECTION

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 a 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) for the missed checkout time.

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.

CHANGE OF PLANS

If your plans have changed and you want to remain on campus for the remainder of the summer semester:

- Email information@housing.gatech.edu with your extension request and agreement to pay additional summer rent.
- Include your name, gtID#, and summer room assignment.
- Additional rent fees will be charged to your Bursar account.
- You will have two business days to pay.

DON'T FORGET THE BIKE!

Students in Georgia Tech Housing will need to remove their bikes for the break! All bikes will be *removed, impounded, and disposed of* from all storage rooms and racks during the break period.

SHARED SPACES

Residents are responsible for the condition of their room/shared spaces and items. Residents are culpable for the associated costs to repair or replace them.

[See Damage Fee list](#)

Georgia Tech
Department of Housing
353 Ferst Drive, NW
Atlanta, GA 30332
404.894.2470
information@housing.gatech.edu

PREPARE A 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 Bathroom

- 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.

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.

PREPARE AN APARTMENT 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 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.

Storage Facilities

The following storage facilities list is provided as a courtesy to Georgia Tech students because the Department of Housing does not offer 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