

## Move Out Deadline

Saturday, August 4, 2018, by NOON

## Room Switch Day

Sunday, August 5, 2018

Switching to open room: 9:00 a.m. – 12:00 p.m.

Switching to a room where resident is also switching: 1:00–5:00 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 check-out 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.

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.

### DON'T FORGET THE

🚲 **BIKE!** 🚲

All bicycles remaining in storage rooms and racks after August 4 will be removed and discarded. If you live on campus this summer and leave campus during the break, be sure to store your bike in your room rather than outside on a rack!

### 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](mailto:information@housing.gatech.edu)

## STUDENTS NOT LIVING IN THE RESIDENCE HALLS FALL 2018

Students are encouraged to move out of their summer 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 Saturday, August 4, 2018 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) for the missed checkout. Maintenance staff will begin service work and general room upkeep at 9:00 a.m. and may be in your room on August 4, 2018. Therefore, please have all items removed from the walls prior to 9:00 a.m. and be ready for maintenance staff to enter your bedroom and living spaces(s). Don't forget to take your bike, also. **All bikes will be removed and disposed of from all storage rooms and racks during the break period.**

### STUDENTS SWITCHING ROOMS SUMMER TO FALL

You must be checked out of your summer room by **Noon on Sunday, August 5, 2018**. The keys to your fall room will be available at 9:00 a.m. on Sunday **unless** you are moving into an occupied space. If your fall assignment is currently occupied, you will receive an email from your hall director notifying you to wait until 1:00 p.m. to switch. Here is the Room Switch process:

- Go to the appropriate Building Check-in Location (locations to be announced, watch for flyers, emails and Housing website) and obtain your fall room keys.
- Return to your summer room and move your belongings into your fall room.
- Go back to your summer room, check out, and return those keys.

If you will not be on campus to move between 9:00 a.m. and 5:00 p.m. on Sunday, August 5, you must remove all your belongings from your current room and check out with the staff PRIOR to this date. Plan accordingly - **NO** early room changes will be allowed. If you need to leave early, all belongings must be removed from your summer room and an official checkout completed. Residents need to remove all personal items from common areas such as bathrooms, kitchens, and study rooms prior to checkout. **If you have a bike on campus, please store your bike in your room during the break. ALL bikes will be removed and disposed of from ALL housing storage rooms and racks during this break period.**

### STUDENTS STAYING IN THE SAME ROOM FOR FALL 2018

During final exam week which begins July 26, 2018, go to your Area Office to check out for summer and check in for fall. Please be sure to do this before leaving the campus.

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 have a bike on campus, please store your bike in your room during the break. **ALL bikes will be removed and disposed of from ALL housing storage rooms and racks during this break period.** Traditional hall residents need to remove all personal items from common areas such as bathrooms, kitchens, and study rooms prior to Saturday, August 4. Any items left will be discarded. 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
- 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 speed
- Turn off your lights

### **PREPARE 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 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](http://www.mobilestoragedepot.com)

770-487-8220

Pickup and Delivery

### Campus Carriers

[www.campuscarriers.com](http://www.campuscarriers.com)

866-606-8504

Pickup and Delivery