

**WEST CHESTER UNIVERSITY  
RESIDENCE HALL CHECK-OUT PROCEDURES  
SPRING 2017**

**The residence halls close on Saturday, May 13, 2017, at noon. Students are expected to check out 24 hours after their last academic commitment.** It is necessary that all residents check out correctly. Residents failing to return their room key will be charged a fee of \$30.00. Please follow your hall's checkout procedures to avoid complications or billing.

The following is a guideline for residents to follow to enable a smooth checkout. Failure to follow all of the guidelines will result in any appropriate financial charges being assessed:

**ROOM CLEANING** Rooms must be thoroughly cleaned: floors free of trash; litter removed; wastebaskets emptied; and chairs placed inverted on top of the study desk. Do not sweep debris into the hallway.

**WALLS AND CEILING** All items must be removed from the walls (posters, fliers, stickers, etc.) as well as the adhesive material used to hang them (tape, fun tac, etc.). Also, any materials placed on the ceiling must be removed (including glow in the dark materials).

**RECYCLING/REUSABLE MATERIALS** Residents are expected to recycle paper, plastic, and glass materials. Clear bags will be available for paper to be recycled and other recyclable materials should be placed in the appropriate containers. Donation boxes will be located in each residence hall. Residents are asked to place clothing, nonperishable foods, and other reusable items in the boxes which will be given to charitable organizations.

**CARPETS** When carpets are removed from a room, they must be rolled up and not dragged through the building. Twine will be available from your Resident Assistant to make this easier. Carpets not wanted by a student should be carried to the area designated by the staff.

**TRASH** Minimal amounts of trash should be placed in the regular trash collection location on the floor. Resident Assistants will have extra bags for larger amounts.

**MINI REFRIGERATORS** Mini refrigerators will be picked up at the students' rooms by our vendor after closing. A mailing will be sent to affected students with details. If you are disposing of a personal refrigerator, please place it next to the dumpster outside. For environmental reasons, these need to be treated differently than regular trash.

**UNIVERSITY FURNITURE** University furniture must be assembled and placed properly in the room, as it was when the school year started. You will be responsible for damage to furniture or furniture missing from your room that was on the original inspection form. **Beds must be unbunked and set at a normal height and pins must be returned to front desk.** *Information for specific furniture configurations will be provided by the building staff.*

**DINING HALL KNIVES, FORKS, PLATES, CUPS** These items should be returned to the Front Desk. They cost everybody money and need to be returned to the Dining Hall.

**FURNITURE, BRICKS, WOOD** Any unwanted personal property should be placed in the large dumpster outside of the hall (one end should be open so that heavy items can be carried in and don't have to be lifted over the side).

**SURGE PROTECTORS/CABLE BOX/MICROWAVE SENSORS** Please remember to leave behind the University provided surge protector, microwave sensor and digital cable box/related equipment (remote control, power cable to remain plugged in) that were in your room when you checked in. Failure to leave these items behind will result in a financial charge. Any questions about whether a surge protector was supplied to you should be addressed to your Resident Assistant.

**Ram E CARDS** Please retain your Ram E Card for use in the fall. Lost cards will result in a minimum \$15.00 replacement charge.

**LATE CHECKOUT** There will be no late checkout. All students must check-out 24 hours after their last exam or

class, by Saturday, May 13, 2017, at noon. Graduating Seniors: For students graduating Saturday, May 13, 2017, checkout is no later than 3:00 pm. For students graduating on Sunday, May 14, 2017, checkout is no later than 3:00 pm. Those students approved to stay past May 13 for special reasons should contact their Resident Director/Graduate Hall Director for checkout information.

**MAIL** Please contact friends, relatives, etc. not to mail anything to you after May 1, 2017. Mail will be forwarded, but expect delays of several weeks. **Be sure to read the separate letter sent electronically for specific mail information.**

**STORAGE** There is no storage available on campus for student belongings.

**PARKING** Please note and share with your family that all parking regulations on campus and in the Borough of West Chester are enforced during the check-out period. This includes permit parking zones on the Borough streets that border the campus (Rosedale Avenue, S. New Street and Sharpless Street).

### FINAL CHECK-OUT INSTRUCTIONS

1. Students may elect to check out with a Resident Assistant or do an Express Check Out. Checking out with an RA is the recommended method, especially if there are any questions or concerns about the condition of the room that could lead to a damage billing. More information about each process will be available from the Residence Life and Housing Services staff. Students who do not sign up for a check out and/or miss their assigned time may be required to do an express check out depending on staff availability.
2. If you plan to use the Express Check Out option, please remember that an RA will later inspect your room to compare its present condition with the condition you indicated on the Room Condition Report Form at the time you checked in. **You will be held responsible for any missing items, damages, or necessary cleaning. Choosing the Express Check Out option does not relieve you of the responsibilities listed above.**
3. All of the resident's belongings must be removed from the room before an actual checkout will occur. The student will not be able to enter the room after the inspection is finished.
4. After the first resident of a room has checked out, the second resident of the room will be solely responsible for any changes in the condition of the room when he/she checks out.
5. The Resident Director/Graduate Hall Director will do a final inspection of each room after the residence hall closes. Additional charges may be billed to one or both residents if damages are discovered during this inspection, even if they had not previously been noted.
6. The last person to check out should ensure that the blinds are open, windows are closed, and the lights are turned off.
7. Missing keys will cost \$30.00.

Following the checkout procedures will ensure students a smooth and timely check-out.

**HAVE A SAFE AND ENJOYABLE SUMMER!**