

THE OFFICE OF RESIDENCE LIFE

With your roommate(s) and/or suite-mates, use this guide to coordinate when each of you are leaving, and who is responsible for the completion of the Residence Life closing expectations.

REMEMBER: all rooms will be inspected by staff immediately after all residence halls close. Residents that do not meet the expectations given to them may be fined and/or entered into the Student Conduct System.

RESIDENCE HALL: ROOM/SUITE/APARTMENT:

NAME: _____ DATE/TIME LEAVING FOR BREAK: _____

I'm staying for Late Move-Out or Summer Break Housing between these dates: _____

BEFORE LEAVING FOR BREAK, COMPLETE THE FOLLOWING:

- | | |
|---|---|
| <input type="checkbox"/> Empty all desk and dresser drawers | <input type="checkbox"/> Remove trash/recycling from room |
| <input type="checkbox"/> Empty all closets and storage spaces | <input type="checkbox"/> Sweep your side of the room |
| <input type="checkbox"/> Pack and remove all personal belongings | <input type="checkbox"/> Close and lock all windows, close blinds |
| <input type="checkbox"/> Donate any unwanted personal belongings to the drop box in your residence hall lobby | |

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AS A ROOM/SUITE/APARTMENT, ALL RESIDENTS ARE RESPONSIBLE FOR:

- Sweep or vacuum all floors in your room/suite
- Empty all cabinets, closets, and storage spaces
- Close and lock all windows
- Close the blinds or window shades
- Clean all surfaces
Includes desks, tables, and counters so they're free of dust and crumbs
- Remove ALL trash and recycling

After residence halls close, the Residence Life staff enter all rooms to ensure that these expectations have been met. Failure to meet these expectations may result in fines, damage billing, and/or being entered to the Student Conduct Process.

AVOID BEING BILLED:

Students who do not follow these expectations can expect a billing being added to their account for the following:

- \$25 per bag of trash/recycling removed by staff
- \$25 per personal item removed by staff
- \$25 for improper check out (leaving without being checked out by a Residence Life Staff Member, or without using the Express Check Out option)
- \$25-\$400 for any damages or excessive cleaning that must be resolved by staff

REMEMBER: Resident Advisors CANNOT and WILL NOT guarantee that you are not going to be billed for any damages found. Only Resident Directors and Residence Life Administrators are able to make this determination during their final walk-throughs of each room in all residence halls after all residents have let for Summer Break.

Should you have any questions regarding what is expected of you during closing, please feel free to reach out to your Resident Director or to the Office of Residence Life: residence.life@aic.edu