Dear Residents:

As the academic year is coming to a close, we would like to provide you with information about the closing of the residence halls so that you will know what to expect and can prepare for check out.

The residence halls (including front desks) will close on Saturday, June 16\textsuperscript{th} at 10:00 AM. The last meal scheduled at the dining commons is dinner on Friday, June 15\textsuperscript{th}.

Please be sure to review the information in this packet carefully so you will understand the check out process. You must check out by the closing deadline on June 16\textsuperscript{th} at 10AM. Any requests for an exception (such as graduating seniors, helping with commencement, etc.) must be submitted by June 1\textsuperscript{st} to your Resident Director. Please be aware that exceptions are rare and will be made on a case by case basis. Please use the online Extended Checkout Request Form to submit a request.

Residents need to sign up for an Express Check Out between May 26\textsuperscript{th}-June 1\textsuperscript{st}.

- Express Check Out: Residents move out all of their belongings and then return their room key in the Express Check Out envelope to the front desk. By doing this, residents agree to charges assessed by professional maintenance staff. For more information, please visit the front desk.
- Pre-inspections: If you have questions about cleaning or potential damages, you may sign up for an optional pre-inspection. Please make an appointment at the Front Desk by June 1\textsuperscript{st}.

Please be sure to read all flyers posted on the bulletin boards in your hall or the lobby so you are well informed of check out procedures and other important information.
Prior to leaving EVERY resident must...

1. Schedule an official check out time at the front desk.

All check outs must be complete before the deadline at 10 AM on Saturday June 16th. Any person not checked out by the deadline will be assessed a minimum $50 improper check out fee. The Resident Director must approve any exceptions in advance. Please note, you have a right to a pre-inspection to assess any potential problems with cleaning or damages. To arrange a pre-inspection, visit the front desk to make an appointment.

2. Clean the room thoroughly!

This includes dusting and vacuuming (plan ahead as vacuums are one of the hardest items to get during closing week). Any excessive cleaning will result in charges to your BARC. Please don’t leave a mess for your custodian to clean up—they have worked hard for you all year! Please see detailed cleaning check list on page 5.

3. Return all room furniture to the location it was in at check-in & de-loft beds.

Beds left raised, lofted, or bunked (outside of triple configurations) create a lot of work for the maintenance staff and may result in labor charges being billed to your BARC account. There are room diagrams and instructions available at your Front Desk and also on bulletin boards in your hall and in the lobby if you have any questions. If you need assistance, please contact your RD or ARD.

4. Address damages & reach a written agreement with your roommate(s).

If there are any damages or cleaning charges expected to be charged to the room that are not all residents’ responsibility, fill out a Damage/Cleaning Charge Agreement and return it when you check out. Any charges not noted on this form will be the responsibility of all residents of the room equally and will be charged to all residents BARC accounts. We strongly suggest you exchange summer contact information with your roommate to communicate about bills to BARC. It is also helpful for maintenance staff when you report damages ahead of time. Work Order Requests are available at your Front Desk or online through the Housing website: http://www.housing.ucsb.edu/get-it-fixed.

6. Remove your bike and all personal belongings.

Bikes must be removed from campus to avoid impound. Make sure to take all possessions and personal belongings with you when you leave to avoid charges. Please compete your move-out check list and affix it to the door when you leave.

7. Return your keys.

Keys must be turned in to the front desk by your scheduled check out time. An unreturned key at that time will result in a rekey fee. Note: You must return your mailbox key to the UCen Post Office 9am-3pm, on Monday, June 11th through Friday, June 15th in order to receive your $5 deposit back. The post office will be closed June 16th.
Express Check Out Procedure

1. Schedule your check out time by visiting the front desk between May 26th and June 1st and signing up for a time with the desk attendant.

2. You will be given an Express Check Out envelope when you sign up. The envelope needs to be filled out and turned into the front desk on the day you move out with your keys inside. If the desk is closed, keys may be placed in the key drop box.

3. On your scheduled move out day and time, make sure everything is moved out and your room is thoroughly clean before you turn in your room key in the Express Check Out envelope to the Front Desk.

4. Complete the move out checklist, initial it, and leave it on your door when you leave.

5. You will not be allowed to return to the residence halls after keys have been returned.

6. Your room will be inspected after you have checked out. You agree to pay for all damages and/or cleaning charges assessed by our professional maintenance staff after check out by signing the Express Check Out Envelope. Pre-inspections are available by appointment.

Please Note: Failure to return keys in envelope by check out time will result in a minimum $50 improper check out fee. Fees are also assessed for excessive cleaning and damages.
## Rules & Policy Reminders

- Because final exams occur during check out, please be considerate and keep the noise level low. Remember 24 hour quiet hours are in effect throughout study week and finals.

- Policy violations occurring at the end of the quarter will be addressed. **If necessary, University Hearings will be held in the summer, regardless of a student’s place of residence next year (on or off campus).** Referral to the University’s Resident Conduct Office is also a possibility for policy violations occurring at the end of the year.

- If behavioral problems occur, students may be asked to check out immediately following their last final. Once you have checked out, you are not permitted back into the building.

### Walk-Thru/Pre-Inspection

You have a right to a pre-inspection walk through to look at any potential/observable problems with cleaning, furniture arrangement or damages. This may save you from being assessed fines that could have been easily avoided. To arrange this, connect with your RA before scheduling an appointment at the front desk.

Your BARC account will be charged for any improper check out, excess cleaning, or damages found in your room after closing. Avoid fines and take care of these before you leave!

### Final Room Inspections

Your room will have a final inspection after you leave to determine whether there are damages or cleaning concerns for when you will be charged. These will be noted on the Room Condition Report by a staff member. The actual amount of any bills is not determined until all residents have vacated the residence halls and professional Maintenance Staff have performed the final inspection.

Make sure to update your permanent address in GOLD: [https://my.sa.ucsb.edu/gold/login.aspx](https://my.sa.ucsb.edu/gold/login.aspx)

### Avoid Fines

- Helpful Tips
  - If you can, take some personal items home on your next visit (i.e. Memorial Day Weekend). You’ll be glad you did!
  - Plan ahead: start arranging your room now, so you don’t have to worry about it during finals.
  - Get hall mates to help you de-loft/raise your bed and then return the favor!

### Refrigerator Pick-Up

If you rented a refrigerator from Collegiate Concepts, they will be picked up starting June 9th. **UCSB is not involved in this rental process, so if you have any questions please contact Collegiate Concepts.**

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Cleaning & Maintenance Check List

- Check that ALL personal belongings are removed
- Remove all trash from the room and trash cans and place in garbage bins (Do NOT leave in hallways or you will be charged for an improper check out)
- Check walls for potential damage or areas that need cleaning
- Check the entire room for any cleaning concerns (e.g. vacuum, dusting desk and tables)
- Check bathroom for any personal items
- Check for and take down any glow-in-the-dark stickups and clean up any residue
- Check furniture for damage, stains etc.
- Check that the bed is de-lofted properly and replace wheels if applicable (Triples stay as is)
- Check for any tape residue from posters, etc.
- Check carpets for stains and cleaning concerns (Do not use chemicals on carpets)
- Check that all light switch and outlet covers are safe and secure
- Check window drapes, screens, cranks and locks for proper operation
- Check towel bars for damage
- Check mirrors for cracks or damage
- Return any items checked out from the front desk

Do NOT attempt to make repairs yourself! This could be dangerous, and will likely result in higher damage charges for faulty repairs. Submit a work order at the front desk if you need repairs.
Bike Storage

The CSO office will store bikes for the summer, starting June 1st. The charge is $30.00 for registered bikes and $40.00 for non-registered bikes. Call 805-893-3928 for more information.

Make sure to remove your bike from the facility at the time of check out to avoid having your bike impounded. 

*If you’d like to donate your bike, please see information regarding Project G.I.V.E.*

Project G.I.V.E

Did you find things you no longer need or want while packing up your room? Why not donate them? Look for signs and flyers with further information about project G.I.V.E. or visit: [http://www.sa.ucsb.edu/give-iv/where-to-donate](http://www.sa.ucsb.edu/give-iv/where-to-donate) to find a donation area near your Hall. Project G.I.V.E. is also looking for residents who would like to help to fill paid positions. Contact your Front Desk for more info.

Interim Student Housing

Conference & Hospitality Services offers Interim Student Housing as a basic accommodation option to help bridge the period of time between the end of residence hall or apartment contracts and the period when the student’s summer housing becomes available.

- This program is available only to UCSB students with valid PERM numbers
- Room cost: $57/night
- Located at San Miguel Residence Hall
- All rooms are double occupancy; you will be assigned a roommate
- Meals are not included
- **Rooms are booked on a first come, first served basis**
- 2018 dates: June 16 at 5:00pm - July 2 at 3:00pm

For more information and to register, visit [http://www.conferences.ucsb.edu/interim-student-housing](http://www.conferences.ucsb.edu/interim-student-housing)