Spring 2014 Residence Hall Closing Instructions

The following procedures must be followed before you leave at the end of this semester. Any questions should be directed to the Housing & Residence Life office at 864-294-2092.

All students should check out of their rooms/apartments within 24 hours after their last exam. Residence Halls officially close on Thursday, May 8, 2014 at 5pm. All residents should check out of their rooms unless you are graduating, assisting with graduation (singers, marshals, ushers, etc.), working for the University, or staying for May X. Please contact Chermanda J. Frazier (Lakeside Housing) or Richard Trethewey (South Housing) via email if you are need of an extension due to these reasons.

Proper check out involves a visit to the RA Office where you will return your keys and sign paperwork. You will also return to your room with an RA for a final inspection of your living space.

- Failure to follow these instructions and check out properly will lead to a minimum assessment of $75.
- Failure to adhere to the above deadlines (24 hours after your last exam), may result in late fees up to $300, in addition to fines for damages.

When can you check out?

Check outs can only occur during the following days and times, unless otherwise arranged with the RA for your hall:

- **Wednesday, April 30th - May 7th**
  9:00 a.m. – 12 midnight
- **Thursday, May 8th**
  9:00 a.m. - 5:00 p.m.
- **Friday, May 9th**
  12:00 p.m. - 5:00 p.m.
- **Saturday, May 10th**
  9:00 a.m. - 6:00 p.m.
- **Sunday, May 11th**
  9:00 a.m. - 12:00 p.m.

Please note, our office hours vary on these days because of other duties and responsibilities placed on our staff members by the University. It is in your best interest to plan accordingly and arrive at least 20 minutes before we close the office each day. We anticipate long lines, so thank you in advance for your patience during this busy time of the year for us!

Below you will find a list of commonly overlooked details that can lead to closing fines. All of these charges are avoidable so make sure to plan ahead, especially with your roommates:

- Improper Checkout - $75
- Missing Room Key - $50
- Incorrect Setup of Bedroom Furniture - $20
- Late Checkout – up to $300
- Missing Recycling Bin - $25
- Cleaning of Bathroom – $75 (approx.)
ALL rooms and apartments must be clean and empty at the time you check out. For your room and/or apt. to be considered clean, each of the following tasks must be completed:

- Remove all personally owned furnishings and belongings from your room. Housing and Residence Life is not responsible for items left behind and the University reserves the right to dispose of items without further notice. Residents will also be charged for the removal of any property left behind.

- Remove all trash and garbage from your room and transport it to the appropriate dumpster. Do not take the recycling bin provided by the university or you will be assessed for its cost.

- Remove any adhesive products from any surfaces within the apartment. Be sure to also examine and remove such residue from the front door, windows, balcony, or patio area.

- Clean your entire room/apartment thoroughly! This includes microfridges (inside and out), suite bathrooms, cabinets, drawers, etc.

- Tub/shower units must be washed and clean of all soap scum buildup. (Tilex soap scum remover or similar products are suggested. Do not use abrasive cleansers on acrylic surfaces.)

- All temporary fixtures must be removed (i.e. extra mirrors, shelf lining, T-pins or other picture holders, etc.).

- All walls, ceilings, trim, mini-blinds and furnishings should be free of dust and dirt.

- All carpeted areas should be vacuumed and stain-free. All tile floors should be swept and mopped.

- Windows and doors must be closed and locked. Safety is especially important this time of year, so please do your best to protect yourself and your fellow students.

- Turn in your key and sign your Room Condition Report.

Failure to comply with the above guidelines will result in assessments for residents, either individually or collectively, as applicable.

Furthermore, each resident of the apartment is responsible for the condition of the room upon its vacancy. Therefore, the first resident who checks out is NOT absolved of responsibility in the event their room is not left in proper condition when the other resident/roommate leaves. Please communicate with roommate(s) ahead of time to avoid confusion over expectations.

LEAVING YOUR CAR ON CAMPUS OVER THE SUMMER?

As a student, you may park your vehicle behind McAlister Auditorium in a parking space which is not reserved. Please provide the Furman University Police Department with your name, cell phone number or other summer contact number, as well as a description of the vehicle (make, model, color, and license). When you return to campus to remove your car, please inform University Police dispatch (864-294-2111).