

SPRING 2020 MOVE OUT

Please read this letter in its entirety. Every resident is responsible for the information, even if you choose not to read it. If you need more information, visit <https://www.wittenberg.edu/student-life/residencelife/spring-2020-closing>.

OVERVIEW

- Students must sign-up for a time to move-out: <https://signup.com/go/VVRCbFV>
 - All roommates and housemates should individually schedule a time to move-out
- Upon completing your move, please log into the Wittenberg Housing System through the MyWitt Portal and complete the “Express Checkout: Spring 2020” application, this will help us know who has checked out and process keys much faster.

RESIDENCE HALL CHECKOUT PROCEDURES

- Sign up for a check-out time using the link above.
 - Checkout times will be scheduled between 8am-8pm beginning Thursday, March 19th.
 - Failure to follow checkout procedures may result in fines.
- Properly prep for Checkout:
 - If you rented a microfridge from BedLoft: Clean, defrost & wipe out micro-fridge. Failure to do so will result in fines from BedLoft. If you rented a loft, you do not need to do anything other than remove your personal belongings.
 - Un-bunk beds place pins in a desk drawer.
 - Make sure all furniture (desks, chairs, beds, etc.) that was in your room at check-in is in the room for checkout.
 - Clean room:
 - Remove all tape, picture hangers, stickers, command hooks, etc. from walls and doors
 - Empty and wipe out drawers and shelves
 - Wipe off tops of desks, dressers, and window sills
 - Dispose of all trash:
 - Trash bags will be available in the hall offices beginning May 6
 - Dumpsters and Goodwill donation trucks available:
 - March 20th – May 3rd at: Ferncliff Parking Lot; Between Tower and Firestone Halls
 - March 20th – May 3rd at: Krieg Hall Lot; Faculty Court; Sprecher parking lot; Keller Parking lot
 - No tires, wet paint, hazardous materials (including Freon in fridges or A/Cs) permitted!
 - Sweep/vacuum the floor
 - Clean & wipe out recycling bin
 - **Failure to clean room properly will result in fines.**
 - Remove all personal belongings from room and public spaces/hallways by the time of your appointment
 - **Do not leave any belongings in the hallway or your room!** If any items are left behind, you will be fined \$100 per item.
 - Double check laundry room, bathroom, lounges, and all room storage, etc.
 - DO NOT “donate” to public spaces or put items out for “free”-- items left behind will be charged back to the community.
 - Turn off lights. Set thermostat to 70 degrees. Shut & lock windows.
- Once finished moving out belongings, each student must complete the online Express Checkout form on the Wittenberg Housing System under Forms & Applications and return room key and break keys (if applicable) to the drop-box at WittPD (behind Recitation Hall)
 - Your signature on the electronic checkout form verifies that you understand that Residence Life Professional Staff will make a final assessment of damages after hall closing which may result in a charge or additional charges to your account and validates that you have been properly checked out. It does not indicate you agree with the assessment, that the assessment has been completed in full at that time, or that you admit responsibility for any damages.

WITTEN'BURBS CHECKOUT PROCEDURES

- Properly prep for Checkout:
 - Make sure all University furniture (desks, chairs, beds, etc.) that was in your property at check-in is present
 - Clean room and common spaces:
 - Remove all tape, picture hangers, command hooks, stickers, etc. from walls, doors, & windows
 - Empty and wipe out shelves, cabinets, & drawers.
 - Wipe off countertops, bathrooms & kitchen surfaces, windows, and window sills.
 - Make sure attics, basements, rooms, closets, porches, and common spaces are clear of personal belongings & trash.
 - Clean and sweep/vacuum/mop the floors.
 - Pick up any trash or debris from entry way, porches, balconies, and yards.
 - Dispose of all trash:
 - Trash should be taken to the curb, fully bagged/contained (so it will make it to trash pick-up day) and not blocking the sidewalk
 - If you have large/bulky items to trash, please coordinate with Angie Kettler for local trash pick-up no later than May 10th OR take the items to the dumpster.
 - March 20th – May 3rd at: Ferncliff Parking Lot; Between Tower and Firestone Halls
 - March 20th – May 3rd at: Krieg Hall Lot; Faculty Court; Sprecher parking lot; Keller Parking lot
 - No tires, wet paint, hazardous materials (including Freon in fridges or A/Cs) permitted!
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 - Do not leave trash in or around your house/apartment or fail to pull your trash to the curb for pick up! If you are leave more than 2 days prior to trash pickup, please do not place at the curb; instead take your trash to the dumpster.
 - Make sure all trash cans and recycle bins are present and in good/clean condition.
- Notify cable/internet of end date.
- Turn off all lights. Make sure the thermostat is turned off or set to 70 degrees. Shut and lock all windows and doors.
- Leave the property and complete the online Express Checkout form through the Wittenberg Housing System to the key return box at Wittenberg Police Division night window (Recitation Hall). Please do not return to the property after checkout as you no longer have key access and are now considered a guest.

DAMAGE CHARGE ASSESSMENT

- Room condition will be assessed following closing. This is compared with check-in condition noted on the Room Inventory/Condition Record (RCR). **Please note that RAs/CAs do not assess damage charges; statements made at checkout by the RA/CA should not be construed as a statement regarding damages or charges.**
- All student housing will be assessed by Residence Life/Physical Plant staff after checkout and any damage found will be charged to your student account.
 - Damage charges will be charged equally to the assigned roommates unless someone claims responsibility. Any issues found in residence hall or Witten'Burbs common spaces will be charged back to all residents of that house/community/floor unless the individual(s) claim responsibility.
- Costs for repairs and replacement of University property are made on a standard schedule of costs that takes into account the range of repair costs commonly seen for supplies and labor. Extreme situations can result in additional costs above and beyond this schedule. The schedule in use this year is available for review online.
 - Please do not attempt to make your own repairs – this can result in more expensive charges.
 - The most common, preventable charges are: Failure to return room/house keys; Failure to follow closing procedures; Failure to clean your space; Items left behind.
 - Any university-owned furniture not in the room at check-out will be considered missing and replacement costs assessed. Full replacement costs will be charged for missing University property or irreparable damage.
- Continue checking your Wittenberg email! All damage charges will be sent to your Wittenberg email and you only have a limited time from the date of the email to appeal charges.

SUMMER HOUSING

- Summer housing information will be coming soon, we are working to finalize summer rates and summer housing options. Please keep an eye on your email for more information.

OTHER QUESTIONS?

- Look at our website for additional information: <http://www.wittenberg.edu/reslife>
- Contact the Residence Life office: 937-327-7800 or housing@wittenberg.edu