

ORL Winter Closing Check-List

ALL RESIDENTS MUST LEAVE BY WEDNESDAY, MARCH 18, 2009 @ 12 NOON

The only exception to the closing deadline is for students who have confirmation from the Housing Office that they are approved for interim housing. Please make appropriate plans and follow the instructions below. Anyone found in a residence hall after the deadline will be fined \$100 and be subject to disciplinary action.

IMPORTANT INFORMATION FOR ALL STUDENTS

- Be aware that Office of Residential Life staff will be entering every room on March 18th (unless all residents have interim housing), for the purpose of making sure that the residents have left for the break and to insure that the residents have followed the closing procedures. During the course of the break, ORL or FO&M staff will be entering all rooms to make sure smoke detectors and room door hinges are working properly as well as to complete repairs requested by the residents or to address issues that may arise during the break such as leaking steam valves or plumbing issues. Please be advised that while in the resident's room if these staff members encounter any potential violations of policy a report will be written and followed up on when residents return from the break.
- Please write when you are leaving on the "Closing Departure Dates" sheet on your UGA's door or a nearby bulletin board. This will help custodians with cleaning rooms, and will be useful to know if there is an emergency situation.
- Before you leave, please be sure to do the following:**
 - Close your storm windows, lock all windows, and pull your window shades down.
 - Clean out anything that belongs to you in public refrigerators and laundry rooms.
 - Take recycling and trash from your room to the hallway garbage cans and recycling areas.

ARE YOU LEAVING ONLY FOR THE INTERIM?

- You do not need to remove your belongings, though you may want to take valuable items home with you.
- Take your room key with you!** When you return, your door will be locked—you will need your key.
- Turn off your computer, lights, stereos, & alarm clocks, and unplug items to protect against power surges.
- Remove your belongings from the bathroom so that the custodian can clean.
- If you will be getting a new roommate next term, please ensure that the custodian can determine what space the new resident will be occupying so they can clean it. Make sure that you do not have belongings in the way that will impede the custodians cleaning of your new roommate(s)'s space.

ARE YOU CHANGING ROOMS FOR SPRING TERM?

- You must return your current room key before you leave campus.**
- Plan to have all of your personal belongings packed and removed from your current room by noon on March 18th. Failure to do so will result in a \$100 fine, relocation costs to pack and move personal belongings, and possible disciplinary action. We will not contact you to arrange removal of your items. (If you have interim housing on the night of March 18th, refer to specific moving instructions included in your assignment email.) . If you will be using Controlled Storage, plan accordingly because you must have everything out of your room by the deadline even if you are waiting to get into Controlled Storage.
- If you would like to store your belongings in your new room, you must obtain a permission slip from the ORL Operations Office in the basement of North Mass. Failure to do so may result in your items being removed. You will be responsible for all costs associated with this. You may also store your belongings in Controlled Storage or in the trunk room for the building to which you are moving. Pack so that you can get to items you will need right away when you return regardless if Controlled Storage is open or not. Consider putting bedding and toiletries in the trunk room or the luggage you will travel with

ARE YOU MOVING OUT FOR 1 OR MORE TERMS?

- Place items in Controlled storage early. We offer limited controlled storage on a first-come, first-served basis. **See the reverse side of this sheet for detailed information about controlled storage.** Controlled Storage may be closed when you arrive back on campus. Pack to access items you will need right away when you return regardless if controlled storage is open or not.
- Remove all items from the trunk room. Any items that are left will be removed and stored in controlled storage or disposed of at the owner's expense.
- Plan to have all of your personal belongings packed and removed by the deadline. Failure to do so will result in a \$100 fine, relocation costs to pack and move personal belongings, and possible disciplinary action. We will not contact you to arrange removal of your items. If you will be using Controlled Storage, plan accordingly because you must have everything out of your room by the deadline even if you are waiting to get into Controlled Storage.
- Leave a forwarding address at the Hinman Box office.
- Return your kitchen storage key, if you have one, to the Housing Office in the basement of North Mass.
- Return rented bed-boards or bike-racks to the ORL Operations Office in the basement of North Mass to receive your deposit.
- Double-check your drawers and closets. The College is not responsible for items that you leave behind.
- Return your key** to a drop box using a key return envelope. Failure to return your key by 3pm on March 18th will result in a lock change and \$50 charge to your Da\$h account; there is a \$15 charge for not using a key envelope.
- Please leave your room in good condition. If the room is left in such a condition that it requires more than routine cleaning, a minimum charge of \$50 will be assessed.
- You will be held responsible for making sure there is a bed, dresser, desk and closet space empty and available for the next occupant.**

-SEE BACK FOR IMPORTANT STORAGE INFORMATION-

Controlled Storage Schedule

09' Winter & 09' Spring



End of Winter Term, 2009

Monday	March 16	10:00- 1:00 & 1:30- 4:30
Tuesday	March 17	10:00- 1:00 & 1:30- 4:30
Wednesday	March 18	9:00- 1:00 & 1:30- 3:30

****Andres, Bildner, Channing Cox, Russell Sage and Wheeler will be the only locations open March 16th – March 18th.**

IMPORTANT THINGS YOU NEED TO KNOW WHEN STORING ITEMS:

- Controlled Storage is first come/first served and the spaces do fill up. Plan ahead and do not wait until the last minute to put items into storage. You are responsible for having your items out of your room by noon on March 18th, whether storage is available or not.
- Storage tickets do not guarantee space. Tickets are non-refundable but can be used in the future.
- Controlled Storage is only available for students who are not enrolled for classes in Hanover and are away from campus for the term for which the items are stored.
- Please monitor the "ORL Storage Information" Blitz Bulletin for updates. We will update this bulletin as locations fill up.

Opening of Spring Term, 2009

Saturday	March 28	10:00- 1:00 & 1:30- 6:00
Sunday	March 29	10:00- 1:00 & 1:30- 6:00
Monday	March 30	10:00- 1:00 & 1:30- 4:30
Tuesday	March 31	10:00- 1:00 & 1:30- 4:30

****Andres, Bildner, Channing Cox, Little, McLane, Mid Mass, and N. Fayer, will have attendants. All other locations will be accessible. Storage areas without attendants will have signs posted on the doors directing you to the nearest attendant.**

After March 31st all locations will be accessible by appointment only. All appointments must be made 1 business day in advance; to schedule call ext. 6-1203

Controlled Storage Locations.

Please note that not all locations are open. Please pay special attention to know which locations are open each opening and closing.

Location	Special Storage		Location	Special Storage		Location	Special Storage	
	Furniture & Carpets	Bicycles		Furniture & Carpets	Bicycles		Furniture & Carpets	Bicycles
Andres	✓		Little			North Fayer		
Bildner	✓		Maxwell	✓	✓	Russell Sage	✓	✓
Bissell		✓	McCulloch			South Mass		
Channing Cox	✓	✓	McLane	✓		Wheeler		
Goldstein			Mid Mass					
Judge			New Hamp	✓	✓			

**** Open Locations**