

Hamilton Hall Check-out Packet



Please read and follow the instructions in this checkout packet.

If you have questions regarding the check-out packet, please contact the Facilities Office at (937) 775-3372. Hours are 8:30 a.m.-7:30 p.m. Monday through Friday. Please remove all belongings and return all paperwork and keys at your checkout . Remember that whether a resident is staying on or checking out does not exempt a person from cleaning responsibilities within their unit.

If you are unable to visit our office during regular office hours to return your paperwork and key, please use the "drop box" located near the front entrance to Residence Services. Residence Services is located in the Community Building under the WSU water tower.

The check out packet is the resident's input and record as to the conditions of the unit as found at checkout. It is important to carefully examine the components of the rooms, furniture, appliances, flooring, etc. Please report any room problems on the forms provided. Our office will address any repairs needed, and keep the forms as a record of room checkout conditions at the conclusion of your housing stay. As we have many residents moving in or out during the school year, the record becomes important should damage be found at checkout and a billing occurs.

Checkout Procedures for Hamilton Hall

1. Go to the Registrars Office (E244 Student Union x5588) to update your campus and permanent address. If you are withdrawing from the University please complete the Drop/Add Form at the Registrars Office.
2. If you moving to a different unit on campus and the move has been approved by a Community Director or the Residence Services Office, please skip Procedures 3 and 4. Please pickup your new keys to at The Residence Services Facilities Office in the Community Building, Forest Lane. Please call x3372 to confirm the unit is ready for your move.
3. Go to the Bursar Office (E236 Student Union x5650) and get a current printout of your account. Please go inside the office to get this information.
4. Go to the Residence Services Office reception desk and fill out the request for contract release form: If you are withdrawing from the University please complete an Automatic Release Form. If you are not withdrawing from the University please complete a Request for Release Appeals Packet. Students not withdrawing from the University may be held to the housing contract and should see the Appeals Packet for more details. Be aware that you should not sign for another apartment off campus unless you have received written release from your WSU contract (or you may be responsible for two housing contracts). Questions concerning lease replacement and lease releases should be directed to the Residence Services Office (x4172).
5. GENERAL CLEANING CHECKLIST: (Please take the time to clean. FYI Cleaning charges are billed at \$20/hr)
 - Clean the doors in your unit. Clean and remove any marks, being especially careful near the handles, edges, and along bottom. Window and household cleaners work well for removing most marks.
 - Clean the windows and sills so they are free of dust and dirt. Wash the inside of the windows only.
 - All unauthorized paint, stickers, picture hangers, decals, etc., must be removed from the walls, windows, mirrors, furniture and doors. Clean off all double sided tape and poster tack stuff from the walls and furniture.
 - Sweep and mop the entire unit. Sweep and mop under and around all furniture. Any tape marks on the floors need to be removed.
 - Remove all personal belongings from the building.
 - Dust off all furniture. Dust off the tops of the wardrobes and wall lights.
 - Desk drawers and closet emptied of belongings and dusted out.
 - Return all university furniture to its proper location.
 - Remove all food items from the refrigerator and clean all the shelves and trays. Take the crisper drawers out and clean under them. Use household cleaner or mild soap and water. Defrost the refrigerator and clean up the melting water. Let the ice melt on its own; **do not use a sharp object to remove the ice**. If you punch a hole in the freezer while removing the ice, you may be billed for a refrigerator replacement. Please leave the refrigerator on and set on "3".
 - Clean the inside and outside of the microwave use hot soapy water. All baked on food should be removed from the inside of the microwave.

- ❑ Each room must contain the original furniture. The furniture must be put back in the proper configuration. All furniture that is not part of the university furnishings must be removed from the building.
 - ❑ The window curtain should be properly hooked to the curtain rod.
 - ❑ All trash bags should be disposed in the trash room. Unwanted furniture must be taken to the outside dumpsters.
6. Check your mailbox. Give your roommates or suitemates your forwarding address.
 7. If withdrawing, return any unwanted used or new textbooks to the bookstore.
 8. When you turn in the checkout packet and keys to Residence Services, the unit should be locked, clean, all personal items packed up and removed from the room. Residence Services staff will inspect your unit after you have checked out for cleaning and damage problems.
 9. The checkout packet must have the following items to be considered complete. All housing keys returned, Damage and Repair form completed, WSU change of address form completed and final checklist completed.
 10. This checkout packet must be turned in at the Residence Services Office. The packet should be turned in the **SAME DAY** you move out of your old unit. If you are given a checkout deadline you must complete the checkout by that date or you may be billed for an improper checkout fine and other charges. Please do not give this packet to The Hamilton Hall Community Office or your Community Advisor. You do not need an appointment to turn in the checkout packet. If the office is closed please place the checkout packet in the mailbox just outside of the Residence Services Office (located to the right of the main entrance door).
 11. You maybe held responsible for the rent and condition of the unit even if you have moved out but have neglected in completing the checkout packet. Keys mailed via US Postal Service must be mailed in a bubble wrap package and are suggested to be mailed certified.
 12. Turn in all the keys to the unit at the time of checkout with the checkout packet. Do not return keys to the Community Advisor or leave them with a roommate. Holding the keys will result in expensive key replacement charges.
 13. Return your parking permit or update your permit at the Parking and Transportation office (E138 Student Union x5690). You could receive a credit on your account for returning the permit.
 14. If you need help filling out any of these forms or have questions about your checkout packet please call The Residence Services Office at 775-3372.

Helpful hints to avoid cleaning or damage charges:

- Remember to clean out all the drawers and wipe them out. Do not leave behind pennies and paper clips.
- Use caution when removing tape from walls. Avoid drywall rips.
- Clean all tape marks off the furniture, walls, ceiling and floors in the room.
- Remember to clean the inside walls and ceilings of all appliances.
- Remove all personal items from the room. Cleaning supplies and old coat hangers should be removed.
- Clean the room from top to bottom. The room must be left in very clean condition.

After you have moved out and turned in your checkout packet, the Residence Services Office will have the audit staff assess the cleaning and repairs for the unit. This staff will make the final determination of the unit's condition. If cleaning or maintenance charges are to be assessed, you will receive in the mail a detailed invoice from the Residence Services Facilities Office. The invoice will be mailed to the permanent address on file with Residence Services.

Building and Room Number

Resident Name

HAMILTON CHECK-OUT DAMAGE REPAIR FORM

In the space provided please indicate ALL damages/repairs in your room. This form will be used to make repairs to the room and identify any damages that should be billed to particular residents. If damages are left unclaimed, they will be divided among the residents of the room.

GENERAL REPAIRS (do not list billable damages here)

Description of the Problem	Location of the Damage/Repair	OFFICE USE M.R. WRITTEN
Example: Drawer is off track	Desk on Window Side of Rm.	

(If you need more space please attach a sheet.)

DAMAGES (billable repairs)

Description of the Problem	Location of the Damage/Repair	Resident(s) Responsible For the damage	OFFICE USE M.R. WRITTEN
Example: Nail holes in door	front door	Mary Hill	

The audit team will inspect the unit after each resident has checked-out and may add or adjust the maintenance requests and billing as needed. Please identify who is going to take responsibility for cleaning the following areas. Your responsibilities do not stop with the areas you have marked here.

Who is going to clean these items?

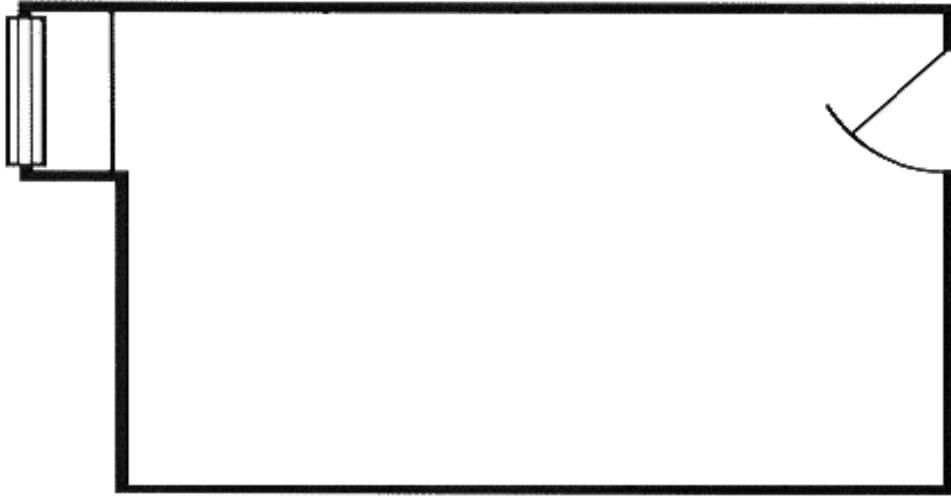
Window Seat and Window_____	Tile Floor_____
Microwave_____	Refrigerator and Freezer_____

Room _____ **Hamilton Hall**

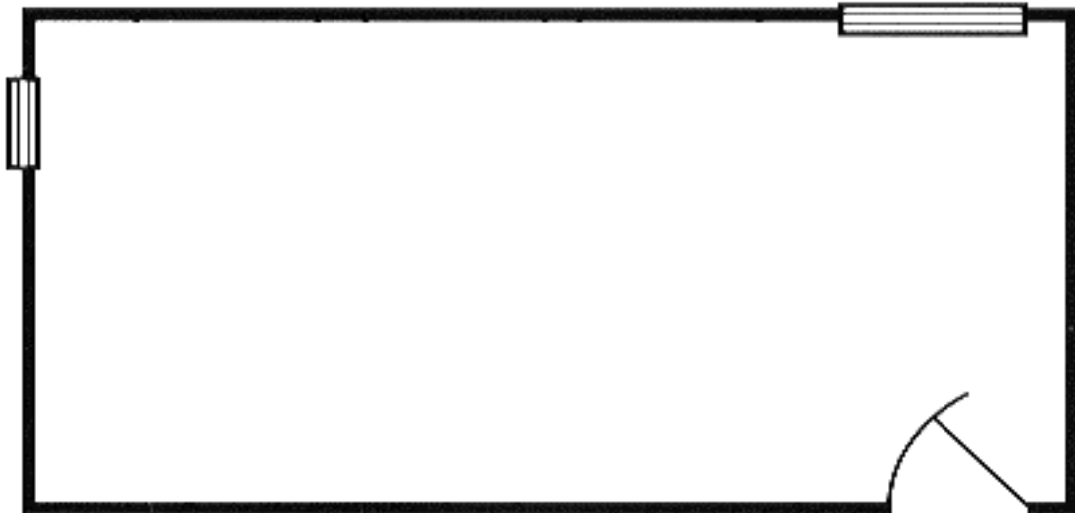
Name _____

Please identify on a map below where your furniture was in the room.
Was your furniture on the door or window side? Did you have a bunk bed? Which bunk was yours?

Double Room Map



Triple Room Map



Who Determines Unit Conditions? Expectations at Checkout:

Residents (either staying or checking out) should clean and prepare the unit and note exit conditions on the checkout form. Any responsibility regarding cleaning issues or damaged items should be identified and noted on the form **prior** to checkout. Any unidentified cleaning or damage issues may result in charges, and be split between the residents of the unit. Residents need to make a checkout appointment 48 hours in advance of their departure.

Final Assessment Policy:

Only authorized Maintenance Audit Staff may finalize and complete the assessment regarding unit conditions. The CA may not finalize any assessment of room conditions, but can assist residents with information regarding the checkout process.