

The Woods & Honors Halls Check-out Packet



Please read and follow the instructions in this checkout packet.

Please return all paperwork at your checkout to avoid having a “HOUP” hold placed on you account. If you have questions regarding the check-out packet, please contact the Facilities Office at (937) 775-3372. Office hours are 8:30 a.m.-7:30 p.m. Monday through Friday.

If you are unable to visit our office during regular office hours to return your paperwork, 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 check-out. It is important to carefully examine the components of the apartment, appliances, carpeting, etc. Please report any maintenance problems on the forms provided. Our office will address any repairs needed and keep the forms as a record of apartment check-out conditions during your housing stay. Since we have many residents moving in or out during the school year, the record becomes important should damage be found at check-out and a billing occurs. Following your checkout, the maintenance audit team will inspect the apartment and finalize the notes and records regarding the condition of the apartment. (The CA may assist a resident with a checkout but cannot finalize any judgment as to the condition of the room.)

Your furniture will need to be cleaned along with any common areas including the flooring/carpeting, sink area, bathroom, etc.

Checkout Procedures for The Woods and Honors Halls

1. Go to WINGS Express to update your campus and permanent address. If you are withdrawing from the University please complete the Drop/Add Form on WINGS Express.
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 center building. Please call x3372 to confirm the unit is ready for your move.
3. Go to WINGS Express and get a current printout of your Bursar account.
4. Go to the Residence Services Business Office (community center building x4172) 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 Business Office (community center building 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. All tape and tape marks must be removed from the doors. 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.
 - Vacuum or Sweep and mop the entire unit. Go under and around all furniture. Any tape marks on the floors need to be removed.
 - Remove all personal belongings from the building.
 - After removing all belongings, please dust out all cabinets, dressers, desk tops, bed frames, and the top of the curtain rod. Please hang the curtain is properly hooked to the rod.
 - Please clean the light globes. If bulbs are burned out, pick up free replacement bulbs at the Community Office. Turn off the light to allow the globe to cool down before taking it down. Replacement bulbs should be 60 watt max. All set screws should be tightened on the light globe.
 - Clean the front of the air conditioner removing all dust.
 - Return all furniture to its proper location and configuration. Remove any bikes from the outside rack.
 - 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 cleanup 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.
 - Clean walls in the main room and bath. Remove all staples, nails, push pins, double side tape and glow in the dark stickers or paint from the walls and ceiling. Wash off any marks with mild soap and water.

- ❑ Clean bathroom/kitchen fixtures including the sink, toilet, shower stall, shower door/curtain, etc. Clean off all soap scum buildup from the shower walls and door/curtain. Use mildew/mold and lime remover if necessary. Please use non abrasive cleaners in fiberglass showers.
 - ❑ Sweep and mop the bathroom and kitchen floors.
 - ❑ All trash bags should be disposed in the dumpster.
6. Give your roommates or suitemates your forwarding address. Check your mailbox. WSU does not forward your mail when you move-out. Give the US Postal office a US Postal mail forwarding card 1 week prior to your checkout or you may also change your address online at www.usps.com.
 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 Office in the community center building, 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, Room Map, WSU/ USPS change of address form completed and final checklist completed.
 10. This checkout packet must be turned in at the Residence Services Office in the community center building. 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 Woods or Honors 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 in the community center building.
 11. You may be held responsible for the rent and condition of the apartment 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:

- When cleaning the shower do not forget to clean the soap scum off the door and walls.
- 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.
- Remember to clean the inside walls and ceilings of all appliances.
- Expect a carpet cleaning charge if the carpet is spotted. Vacuum or mop all the floors.
- Remove all personal items from the apt. Cleaning supplies and old coat hangers should be removed.
- Burn marks in carpets can result in carpet replacements and replacement charges.
- Clean the room and bathroom from top to bottom. The room and bathroom 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

THE WOODS AND HONORS HALLS 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?

Shower floor, walls and door/curtain_____	Toilet & Bathroom Floor_____
Microwave, Sink, Cabinets & Counter Area_____	Refrigerator and Freezer_____

Date: ____ / ____ / ____

Woods Room Map

Resident's Name _____

Room# & Building: _____

Resident: Please draw on room diagram the location of each resident's furniture

Which furniture is yours? Was your bed a loft, high single, bunk, or low single?

Where was your furniture located in relation to the entry door?

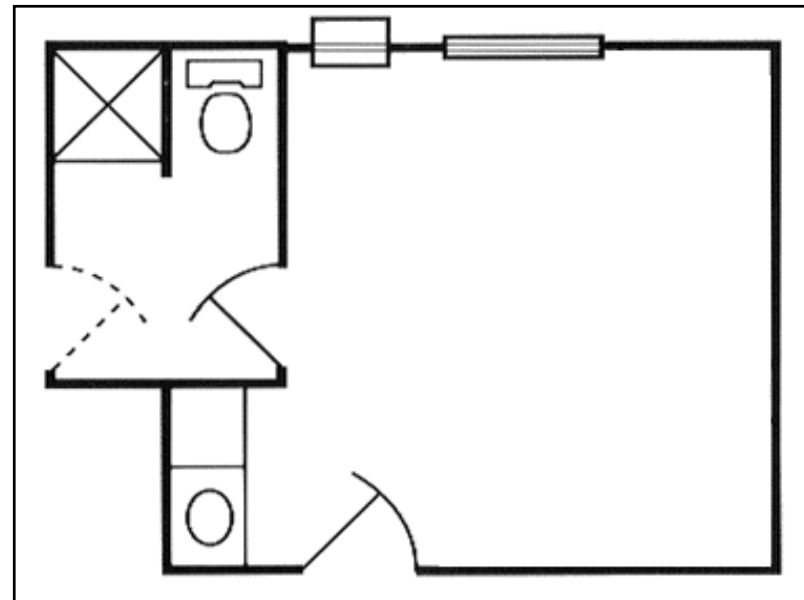
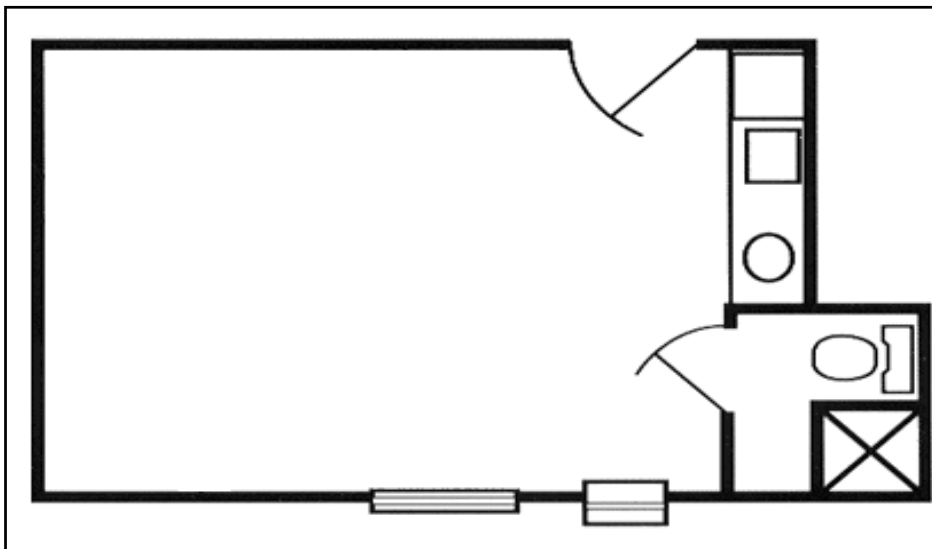
Located "door side" or "window side" of room?

All unclaimed damage or cleaning issues will be split among the residents of the unit.

___#loft ___#high bed ___bunk ___#low bed

Single or Double Room Map

Quad Unit Map



Who Determines Unit Conditions? Expectations At Checkout:

Residents (both staying and 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 may be split between the residents of the unit. Residents need to make a checkout apt. 48 hrs. in advance and return their keys at checkout.

Final Assessment Policy:

Only authorized Maintenance Audit Staff may finalize and complete the assessment regarding unit conditions. The CA may advise regarding the process of noting the conditions of the unit, and but can not finalize or judge any assessment of unit condition.

Date: _____

Honors Room Map

Resident's Name _____

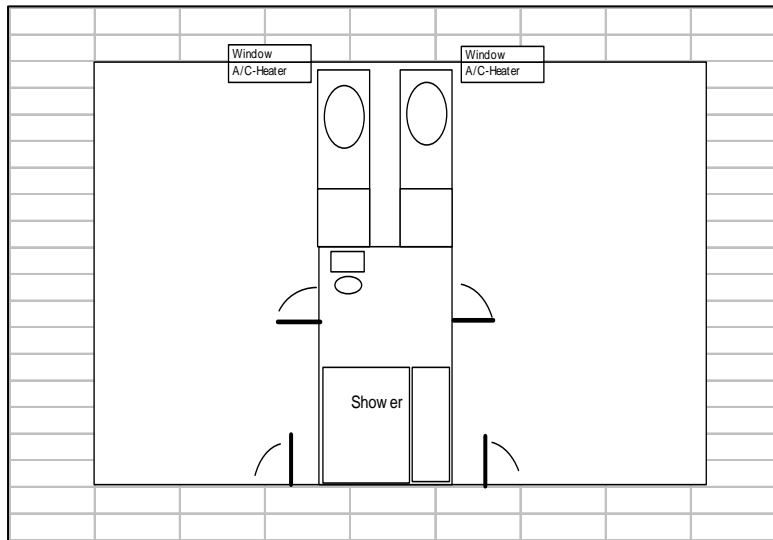
Wing: North or West or East Room#: _____

All unclaimed damage or cleaning issues will be split among the residents of the unit.

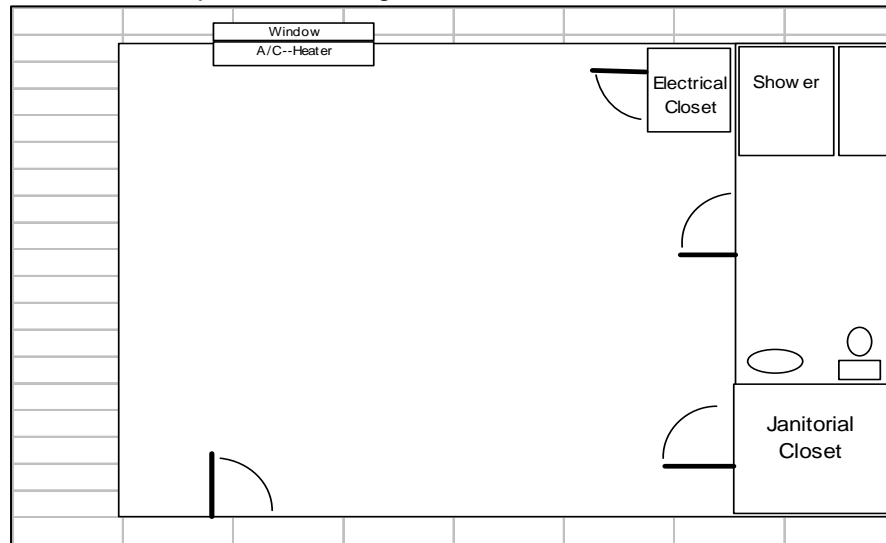
Resident: Please draw on room diagram the location of each resident's furniture

Were you on the Window or Hallway Door side of the room?

Double Room



Expanded Housing



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