Residence Hall End-of-the-Year Closing & Other Important Information – May 2017

Your Housing Contract Ends on Saturday, May 13 at 4:00 p.m.
Students are encouraged to vacate their accommodations within 24 hours of their last final exam and no later than Saturday, May 13 at 4:00 p.m. unless arrangements have been made for summer housing. This means that you must clean, remove your belongings, and vacate your residence hall room by this time.

Check-out Procedures
All students must complete the online Express Check-Out process. If you need a computer, the Community Center offers a walk-up computer kiosk. Failure to check out online will result in a $50 improper check-out charge. Exceptions to reside in University Housing beyond Saturday, May 13 will be granted only to students with summer housing contracts. Please do not check out until you are ready to depart. Door access will be terminated upon check-out.

Cleaning Instructions
In order to avoid cleaning charges be sure to clean your room thoroughly. We strongly recommend discussing cleaning responsibilities with your roommate using the attached form. A cleaning checklist is attached to this notice. Please remember to remove any food or personal belongings from kitchen cabinets or refrigerator.

Furniture
Students in Residence Halls do not need to change the current configuration of their beds (bunked, junior lofted, etc.), however, beds must be properly assembled and all furniture provided must be in the room upon check out to avoid damage charges.

Submit your Maintenance Requests Now
If you are aware of items in need of repair in your room, please submit an online Maintenance Request for these items now. Your room will be inspected after you move out and you will be charged for any damages, missing items and/or cleaning. Normal wear and tear items will not result in a charge.

24 Hour Quiet Hours are in Effect During Final Exams
As you know, your classmates expect an atmosphere conducive to sleep and study, especially during this time of the year. 24 Hour Quiet Hours will be posted in your buildings and Resident Assistants are expected to be particularly sensitive to noise levels. Violations of University and Housing policy will result in judicial action which may include your immediate eviction, cancellation of your housing contract, and/or referral of your case to the Dean of Students Office.

Do you have items you no longer need?
If you have personal belongings you no longer need, there will be collection containers in the Community Center where you may discard non-perishable food items, clean clothing, school supplies and household items in good working condition. These items will be donated to the Campus Cupboard and charitable organizations in the Green Bay community. Any unusable e-waste items, (tv’s, computers, cell phones, printers, etc.), can be brought to the e-waste collection site in the lower level of the Community Center.

Do you have a bicycle on campus?
Please remember to take your bike with you! All bikes left behind will be removed and turned over for disposal according to Residence Life policy. Students remaining on campus for summer will receive separate instructions by email.

Mailroom & Address Changes
Please empty your mailbox and pick up all packages prior to your departure. To update your address for mail sent from the University, log into your SIS account and update your mailing address. Be sure to update your address with credit card or cell phone companies, magazines, banks, etc. Cancel any forwarding notices that you requested from your home post office for the academic year.

Questions?
If you have any questions, please contact the Office of Residence Life at (920) 465-2040, housing@uwgb.edu.

Good luck on final exams!

Office of Residence Life

UW-Green Bay, 2420 Nicolet Drive, Green Bay, WI 54311
tel: (920) 465-2040  |  e-mail: housing@uwgb.edu
follow: Twitter @UWGB_Housing  | Facebook @UWGB.Housing
web: www.uwgb.edu/housing
Your Housing Contract Ends on Saturday, May 13 at 4:00 p.m.
Students are encouraged to vacate their accommodations within 24 hours of their last final exam and no later than Saturday, May 13 at 4:00 p.m. unless arrangements have been made for summer housing. This means that you must clean, remove your belongings, and vacate your apartment by this time.

Check-out Procedures
All students must complete the online Express Check-Out process. If you need a computer, the Community Center offers a walk-up computer kiosk. Failure to check out online will result in a $50 improper check-out charge. Exceptions to reside in University Housing beyond Saturday, May 13 will be granted only to students with summer housing contracts. Please do not check out until you are ready to depart. Door access will be terminated upon check-out.

Cleaning Instructions
In order to avoid cleaning charges make sure to clean your room/apartment thoroughly. We strongly recommend discussing cleaning responsibilities with your roommate(s) using the attached form. A cleaning checklist and instructions for cleaning apartment ovens are also attached.

Furniture
Students do not need to change the current configuration of their beds (bunked, junior lofted, etc.), however, beds must be properly assembled and all furniture provided must be in the room upon check out to avoid damage charges.

Submit your Maintenance Requests Now
If you are aware of items in need of repair in your room or apartment, please submit an online Maintenance Request for these items now. Your room/apartment will be inspected after you move out and you will be charged for any damages, missing items and/or cleaning. Normal wear and tear items will not result in a charge.

24 Hour Quiet Hours are in Effect During Final Exams
As you know, your classmates expect an atmosphere conducive to sleep and study, especially during this time of the year. 24 Hour Quiet Hours will be posted in your buildings and Resident Assistants are expected to be particularly sensitive to noise levels. Violations of University and Housing policy will result in judicial action which may include your immediate eviction, cancellation of your housing contract, and/or referral of your case to the Dean of Students Office.

Do you have items you no longer need?
If you have personal belongings you no longer need, there will be collection containers in the Community Center where you may discard non-perishable food items, clean clothing, school supplies and household items in good working condition. These items will be donated to the Campus Cupboard and charitable organizations in the Green Bay community. Any unusable e-waste items, (TV’s, computers, cell phones, printers, etc.), can be brought to the e-waste collection site in the lower level of the Community Center.

Do you have a bicycle on campus?
Please remember to take your bike with you! All bikes left behind will be removed and will be turned over for disposal according to Residence Life policy.

Mailroom & Address Changes
Please empty your mailbox and pick up all packages prior to your departure. To update your address for mail sent from the University, log into your SIS account and update your mailing address. Be sure to update your address with credit card or cell phone companies, magazines, banks, etc. Cancel any forwarding notices that you requested from your home post office for the academic year.

Questions?
If you have any questions, please contact the Office of Residence Life at (920) 465-2040, housing@uwgb.edu.

Good luck on final exams!

Office of Residence Life
UW-Green Bay, 2420 Nicolet Drive, Green Bay, WI 54311
tel: (920) 465-2040 | e-mail: housing@uwgb.edu
follow: Twitter @UWGB_Housing | Facebook @UWGB.Housing
web: www.uwgb.edu/housing
Apartment and Residence Hall
Closing and Check-out Procedures

With the end of the year approaching, it is important to prepare for end-of-the-year closing and the room and apartment check-out process. Please complete the following list of items prior to your departure for the summer. Your residence hall or apartment contract ends on Saturday, May 13 at 4:00 p.m. Students are required to vacate their accommodations by this time and date unless arrangements have been made for summer housing.

**End-of-the-Year Closing To Do List:**

All students must complete the Express Check-Out process on-line: www.uwgb.edu/housing. Failure to check out on-line will result in a $50 improper check-out charge. Your room/apartment must be completely empty of personal belongings and thoroughly cleaned. Additional charges will be assessed if your room or apartment is not cleaned, or if damages are found.

It is strongly recommended that you and your roommate(s) discuss who will assume specific cleaning and damage responsibilities. If Residence Life is unable to determine a given individual's responsibility then cleaning charges will be divided equally among all roommates.

Non-abrasive cleaners, liquid detergents, and dry powder detergents are recommended for cleaning. Be sure to always follow the instructions on the label.

1. Carpets/Floors
   - Vacuum carpet.
   - Mop vinyl/tile flooring, including bathrooms.

2. Cupboards, Counter Tops, Medicine Cabinets, Shelves, Vanities, Desks, Dressers and Other Furniture
   - Remove cushions from sofa & chairs and vacuum. Clean spots from upholstery with a damp cloth or cleaner.
   - Dust and wipe inside and out.

3. Bathroom/Vanity Area
   - Clean the toilet inside and out.
   - Clean the mirror.
   - Clean the sink inside and out.
   - Clean the shower.

4. Walls
   - Remove all tape and/or poster putty.
   - Wipe down as needed.

5. Tack Strips, Hutches, Corkboards and Bulletin Boards
   - Remove all tacks and nails.
   - Wipe down as needed.

6. Recycle Bins/Waste Baskets
   - Remove all trash and recyclables & dispose of properly.
   - Clean bins inside and out.

7. Windows
   - Clean windows and remove any sticky items or window clings.
   - Close and latch all windows.
   - Close blinds or curtains.

8. Light Bulbs
   - Burned out bulbs must be replaced. Please submit an online Maintenance Request at www.uwgb.edu/housing and maintenance personnel will replace them.

9. Closets/Storage Areas
   - Remove all personal items and sweep or vacuum. Any items left after buildings close will be discarded according to the policy for disposal of such items.

10. Kitchens (Apartments Only)
    - Refrigerators
      - Remove all items and clean inside and out.
      - Turn down to warmest cooling level, but do not turn off. Leave fridge plugged in with the doors shut.
    - Stove/Oven
      - Clean outside of stove. Leave stove plugged in.
      - Clean inside of oven thoroughly. (See attached instructions for your building.)
# Responsibility for Cleaning Form

It is strongly recommended that roommates thoroughly discuss individual cleaning responsibilities. If individual responsibility is unable to be determined cleaning charges will be divided equally among all roommates. Non-abrasive cleaners, liquid detergents, and dry powder detergents are recommended for cleaning (be sure to follow the instructions on the label). For more information about cleaning your room or apartment or to submit an online maintenance request, please see: [www.uwgb.edu/housing](http://www.uwgb.edu/housing)

<table>
<thead>
<tr>
<th>Item to be cleaned</th>
<th>Person(s) Responsible</th>
<th>Person(s) Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Carpets/Floors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Vacuum carpet.</td>
<td></td>
<td>□ Mop vinyl/tile flooring, including bathrooms.</td>
</tr>
<tr>
<td>2. Cupboards, Counter Tops, Medicine Cabinets, Shelves, Vanities, Desks, Dressers, Tables, Wardrobes, Desk Chairs, Furniture</td>
<td>□ Dust and wipe all surfaces with damp cloth including the inside of drawers.</td>
<td>□ Remove cushions from sofa &amp; chairs and vacuum. Clean spots from upholstery with damp cloth or cleaner.</td>
</tr>
<tr>
<td>3. Bathroom/Vanity Area</td>
<td>□ Clean the toilet inside and out.</td>
<td>□ Clean the mirror.</td>
</tr>
<tr>
<td>□ Clean the sink inside and out.</td>
<td>□ Clean the shower.</td>
<td></td>
</tr>
<tr>
<td>4. Walls</td>
<td>□ Remove all tape and/or poster putty.</td>
<td>□ Wipe down as needed.</td>
</tr>
<tr>
<td>5. Tack strips, Hutches, Corkboards and Bulletin Boards</td>
<td>□ Remove all tacks and nails.</td>
<td></td>
</tr>
<tr>
<td>6. Recycle Bins/Waste Baskets</td>
<td>□ Remove all trash and recyclables from your room.</td>
<td>□ Clean bins inside and out.</td>
</tr>
<tr>
<td>7. Windows</td>
<td>□ Clean windows and remove sticky items or window clings.</td>
<td>□ Close and latch all windows, shut blinds/curtains</td>
</tr>
<tr>
<td>8. Closets/Storage Areas</td>
<td>□ Remove all personal items, sweep or vacuum.</td>
<td></td>
</tr>
<tr>
<td>9. Kitchens (Apartments Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerators</td>
<td>□ Remove all items and clean inside and out.</td>
<td>□ Turn down to lowest cooling level, but do not turn off. Leave fridge plugged in with the doors shut.</td>
</tr>
<tr>
<td>Stove/Oven</td>
<td>□ Clean outside of stove. Leave stove plugged in.</td>
<td>□ Clean inside of oven thoroughly. See instructions for your building.</td>
</tr>
</tbody>
</table>

**Roommate Signatures**

I declare that the above information is true, correct and complete to the best of my knowledge:

1) Sign Name ___________________________ Print Name ___________________________

2) Sign Name ___________________________ Print Name ___________________________

3) Sign Name ___________________________ Print Name ___________________________

4) Sign Name ___________________________ Print Name ___________________________

5) Sign Name ___________________________ Print Name ___________________________

After all roommate(s) have had the opportunity to discuss and complete this form together, please return to your Resident Assistant.