

**IMPORTANT MOVE-OUT INFORMATION
FOR ALL OAKES COLLEGE RESIDENTS**



MOVE-OUT DEADLINE: Everyone must be moved out by **12:00 noon on Friday, June 10th, 2010**. Your housing contract officially ends at this time. Seniors participating in graduation ceremonies on Saturday, students on work crew during graduation weekend, and students needing transitional housing for UCSC sponsored summer programs may be granted an extension. Students who need an extension **MUST** fill out a request form at the Oakes Student Life Office and have their request approved. Requests to stay past the deadline **MUST** be turned in by 4 PM, Friday, June 3rd. Late extension requests may not be granted, so please observe this deadline.

LAST MEAL AT THE DINING HALL: Breakfast on Friday, June 10th, is the last meal the Dining Hall will serve.

CHECK OUT OPTIONS: There are two options available to residents who are checking out.

- **Standard Check Out:** Check-out by appointment with an NA (available June 4th through 10th)
- **Express Check Out** (available any time)

To do a Standard signs up at your building's mandatory move out meeting or on the list outside your NAs' rooms. Appointments are available between Saturday, June 4th and Friday, June 10th at noon. At the time of your appointment, you will be asked to turn in your keys and your room must be completely cleaned and your belongings removed (apartment common areas should be cleaned by agreement with your housemates). A staff member will then review room/apartment condition report(s) and note any damages or cleaning issues that you may be billed for. There are a limited number of appointment times each day, so sign up early and do not miss your appointment time. If you miss your appointment or are not ready to check out at your appointment time, you will need to reschedule your move out or do an Express Check Out. You may also be charged a \$50 fee if you are not ready to move out at your selected time.

To use the Express Check-out option, fill out your Express Check Out envelope and return it with your keys sealed inside to the Student Life Office or to the locked drop box outside the Office when you are ready to leave... it's that simple. You won't need to make any appointments. This option allows residents to check out at any time of the day or night prior to the checkout deadline. If you lost your Express Check Out envelope, you can pick up a new one at the Student Life Office.

INSPECTIONS AND BILLING: College staff will inspect all rooms and apartments. It is your responsibility along with your roommates to clean your space and return all furniture to its proper configuration. You will be billed for any cleaning or damage costs incurred by the college based on the condition of your space when you leave. Please review the checklist and billing information sheet attached with this letter carefully and complete all necessary cleaning before you check- out.

In addition, we will cancel next year's housing contracts for residents who leave their space damaged or exceptionally dirty. If you are concerned about what needs

to be done or how to clean, talk to the maintenance staff, the Student Life Office staff or your CRE. They can help with suggestions.

DAMAGE/CLEANING AGREEMENT FORMS: If there will be billable damages or cleaning issues (e.g. carpet stains) in your space the individual student(s) responsible should take responsibility by filling out a Damage/Cleaning Charge Agreement form. Any charges not itemized on this form will be billed to all residents of the space jointly.

KEYS: When you leave, you must return your keys to a Neighborhood Assistant (Standard Check Out) or to the Oakes College Student Life Office or to the drop box (Express Check Out). Put your keys in the key envelope provided to you by your NA or the Express Check Out envelope. Seal the envelope! Your keys and your roommates' look exactly the same to us -- if you don't put your name on the envelope we won't know who turned them in and who lost them. If you don't return your keys, you will be billed \$100 for a re-key. Don't forget to lock your room when you leave!

IMPROPER CHECK OUT: Students who do not complete a Standard Check Out or an Express Check Out will be assessed a \$50 improper check-out on top of any cleaning or damage costs!

UNWANTED ITEMS: Don't throw it away if it is still usable - give it away. Donation sites will set up Bins located at three Recycle areas. 1. The Milk apartments between the provost house and apartment C12. 2. The Kahlo apartments, North Recycle center next to the dumpsters. 3. The Hong-Lim residence hall at the North side door. Just drop off your stuff there and we will see to it that it goes to someone who needs it. **Please do not leave any perishable food or open containers of food.**

HAZARDOUS WASTE: Below is a list of hazardous material that cannot be dumped in the regular trash. You can drop off these materials at the Maintenance Shop located at G-Wiesel. Any particularly toxic materials should be brought immediately to the maintenance shop for proper disposal. If you are unsure about disposing of something, please call Maintenance at 831.212.4358

Art and Hobby Supplies	Moth Balls	Pharmaceuticals
Household Cleaners	Paints	Electronics
(Ammonia, Bleach, etc.)	Shoe Polish	(e.g. Televisions,
Glue	Oils (Wesson, Motor Oil)	Computers, Monitors)
Oven Cleaner	Insecticides	Refrigerators
Aerosols	Ant Poison	Printer/ink cartridges
Disinfectants	Batteries	
Lighter Fluid	Chemicals	

MOVE OUT PARKING: We can furnish you with 30 minute LOADING ONLY parking permit that will allow you to pull close to your building for move out. You can get one from your NA or from the Student Life Office. Do not block the roadways or driveways. Unattended vehicles in fire lanes are subject to citing/towing. Be mindful that many people will need to park close to the building for move out and do not stay longer than 30 minutes.

QUESTIONS: If you have any questions about moving out come to the Oakes Student Life Office or call at (831) 459-3988.

