Oakes College

IMPORTANT MOVE-OUT INFORMATION
FOR ALL OAKES COLLEGE RESIDENTS

MOVE-OUT DEADLINE: Everyone must be moved out by **12:00 noon on Friday, June 15th, 2012**. 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, Fri, June 8. **Late extension requests may not be granted, so please observe this deadline.**

Your Neighborhood Assistant(s) will be conducting a mandatory meeting explaining the check out procedures more in detail. Please make it a point to attend this meeting. Doing so will help avoid many questions that may come up when checking out and avoid the possibility of being charged.

LAST MEAL AT THE DINING HALL: Breakfast on Friday, June 15th, is the last meal the Dining Hall will serve.

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

1. **Standard Check Out**: Check-out by appointment with an NA (available June 8th through 15th)
2. **Express Check Out** (available any time)

To do a Standard Check Out, sign up at your building’s mandatory move out meeting or on the schedule outside your NAs’ rooms. Appointments are available between Friday, June 8th and Friday, June 15th 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.

To use the Express Check Out option, fill out an Express Check Out envelope and return it with your keys sealed inside to the Student Life Office or to the drop box outside the Student Life Office when you are ready to leave. This option allows residents to check out at any time of the day or night prior to the checkout deadline. Pick up an Express Check Out envelope from the Oakes Student Life Office or your NA.

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 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. All residents of the apartment/room must sign for it to be valid (or at minimum, the person accepting responsibility for the damage or cleaning issue must sign).

**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 to re-key the room. 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, or students who do not check out by noon on June 15th (and have not been granted an extension) will be assessed a $100 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 and Recycle Bins will be located at the Recycle area near your building starting June 6. The three locations are:
1. Kahlo Apts next to the recycle area.
3. Hong-Lim res hall next to the recycle area.
Just drop off your stuff there and we will see to it that it goes to someone who needs it. Unwanted electronics should be delivered to the maintenance shop located at Wiesel and dropped off on the blue table near the maintenance shop. Other items listed below may be also deliver to the maintenance shop.

**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. There will be a table near the maintenance shop for your unwanted items. Any particularly toxic materials should be brought immediately to the maintenance shop for proper disposal. If you are unsure about disposing of something, please email maintenance at jgovea@ucsc.edu and ask for Juan.

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<tr>
<th>Art and Hobby Supplies</th>
<th>Moth Balls</th>
<th>Pharmaceuticals</th>
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<tbody>
<tr>
<td>Household Cleaners (Ammonia, Bleach, etc.)</td>
<td>Paints</td>
<td>Electronics (e.g. Televisions, Computers, Monitors)</td>
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<tr>
<td>Glue</td>
<td>Shoe Polish</td>
<td>Refrigerators</td>
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<tr>
<td>Oven Cleaner</td>
<td>Oils (Wesson, Motor Oil)</td>
<td>Printer/ink cartridges</td>
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<td>Aerosols</td>
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<td>Disinfectants</td>
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<td>Lighter Fluid</td>
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**MOVE OUT PARKING:** We can furnish you with a 30-minute LOADING ONLY parking pass that will allow you to temporarily park in normally unauthorized locations for the express purpose of loading your car. Pick up a parking pass at the Oakes Student Life Office when you are ready to load your car. Do not block the roadways or driveways. 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 us at (831) 459-3988.