



RESIDENCE HALL CLOSING AND CHECK OUT PROCEDURES

Due to the impact of COVID-19, Mansfield University has decided to transition all of our instruction to online modalities. With that being said, all students living in on-campus housing have been given the **choice** to either to move out of the residence halls and return home for the remainder of the spring semester or remain in the residence halls.

CLOSING DATE: All students who decide to **MOVE OUT** of the residence halls are **expected to check out of their residence hall no later than NOON on Wednesday, March 18, 2020.**

PRIOR TO CHECK-OUT: Please follow the directions in this notice to avoid substantial charges that can result from checking out improperly. Before you check out you must complete the following (NOTE: each occupant is responsible for the entire room):

- **Remove all personal belongings from your room.** Nothing can be left in your room over the summer. Any belongings left will be boxed and held for two weeks. After that time they will be donated to a charitable organization. There may be a charge for any belongings left behind.
- **Rearrange the furniture as you originally found it when you first moved in.** All furnishings that were in your room when you checked in must be in your room (i.e. mattresses, desks, chairs, garbage cans, etc.) when you check out. Students may be charged for any missing items.
- **Clean.** Remove all trash from your room; clean out drawers, closets, sink cabinets, etc. to avoid room cleaning charges. The room/suite must be thoroughly cleaned, this goes for the refrigerator/microfridge units as well.
- **Remove all items from walls, doors, and windows (posters, mirrors, etc.).** NOTE: carefully remove your artwork/pictures from the wall, **BUT, DO NOT REMOVE THE COMMAND STRIPS (if used)** – the maintenance staff will do this upon closing. Heeding this process will save you significant room repair/painting charges.
- **Close and lock your windows, set temperature to 68° (on the heat setting), turn off the lights, and lock your room door.** All blinds should be down and closed completely.
- **Check your mail.** Check one last time for any mail you may have received. If there is any mail left in the boxes, it will be forwarded to your home address.

CHECK-OUT PROCEDURES: Students are required to follow proper check out procedures when moving out of a residence hall. Failure to check out by the deadline waives your ability to contest any fees and incurs a \$25 improper check out fee. Damages to the room will also result in charges. Please read the following procedures in order to check out successfully:

- Resident Assistants will be at the front desk of each building from 12:00PM-2:00AM Saturday, March 14th and 8:00AM-12:00AM Sunday, March 15th until Tuesday, March 17th; and 8:00AM-12:00PM Wednesday, March 18th. There is no specific appointment time needed, unless you need to check out outside of these desk hours (see the Residence Director if that is the case).
- Once you have completed the above items, place your keys in the pre-printed envelope provided to you by the hall staff prior to check out and take to the front desk. You will place the envelope and keys in the drop box near the front desk and then **sign that you are checking out on the sign-out sheet**. Key replacement charges if not returned are as follows: B \$75.00, C/F \$150.00, D \$175.00, E \$250.00, and Mailbox \$25.00.
- Staff will collect keys and assess each room/suite for damages/cleaning once completely empty.
NOTE: The Residence Director and Maintenance Staff will conduct the final assessment once the building is empty, (Resident Assistants cannot tell you one-way or another if you will be charged for damages).
- You do **NOT** waive your right to contest damage charges as long as you vacate before the checkout deadline. If damages are assessed, you will receive a letter with details on what the charge was, as well as the appeal procedure. Please ensure you follow the appropriate procedures in order to appeal any damages.

MOVING CARTS: Check with the front desk to use a moving cart. Please make sure you return it to the front desk when you have finished with it.

TRASH REMOVAL: Due to the tremendous amount of trash at the end of the semester, it is difficult to remove all of it quickly. It would be extremely helpful if you took your trash directly to the dumpsters located outside of each building. Do not leave trash or items that you are taking home in the hallway.

STORAGE: There is no storage space available. Remove all possessions from the residence halls at the end of spring semester.

DAMAGE BILLING: Residents are advised to jointly contact their RD if any significant damage exists in the room/suite. If damages are assessed and charges added to a student's account, the student will have 10 (ten) days from the receipt of the formal notification to appeal any charges (in writing) to housing@mansfield.edu.

QUESTIONS: If you have questions regarding closing, please contact any member of Student Living staff, email housing@mansfield.edu, or call x4934/x4952. We are here to assist you in any way we can to make this process simple and easy as possible.

Building specific questions can be directed to the Resident Directors:

Sycamore – Austin Boroch at aboroch@mansfield.edu; Spruce – Dave Slampak at dslampak@mansfield.edu; and Oak – Mike Stamp at mstamp@mansfield.edu.

THANK YOU FOR YOUR COOPERATION!