



## RESIDENCE HALL CLOSING AND CHECKOUT PROCEDURES

Thank you for another great semester at Mansfield University! It was our pleasure having you as a resident on campus. We hope that you have learned many things, met some great people and made memories. Congratulations to our graduates, and we will see the rest of you in August. Please use the following information to ensure a smooth check-out process.

**CLOSING DATE:** All residents not participating in commencement are expected to vacate their room within 24-hours of their last exam or by Friday, May 12, 2023, at 1pm. Students participating in graduation can request to stay until 5pm on Friday, May 12 by emailing [housing@mansfield.edu](mailto:housing@mansfield.edu).

**PRIOR TO CHECKOUT:** Please follow the directions in this notice to avoid substantial charges that can result from checking out improperly. Before checking 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 ten (10) days (see Abandoned Property below).
- **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.) after you checkout. 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 suite must be thoroughly cleaned, including refrigerators.
- **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** – the maintenance staff will do this upon closing. Allowing our staff to remove the Command products will save you significant room repair/painting charges.
- **Make sure all faucets and showers are in the off position.** Dry any standing water to prevent leaks.
- **Close and lock your windows, set temperature to 72° (on the cool setting), turn off the lights, and lock your room door.** All shades and blinds should be down, with blinds being left in the open position.

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

- Once you have completed the above items and are ready to checkout, go to the front desk of your building where you will place your keys into a preprinted envelope. Hall staff will take your keys and complete your check out. 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. **We will not wait for keys to be returned via mail, so make sure you turn them in!**
- Once the room/suite is completely empty, Mansfield professional staff will assess each suite for damage/cleaning. **NOTE: Assistant Director and Maintenance Staff will conduct the final assessment once the building is empty, the RA staff CANNOT provide information regarding billing.**

- 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.

**MEALS:** As per the Housing Agreement, any remaining balance of Flex at the end of the spring semester will be forfeited. Plan accordingly to use it now! Please review the following information for closing dates and times for the various dining locations:

- Upper Manser – Friday, May 12, 2023 at 2pm
- Lower Manser – Friday, May 12, 2023 at 2pm
- Mountie Coffee – Friday, May 12, 2023 at 2pm
- Mountie Market – Friday, May 12, 2023 at 5pm

**MOVING CARTS:** Check with the front desk to sign out a moving cart. Please do not take a cart until you are fully packed, so others may use them. **Moving carts will be signed out for a 30-minute time slot.** Once done, please return the cart to your main lobby. Do not leave carts in hallways or outside.

**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:** Unfortunately, there is **NO** storage space available. You **MUST** remove all possessions from the residence halls at the end of spring semester. The residence halls are used for new student orientation and summer camps and conferences.

**ABANDONED PROPERTY:** Any personal property of a student not claimed within ten (10) days of checkout shall be deemed abandoned by student, and the University may dispose of such property without liability to student. Students who leave any personal property in their rooms at checkout will be charged a minimum of \$100 to remove the property. This is in addition to the improper checkout fee.

**DAMAGE BILLING:** Residents are advised to contact their Assistant Director ([Dave Slampak](#) – Spruce, [Austin Boroach](#) – Sycamore, and [Taylor Donahue](#) – Oak) 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 your Assistant Director listed above.

**SUMMER HOUSING & DINING:** Summer housing is available from Friday, May 12, 2023 through Wednesday, August 16, 2023. Summer students will be housed in Hickory Hall. Every attempt will be made to honor roommate preferences. To discuss your options, send an email to [housing@mansfield.edu](mailto:housing@mansfield.edu). When permission is granted to stay on campus, a charge will be applied to the student's account. Meal plans will be available and required if living on campus.

**QUESTIONS:** If you have questions regarding closing, please contact any member of Housing & Residence Life staff or email [housing@mansfield.edu](mailto:housing@mansfield.edu). We are here to assist you in any way we can to make this process simple and easy as possible.

**THANK YOU FOR YOUR COOPERATION!**

**WE WISH YOU THE BEST AS YOU COMPLETE THE SEMESTER!**