

2018 CLOSING GUIDELINES

CUTLER STUDENT APARTMENT COMPLEX

ALL HALLS WILL CLOSE ON
SUNDAY, MAY 6, 2018 @ 12:00PM (NOON).

READ THIS BOOKLET TO AVOID CLOSING CHARGES

RESIDENTS HAVE TWO (2) CHECK OUT OPTIONS.



CHECK OUT PROCESS AND CLOSING GUIDELINES:

To check out of your apartment, you will need to work together as a group. This booklet has detailed instructions that will lead to a successful check out. At the beginning of the year, you signed a written agreement which explained that all residents need to sign up for one check out time together or use the express check out process. This booklet will explain this process in its entirety.

QUESTIONS ABOUT SPRING CLOSING AND CHECK OUT:

Staff are available every night from 7PM-10PM to help you with this process. Please read the closing calendar and charge deadlines page in this booklet to avoid any charges.

WEBSITE www.uaf.edu/reslife
EMAIL UAF-housing@alaska.edu
PHONE (907)474-7247
FAX (907) 474-6423



IMPORTANT DETAILS ABOUT HALL CLOSING ARE INCLUDED IN THIS BOOKLET — READ CAREFULLY TO SAVE YOURSELF INCONVENIENCE, OR CHARGES!

24-HOUR QUIET HOURS

On Monday, April 30 at 10PM quiet hours begin and continue until the Cutler Complex close on May 6 at 12PM (NOON). Quiet hours are intended to provide an atmosphere conducive for everyone to study and sleep during finals week. Students who violate quiet hours this week may be subject to immediate removal from the complex and/or judicial sanctions.

SUBMIT MAINTENANCE REQUESTS TO HALL STAFF

We will gladly fix anything that is the result of normal wear and tear. However, costs associated with damage are the responsibility of the student.

SUMMER STORAGE

Applications for summer storage are available for current Cutler residents who are returning for fall, at a cost of \$120 per unit. Contact the Office of Residence Life for more information.

SUMMER RESIDENTS

Students who are staying on campus for summer will need to sign up for a transition check out in the Cutler Office between 7 PM–10 PM. Transition takes place on May 11 and 12. Students must complete their moves to the summer hall by 10PM on May 12 in order to avoid charges.

You must sign up for a check out time by Monday, April 23, at 10PM.

Summer key pick up is only available in the Moore Hall office on the following dates and times:

FRIDAY, MAY 11

- 9AM–12PM (NOON)
- 7PM–10PM

SATURDAY, MAY 12

- 9AM–12PM (NOON)

In order to avoid charges, please pick up your key during the times listed above. If you need assistance with this process prior to the transition dates or can not pick up your key during the times listed above, please contact:

Summer Hall Resident Director (RD)

Jo Malbert Narvaez
jhmalbertnarvaez@alaska.edu



WE HOPE YOU HAVE A SAFE, FUN, AND RELAXING SUMMER!

Closing Calendar and Charge Deadlines

CURRENTLY

Summer Housing are applications available at The Office of Residence Life or on the web: <http://www.uaf.edu/reslife/summer-break/>

MONDAY, APRIL 9

Check out sheets are available in the Cutler office from 7PM-10PM (Monday-Sunday)

MONDAY, APRIL 23

Check out sign up closes at 10PM. Failure to sign up will result in a charge of \$150. **ALL STUDENTS INCLUDING SUMMER RESIDENTS MUST SIGN UP FOR A CHECK OUT TIME!**

MONDAY, APRIL 30

Quiet hours begin at 10PM and continue until halls close

TUESDAY, MAY 1

Finals Begin

FRIDAY, MAY 4

Finals End

SATURDAY, MAY 5

*Commencement
Dining meal plans end with dinner*

SUNDAY, MAY 6

*Halls close at 12PM (Noon)
Failure to check out may result in a charge of \$400*

FRIDAY, MAY 11

Start of key pick-up for summer room assignments at 9AM

SATURDAY, MAY 12

End of key pick-up for summer room assignments by 12PM (Noon). Summer residents must be checked out by 10PM.

TUESDAY, JULY 31

Last date to cancel fall housing contract for 100% refund, including deposit

FOR MORE INFO CONTACT

Cutler Apartment Complex
Resident Director

MaryEllen Cottle
(907) 455-3901
macottle@alaska.edu

everything about Spring Closing

Answers to Frequently Asked Questions

Can my roommate check out for me? No, but residents do have two (2) check out options, please see the Cutler Apartment check out procedures to see which option works best for you.

If I am the first person to leave my apartment, will I be charged if my roommates didn't complete their cleaning expectations? Yes, the apartment should be cleaned prior to the first resident leaving. This means all common areas (kitchen, living room, bathroom, etc.) should be cleaned before anyone check outs.

How do I appeal charges? Students who check out with an RA in a group - or the last person left, can appeal charges. You must complete an appeal form at the time of check out — <https://goo.gl/7QRbi4>. Charge appeals submitted 24 hours after check out will not be accepted. Please see information about closing in this booklet to avoid charges.

Need to stay on campus for the summer? Reserve your room now! You do not have to take summer classes to be eligible for summer housing. Current residents who will be staying on campus for the summer will be able to stay in their current room through

hall closing and move into their summer room between May 11-12 (See Transition for more information). Contact Residence Life to apply!

Will there be a spot on campus to put donations of things that are too good to throw away but too bulky to pack? YES!

Put any unwanted items in the Cutler 500 block laundry room. Our staff will take care of transporting the donated items. We ask that you take care of donating larger items such as couches, lamps, etc. via your own means. Please put trash in the dumpsters.

I have a contract to stay on campus this summer. When should I check out?

You can stay in your apartment until May 12 at 10PM, when your summer move should be complete. Don't forget to sign up for a check out time at the Cutler Office on the sign-up sheets labeled SUMMER RESIDENT TRANSITION SIGN-UP SHEET by April 23 at 10PM to avoid a \$150 late sign-up charge.

The Transition sign-up sheets are available daily between 7PM-10PM in the Cutler Office.

Not returning to campus?



FOLLOW THESE STEPS TO GET YOUR HOUSING DEPOSIT BACK:

STEP 1: Sign up and properly check out of your room. See apartment check out form.

STEP 2: You have the opportunity to appeal any damages online at <https://goo.gl/7QRbi4>. To be considered your appeal must be completed within the first 24 hours after the time of your check out.

STEP 3: Ensure direct deposit is set up on uaonline. Refunds are issued within 45 days, minus any charges due to UAF.

STEP 5: Complete a housing cancellation form and return it to the Residence Life Central Office before July 31, 2018.

Apartment Check Out Procedures

The process for checking out of your apartment involves all apartment residents working together as a group to check out. Below are detailed instructions that will lead to a successful check out process. The addendum you received via email specifies that all residents must sign up for an apartment check out time unless all residents elect to use the express check out process. Whether you choose express check out or

entire apartment check out, **all residents must use the Apartment Check Out Form to sign up for a check out time.** These sheets are located inside the Cutler Office in the 401 Cutler entrance lobby and will be available 7PM-10PM each night. In an effort to simplify this process, we ask that you choose the method that is best for to you and your roommates' situation.

Leaving before the rest of your roommate(s)? This option is for those residents who will be leaving prior to their roommate(s) departure date(s).

STEP 1: Discuss the check out process with all your roommates and formulate a cleaning plan for the entire apartment. Residents are responsible for the cleanliness of their apartment when Residence Life conducts the apartment check out.

STEP 2: Complete the apartment check out form included in this booklet. Provide this form to your roommate(s) so that the method(s) of check out for all roommates can be determined and documented on this form. The Cutler apartment check out form tells us what all the residents are going to do. This form is a mandatory step in this process and must be completed.

STEP 3: Pick up an Express Check Out Envelope form. These forms are available at the Cutler Office or the Office of Residence Life. You need one for every resident doing an express checkout.

STEP 4: Sign up on the Express Check Out Sheet. This sheet is posted in the Cutler Office and is only available from 7PM-10PM each night. Failure to sign up before April 23, at 10PM may result in a late sign-up charge of \$150.

STEP 5: Remove all personal belongings and clean the apartment following the cleaning guidelines in this closing booklet.

STEP 6: Complete the Express Check Out Envelope. Place both keys in the envelope and seal. Take the top copy of the express check out for your records. Place the envelope in the mail slot in the Cutler office door.

All roommates can check out at the same time? This option is for those who can check out as a group.

STEP 1: Discuss check out process with roommates and formulate cleaning plan for the entire apartment. Residents are responsible for the cleanliness of their apartment when Residence Life conducts the apartment check out.

STEP 2: As a group, decide on a check out date and time. The deadline for signing up is April 23 by 10PM. Sign-up sheets are located in the Cutler Office and are available daily between the hours of 7PM-10PM.

STEP 3: As a group, complete the Cutler Apartment Check Out Form. This form must include all signatures of the residents of the apartment.

STEP 4: Clean apartment and remove all personal belongings.

STEP 5: Meet Residence Life staff at your apartment on the date and time you signed up for. All roommates who selected Apartment Check out must be present.

STEP 6: Turn in keys to staff, sign RCRs, and have a GREAT summer!

Top 10 CLOSING CHARGES

PROTECT YOURSELF: If you are concerned with possible charges take pictures. With the use of the express check out, you can take pictures of your apartment and email them to housing to provide proof of the condition you have left the apartment in. Please see the cleaning guidelines to learn what Residence Life staff will be checking in each area of the apartment. If no resident of the Cutler apartment takes responsibility for damages beyond normal wear and tear, charges will be split between all roommates of the apartment for all common areas of the apartment. For damages caused in an individual bedroom charges will be split between the roommates of that particular bedroom.

number 1 charge



OVEN AND STOVE

All parts need to be cleaned thoroughly, including: drip pans, exterior, oven, broiler pan, oven racks, hood, exhaust fan, and screen. Remove and clean the stove knobs. Clean the area under the drip pans. Clean the storage drawer under the stove. If the unit is not built into the counter top, pull it away from the wall and clean the sides, floor underneath, and surrounding walls. Please leave the oven pulled out for inspection at checkout.

Price : \$ 45.00 (minimum)



IMPROPER SIGN-UP

Failure to sign up for your check out time by Monday, April 24, 2018 at 10PM.

Price : \$ 150.00



INCOMPLETE CHECK OUT

Failure to check out by Monday, May 6, 2018 at 12PM (NOON).

Price : \$ 400.00



IMPROPER CHECK- OUT

Failure to be at your assigned check out time will result in an automatic charge.

Price : \$ 35.00



TRASH REMOVAL

Failure to remove trash from apartment before check out.

Price : \$ 40.00 (per bag)



REFRIGERATOR

Refrigerator must be cleaned inside and out. Remove contents, wipe down door seals, defrost and wash interior of fridge and freezer.

Price : \$ 60.00



BEDS AND BED FRAMES

Un-bunk or lower beds to lowest height. Lower beds frames to their knee height position.

Price : \$ 25.00



SHOWER / TUB

Clean shower walls and tub (MAKE SURE THERE IS NO HAIR IN THE DRAIN). Remove all hard water stains and clean around fixtures and drains well. DO NOT use Drano.

Price : \$ 60.00



DRESSER DAMAGE

Burn marks, writing or other markings; damaged or missing drawers, holes and/or significant scratches result in a \$15 charge per mark.

Price : \$ 35.00 (minimum)



CIGARETTE BUTTS

Separate from other cleaning charges, residents will be charged a minimum of \$.50 for each cigarette butt that needs to be cleaned up.

Price : \$.50 (per cigarette)



APARTMENT CLEANING CHECKLIST

The following is an outline of required cleaning standards. To avoid cleaning charges, please make sure that every cleaning task on this list is complete before your scheduled check out time. A limited number of vacuums are available through the Cutler Office and Residence Life. It is your responsibility to buy, rent or borrow a vacuum.

KITCHEN

- Clean out kitchen cupboards and under the sink. Wipe down cabinet faces with disinfecting spray. Wash shelves with a damp sponge.
- Dust off lights, table, and chairs.
- Sweep and mop floor.
- Refrigerator must be thoroughly cleaned inside and out. Remove contents, defrost and wash the interior of fridge and freezer. Do not use a hammer or sharp object to speed defrosting. Clean out the drip pan under the fridge.
- Pull refrigerator away from the wall, clean the sides. Vacuum the dust off the coils on the back of the fridge. Clean the wall behind and the floor underneath. When the fridge is clean, leave it on the initial setting, usually "5," and leave the fridge pulled out for inspection.

OVEN AND RANGE - FOR YOUR SAFETY, UNPLUG THE OVEN BEFORE CLEANING THIS APPLIANCE.

All parts need to be cleaned thoroughly, including: drip pans, exterior, oven, broiler pan, oven racks, hood, exhaust fan, and screen. Remove and clean the stove knobs. Clean the area under the drip pans. Clean the storage drawer under the stove. If the unit is not built into the counter top, pull it away from the wall and clean sides, the floor underneath, and the surrounding walls. Please leave the oven pulled out for inspection at checkout.

LIVING ROOM

- Carefully remove all nails, picture tacks, adhesive, hangers, handprints, smudges, soil, and scrape marks from the walls.
- Wipe off and dust your shelves and furniture.
- Clean windows, windowsills, and all window blinds.
- Dust light covers.
- Clean baseboard and heater.
- Vacuum furniture, including underneath cushions.
- Vacuum your carpet and stairs.
- Clean arctic entry: windows (inside and out), floor, and walls.
- Wipe hardwood floors (if applicable).

BEDROOMS AND OTHER COMMON AREAS:

- Carefully remove all nails, picture tacks, adhesive, hangers, handprints, smudges, soil, and scrape marks from the walls.
- Remove all belongings from closets. Clean all shelves.
- Clean windows, windowsills, and all window blinds.
- Dust light covers.
- Clean baseboard and heater.
- Clean desks and dressers, including drawers and shelves (leave drawers open).
- Reassemble and un-bunk beds. Lower bed frames to their original (or lowest) position or knee-height.
- Arrange furniture so that everything is easily accessible for future residents.
- Vacuum carpet and stairs, including all closets.
- Dust the top of the closets (where applicable).

BATHROOM

- Clean out cabinets, wipe all shelves and drawers.
- Wash mirror with window cleaner (do not just use water).
- Wash sink and counter top. Remove all hard water stains and clean fixtures well.
- Clean toilet (especially under the rim).
- Dust the light cover.
- Clean shower walls and tub (Make sure there is no hair in the drain). Remove all hard water stains and clean around fixtures and drains. DO NOT use Drano.
- Clean baseboards.
- Sweep and mop floors.

OUTSIDE YOUR APARTMENT

- Pick up all trash in front of and behind your apartment (including balconies / porches).
- Pick up any cigarette butts. NOTE: Separate from other cleaning charges, residents will be charged at least \$.50 for each cigarette butt that needs to be cleaned up.

PLEASE NOTE: UAF is a Smoke and Tobacco Free campus.

APARTMENT CHECK OUT FORM

EACH APARTMENT MUST COMPLETE THE CHECK OUT SIGN-UP PROCESS NO LATER THAN APRIL 23, BY 10PM OR BE SUBJECT TO A CHARGE OF \$150 PER PERSON.

This form allows each apartment to determine as a group how they will check out of their assigned apartment.

****If you are found to have forged a signature, the individual(s) responsible for misrepresenting information may lose housing eligibility for fall housing, and may be subject to additional charges.*

CHECK OUT SIGN-UP PROCESS:

1. Complete the Apartment Check Out Form, turn the form into the Cutler RA staff between 7PM-10PM, and sign up for a check out time if applicable. Please note, sign-ups are not allowed until the apartment check out form is turned into Cutler staff.
2. Sign up for a check out date and time if a resident in your apartment has selected apartment check out process.

PART 1: EACH RESIDENT MUST SIGN THIS FORM AND SELECT THEIR PREFERRED CHECK OUT OPTION.

PLEASE WRITE YOUR FULL NAME FOLLOWED BY THE LAST 3 DIGITS OF YOUR UAF STUDENT ID#.

PLEASE INDICATE IF YOU ARE USING EXPRESS CHECK OUT OR GROUP APARTMENT CHECK OUT.

.....
Resident 1

APARTMENT CHECK OUT

EXPRESS CHECK OUT
DATE _____ / TIME _____

.....
Resident 2

APARTMENT CHECK OUT

EXPRESS CHECK OUT
DATE _____ / TIME _____

.....
Resident 3

APARTMENT CHECK OUT

EXPRESS CHECK OUT
DATE _____ / TIME _____

.....
Resident 4

APARTMENT CHECK OUT

EXPRESS CHECK OUT
DATE _____ / TIME _____

PART 2: TO BE COMPLETED IF APARTMENT CHECK OUT IS SELECTED ABOVE.

The residents of Cutler Apartment agree to have a check out time as selected by
Apartment Number

apartment member We agree that all residents that selected the
Print Full Name

apartment check out process will be present during the check out. It is the responsibility of

..... to communicate with roommates the check out date and time.
Print Full Name