



# SPRING 2018 *Closing Guidebook*

ALL RESIDENCE HALLS WILL CLOSE ON SUNDAY MAY 6, 2018, AT 12:00PM.  
ALL RESIDENTS MUST BE CHECKED OUT OF THEIR ROOMS BY HALL CLOSING EXCEPT THOSE  
RESIDENTS WITH CONFIRMED SUMMER HOUSING ASSIGNMENTS.

*Read this booklet to avoid closing charges!*



**IMPROPER SIGN UP (\$150)** Failure to sign up for your check out time by Monday, April 23 at 10PM.



**IMPROPER CHECK OUT (\$35)** Failure to be at your assigned check out time, or changing your time after April 23 at 10PM, will result in an automatic charge.



**INCOMPLETE CHECK OUT (\$400)** Failure to check out by Sunday, May 6 at 12PM (NOON).

*Connect*  
**WITH US!**

-  UAFResLife
-  uafresidencelife
-  UAF-ResLife

[WWW.UAF.EDU/RESLIFE](http://WWW.UAF.EDU/RESLIFE)

# 24-HOUR QUIET HOURS ARE IN EFFECT BEGINNING MONDAY, MAY 1, 2018, AT 11PM UNTIL MONDAY, MAY 8, 2018 AT 12PM (NOON).



**CHECK OUT PROCEDURES:**  
EACH RESIDENT MUST CHECK OUT OF HIS/HER RESIDENCE HALL ROOM WITH AN RA AND FOLLOW THE INSTRUCTIONS BELOW.

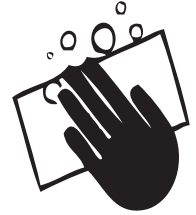
1. Sign up for a check out appointment by Monday, April 23 at 10PM. Changing your appointment after April 23 will result in an improper check out charge. Sign-up sheets are located by hall offices. Pack early and be ready to check out at your scheduled time.
2. Prior to your check out time, remove all belongings from your room and clean the room thoroughly (see *Cleaning Guidelines*).
3. At your appointment time, meet your RA at your room at your check out time.
4. You have the opportunity to appeal any damages online at <https://goo.gl/tojYks>. To be considered, your appeal must be completed within the first 24 hours after you have checked out. You can appeal at the time of your check out in the staff offices or any location you choose.
5. Sign your RCR.
6. Lock the room door. Give the RA the key.

## *Not Returning to Campus?*

Follow these steps to have your Housing Deposit returned to you:

- Sign up and properly check out of your room. Appeal any damages at the time of your check out (if applicable). You have the opportunity to appeal any damages online at <https://goo.gl/tojYks>. To be considered your appeal must be completed within 24 hours after you checked out. You can appeal at the time of your check out in the staff offices or any location you choose.
- Ensure direct deposit is set up on uaonline. Refunds are issued within 45 days, minus any charges due to UAF.
- Complete a housing cancellation form and return it to the Residence Life Central Office.

## *Cleaning Guidelines*



The following is an outline of our cleaning standards. To avoid cleaning charges, please make sure that every cleaning task is completed before your scheduled check out time. It is your responsibility to buy, rent, or borrow a vacuum. If you have any questions, please contact your RA. Limited cleaning supplies are available in your hall office.

### **FURNISHINGS**

- Empty and clean closets, drawers, desk and wardrobes
- Reassemble and un-bunk beds and set to knee height
- Arrange room to original setup
- Wipe off all furniture and radiators with a wet cloth and remove all writing

### **FLOOR**

- Sweep floors and vacuum carpets
- Do not sweep anything into the hallway

### **DOOR AND WALLS**

- Remove all stickers and writing from all surfaces
- Dust and wipe down shelves

### **WINDOW**

- Clean glass and windowsill
- Dust and wipe mini-blinds with a wet microfiber cloth

### **\$40 PER BAG TRASH/ITEM REMOVAL**

Failure to remove trash or personal items from room before check out.

### **\$150 IMPROPER SIGN-UP**

Failure to sign up for your check out time by Monday, April 23 at 10PM.

### **\$35 IMPROPER CHECK OUT**

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

### **\$400 INCOMPLETE CHECK OUT**

Failure to check out by hall closing Sunday, May 6 at 12PM (NOON).

# Summer Residents



**Pack early, most people underestimate moving time!**

Below are common questions from students who are staying in campus housing over the summer. The information below only applies to those students who have applied and are approved for summer housing.

## **When and where can I pick up my key to my summer room?**

Moore Hall is the summer hall and will be distributing keys from the Moore Hall office. Summer keys will be available for pick-up at the following times:

**Friday, May 11 / 9AM-12PM (NOON) and 7PM-10PM**

**Saturday, May 12 / 9AM-12PM (NOON)**

**Don't Forget!** Complete the transition process to avoid charges. Not completing your move or picking up keys by the deadline will result in a charge of \$35.00.

## **When do I sign up for a check out time?**

Monday, April 9 - Monday, April 23. Transition sign-up sheets will be located near all other sign-up sheets, and will be distinguished by having SUMMER RESIDENTS TRANSITION SIGN-UP SHEET across the top of the sheet.

**What if I can't pick up my key at those times?** You must contact the Summer Hall Resident Director to make arrangements *prior* to May 6 so that we have time to arrange an alternative key pick-up time and possible location. There is no charge to arrange a different pick-up time *prior* to May 6. *After* May 6 a \$35.00 charge will be placed on your student account.

## **When can I start to moving into my summer room?**

Friday, May 11 at 9AM is the first time you will be allowed to move into your summer assignment.

## **When do I have to be checked out of my spring room?**

You must complete your move and check out of your spring room no later than Saturday, May 12 by 10PM to avoid charges.

## **What do I do if I currently live in the summer hall?**

If you have a confirmed continuing assignment for the summer and have been assigned the same room, you do not have to sign up for a check out time. If you have maintenance requests you would like to have addressed, please notify your RA prior to hall closing Sunday, May 6, 2018, at 12PM.

## **What if I am not going to be here during transition?**

If you will be out of town, absent, or are dealing with an emergency which will affect your ability to follow the transition process please contact **Summer Hall Resident Director (RD)**

Jo Malbert Narvaez

Email [jmalbertnarvaez@alaska.edu](mailto:jmalbertnarvaez@alaska.edu)

## **What if I need storage for my belongings?**

We can provide you short-term storage for your belongings. The storage application is available outside the Residence Life Central Office (Open Monday - Friday in the MBS Complex from 9AM - 5PM).\*This is for summer residents only.

Visit [www.uaf.edu/reslife/summer-break](http://www.uaf.edu/reslife/summer-break) to complete your summer housing application!

**REMEMBER THESE DATES AND SAVE YOURSELF FROM UNNECESSARY CHARGES!**

**DATE**

**EVENT**

Right Now

Summer Housing applications are available - *online at [www.uaf.edu/reslife](http://www.uaf.edu/reslife) or outside the Residence Life Central Office*

Monday, April 9

Check out sheets posted outside hall offices

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 11PM 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 at 12PM (NOON)

Tuesday, July 31

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

## *Frequently asked questions about spring hall closing.*

### **What are quiet hours, and why do we have them?**

Quiet hours are intended to provide an atmosphere conducive for everyone to study and sleep during final exam week. Students who violate quiet hours may be subject to immediate removal from the building or complex in addition to judicial sanctions.

### **Will there be a designated spot to put donation items?**

YES! Check with your RA for the designated area in your building.

### **What if something in my room needs to be fixed?**

You can submit a maintenance request, and we'll gladly fix anything that is the result of normal wear and tear. Deliberate damage may result in charges to your student account.

### **Can my roommate check out for me?**

NO! An RA must physically accompany you to check you out of your room.



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