SPRING 2015—HOUSING MOVE-OUT GUIDE

Closing of Buildings
- All university housing closes on Wednesday, May 13, at 12 pm.
- Students must move out of their rooms within 24 hours of their last final.
- Graduating seniors are permitted to stay until noon on May 18.
- If you need to stay past May 13, visit www.cmu.edu/housing for details on how to apply for an extension request. Requests are not guaranteed.

Closing Procedures
- Return and reassemble all furnishings to their proper locations, including bunk beds. Missing room furniture will be charged to the occupants of the space. Personally constructed lofts, if left assembled, will be considered abandoned furniture and will be removed at a cost to the resident.
- Remove all personal belongings before leaving your room as the university is not liable for your belongings. Double-check dressers, closets, and desks.
- Remove all garbage from your room to the hall trash containers or dumpsters outside of the hall. Large items/excess trash left in the room will result in a charge.
- Have the room inspected by your RA at the scheduled time you have arranged.
- If you cannot meet with your RA, complete the Express Check-Out Form and slide it under your RA’s door.
- Turn off all lights and faucets and LOCK your room door.
- For buildings with hard keys, please see the RETURN YOUR KEYS section.

Dining
All dining plans end at 4 pm on Wednesday, May 13, 2015. No meal blocks or flexible dollars will be accepted at any dining venue after this date and time. DineXtra will be accepted until May 17 at 4 pm.

Parking
Please limit the time you are parked around all buildings to the time needed to pack your vehicle. Campus Police will be enforcing all traffic regulations and ticketing. We suggest that you pack up your ROOM, then pack up your vehicle.

Return Your Keys
- If you live in a hard key building (Fairfax, Webster, Residence on Fifth, Shirley, Neville, Shady Oak), you MUST return your keys to one of the 24-hour front desks or Housing Services before leaving.
- Failure to return your keys will result in a $150 USD charge.

Clean Your Room
- Clean rooms and common areas: dust furniture, vacuum/mop floors, empty refrigerators, clean dry erase boards, wipe counters, etc. Leaving the room and/or common areas dirty may result in a cleaning charge.
- Remove all garbage and place in the proper bins/dumpsters. Garbage left in rooms will result in a charge to your student account.

Moving Carts
- Moving carts will be available at the Hill Service Center, Morewood Gardens, and Residence on Fifth service desks. It is required that you leave a photo ID with the desk attendant.
- You will be responsible for the cart while it is assigned to you. Because supply is limited, please use and return the cart promptly.

Microfridge Rental Return
- Representatives from Microfridge will retrieve units beginning on May 19. You must empty, defrost and prop open the rental unit and leave it secured in your living space.
- Units should be left in the same condition as when received.
- Do not turn off and unplug the unit leaving it to thaw and drip onto the floor. Students will be billed for any damage caused to flooring due to water leaking.

Staying for Summer?
Summer housing is available for periods equivalent to the summer school session between May 18 and August 8, and is offered in the Residence on Fifth and Shady Oak Apartments. Apply via the Housing website before May 15, 2015.

Fall 2015 Move-In
Returning students are not permitted to move into their 2015-16 housing assignment before Thursday, August 27, 2015, and early arrivals are not approved unless associated with a university office or an orientation activity. Students who arrive early without approval may be assessed a fee of $100 USD per night.

Housing Services will utilize the electronic kiosk check-in process for fall 2015. This requires the use of your Carnegie Mellon ID card and one of our centrally located kiosks.

Storage
The Office of Student Life oversees all storage locations within the residential halls. Storage locations, availability, and hours can be found on the Student Life website or by calling 412-268-2142. Only residents currently living in campus housing and returning to campus housing in the fall (signed a fall 2015 Housing License Agreement) are permitted to store items in campus storage. Storage PODs and containers are prohibited from being dropped in parking lots.

Bicycles
Storage is not available for bikes during the summer. Do not leave bikes in buildings or on bike racks around campus. Bikes left within residential buildings and surrounding areas after May 25 will be removed by University Police.

Campus Mail
Returning students: If you are leaving campus for summer, studying abroad, taking a leave of absence, or leaving campus for an extended period of time for any reason but plan on returning, please visit Carnegie Mellon Postal Services for its mail forwarding policies.

Graduating students: Your mailbox will be released once you have graduated. You must submit a mail forwarding form online by June 1, 2015, or your mail will be returned to sender. Visit www.cmu.edu/postoffice.

Questions? We are here to help!
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