"HOW TO CHECK OUT OF YOUR SUITE"

Now is the time for you to begin thinking about the end of the year and CHECKING OUT of your room. This can be a very simple process, if you plan ahead. Your Residence Hall contract states that you are to move out by 8:00 pm THE DAY OF YOUR LAST FINAL, or 10:00 a.m. on Friday, May 13, 2016, whichever comes first. The only exception is for graduating seniors. Graduating seniors must contact their Hall Coordinator with proof of graduation status to arrange their checkout.

TO CHECK OUT

After you have removed all personal items and thoroughly cleaned your space, simply:

1. Go to the front desk any time between 8:00AM and 11:00PM.
2. A staff member will go to your room with you and perform an initial inspection of your space.
3. The staff member will collect any keys issued to you at move-in.

A second inspection will be completed by the RHC after the building has closed. Appropriate damage or missing item charges (if any) will be determined at this time.

Residents who are not able to check out between 8:00AM and 11:00PM should discuss the Express Checkout option with their RA/CA and obtain an Express Check-Out Envelope from the front desk.

HOW TO MAKE IT A SIMPLE PROCESS

Before the first person checks out of your suite have the following completed:

1. Clean the entire suite. Some cleaning supplies are available at your hall desk. Be sure not to miss:
   - windows
   - window sills
   - sinks
   - under bed (sweep)
   - bathrooms
   - walls
   - shelves (dusted)
   - closets
   - floor (sweep/mop)
   - drawers (dusted)
   - furniture tops (dusted)
   - tables/desks
   - empty trash
   - bathroom locker
   - microwave
   - refrigerator/freezer
   - bathroom locker
   - cleaned, defrosted
   - plugged-in

2. Clean the bathrooms. This includes, but is not limited to:
   - sink/counter
   - shower/tub
   - toilets
   - walls
   - mirrors
   - floor
   - shower curtain (may wash in machine, do NOT use dryer)

3. Make sure that all furniture is accounted for and arranged correctly.

4. Remove all stickers from furniture, walls, doors, and windows;

Before you check out of your suite:

1. Pack up all of your belongings and have them OUT OF THE SUITE.

2. Be that sure all furniture is in the room and properly arranged/assembled (see the floor plan), and that the pillow, bed pad and blanket are present (leave in
Be sure if your furniture was bunked that it has been returned to its original bunked position.

**WHAT NOT TO DO**

You will NOT BE CHECKED OUT and will be charged for an improper checkout if:

1. YOUR BELONGINGS ARE NOT OUT OF THE ROOM;
2. YOU HAVE NOT COMPLETED CLEANING THE ROOM; OR,
3. ALL FURNITURE IS NOT IN ITS PROPER PLACE.

Note that a hold-over fee will be assessed for every hour you are vacating your space after 10:00 a.m. on Friday, May 13th so it is important to completely check-out and move out before then.

**SOME OTHER IMPORTANT THINGS TO REMEMBER**

1. **CARPETS**
   - IF YOU HAVE CARPET IN YOUR ROOM, YOU ARE RESPONSIBLE FOR REMOVING IT BEFORE YOU WILL BE CHECKED OUT.
   - REMEMBER THAT CARPETS WILL NOT FIT DOWN THE TRASH CHUTES!!
   - Carpets should be placed in the large dumpsters in front of buildings.

2. **BIKES**
   - If you have a key for the BIKE BARN turn the key into the Office of Housing Administration before you leave or you will be charged for the key replacement.

3. **MAIL**
   - We will only forward first class mail.
   - Update your address in your SDSU WebPortal.
   - Cancel/forward newspaper and magazine subscriptions

4. **GIVE IT UP!**
   - DAV donation collection bins are at each campus housing facility. As you are cleaning out your room, if you have anything to donate, please put it in the bin.
   - San Diego Food Bank collection bins are at each campus housing facility. If you have any non-perishable food items to donate please put them in the red bins.
   - Every donation helps! Thank you!
CUICACALLI SUITES - 6 Singles, 1 Triple
CUICACALLI SUITES - 4 Singles, 1 Double, 1 Triple