

CUARTO YEAR-END CHECKOUT LIST

YOUR HOUSING CONTRACT STATES THAT YOU MUST LEAVE WITHIN 24 HOURS OF YOUR LAST FINAL BUT NO LATER THAN 11 P.M., ON THURSDAY, JUNE 14, 2018. PLEASE ABIDE BY WHICHEVER DATE AND TIME COMES FIRST.

PLEASE COMPLETE THE TASKS BELOW PRIOR TO LEAVING THE RESIDENCE HALL TO AVOID CHARGES INCLUDING A \$75.00 IMPROPER CHECKOUT FEE.

- Return the Change of Address card that was delivered to your mailbox to the Area Service Desk or place in the CAMPUS MAIL slot in your mail area. Additional cards are available at the Area Service Desk.
- Return your room key in the attached brown envelope to the Thoreau Service Desk or in the key drop slot outside the Thoreau Hall main entrance door. **FAILURE TO RETURN YOUR ROOM KEY WILL RESULT IN A \$50 LOCK CHANGE FEE.***
- Notify magazine and newspaper companies of your new address via their website or by calling them directly.
- Take your bicycle home or arrange for summer storage with Transportation and Parking Services (TAPS) at (530) 752-2453. TAPS only has summer storage space for 250 bikes so get there early. Bikes left on campus grounds will be impounded and you will be charged impound and improper checkout fees. If your bike has been stolen, you are encouraged to file a report with the UCD Police at (530) 754-2677 to avoid the above charges.
- Disconnect campus phone service (if applicable) through <https://crcms.ucdavis.edu/myphone.html>
- Submit any necessary Service Requests online at my.ucdavis.edu *myHousing* channel. **Submission of Service Requests does not absolve you of charges if repairs are a result of damages.**
- Return to the dining commons any utensils or dishes you may have borrowed.
- Remove everything from doors, walls, ceilings, closets, furniture, tack boards, and windows, etc.
- Hang closet doors and screens properly.
- Room furniture including bed should be left as is if bed height was changed during the year; leave bed ladders and guardrails in room. Return room furniture to original location if bed height was not changed during the year.
- Dispose of all trash properly. This includes trash and unwanted items in closets and drawers. Please use the recycling, compost and charitable donation areas when possible. Trash and donation bags will be available at the area service desks.
- Clean all bathroom surfaces including toilets, floors, showers, and sinks.
- Dust, sweep, mop and vacuum room and suite. Dispose of dirt properly, leaving walkways outside of your suite clean.
- Close and lock windows and close blinds.
- Double check drawers, closets, restroom, and laundry room for personal property.
- Turn off thermostats and lights. Close and lock bedroom and suite doors.
- Please follow loading zone instructions; for more information visit our Check Out website link below.
- Check Out Information: <http://housing.ucdavis.edu/current/movingout.asp>

RETURN BROWN ENVELOPE WITH CHECKOUT ITEMS TO THE THOREAU AREA SERVICE DESK.

AFTER HOURS PLEASE PUT IT IN THE KEY DROP SLOT OUTSIDE OF THE THOREAU HALL MAIN ENTRANCE DOOR FAILURE TO RETURN THESE ITEMS BY 11 PM, JUNE 14th, WILL RESULT IN A \$75 IMPROPER CHECKOUT FEE

***If you've lost your room key, you must still turn in your key envelope at the Thoreau Area Service Desk so you are not charged the \$75 Improper Checkout Fee in addition to the \$50 lock change fee.**



Zero Waste Move Out

Sort it, don't trash it! Participate in Student Housing's biggest waste diversion event of the year! Sort your donations, recyclables, compost, HHW and landfill into the appropriate collection bins.

Donations - gently used:

- Clothing & shoes
- Clothing accessories
- Housewares
- School supplies
- Books, movies, video games
- Bedding, sheets & towels
- Cleaning products
- Electronics—working and non-working
- Small appliances—working and non-working
- Unopened & non-perishable food

For donation locations visit <http://www.housing.ucdavis.edu/sustainability/springcleaning.asp>.

Donation bags available at the ASD

Recyclables

- Paper
- Cardboard
- Plastics #1 & 7
- Glass bottles & jars
- Aluminum & Metal

Compost

- Food soiled paper—napkins, paper plates, pizza boxes
- Fruits, vegetables, grains, cereals, dairy
- Meat, bones, fish
- Pizza, popcorn, etc.
- Milk containers, waxed paper containers; please remove plastic spigot if applicable
- Plant materials – dead flowers & plants
- Items labeled as 'compostable' or 'biodegradable'

Household Hazardous Waste

- Aerosol sprays
- Glue and Adhesives
- Mercury thermometers
- Nail polish and remover
- Paint, oil, and latex
- Pharmaceuticals
- Solvents
- Batteries (use eWaste bin at ASD)

For HHW disposal call 530-681-7402 or email sustainablehousing@ucdavis.edu

Landfill

- Plastic Film
- Polystyrene (aka Styrofoam)
- Non-compostable food packaging
- Any item that cannot be reused, recycled, composted or collected as e-waste

For more information on waste diversion visit

<http://www.housing.ucdavis.edu/sustainability/wastediversion.asp>