

**CUARTO YEAR-END CHECKOUT INSTRUCTIONS**

**THURSDAY, JUNE 14, 2018**

*PLEASE SHARE WITH YOUR ROOMMATES, SUITEMATES, AND FAMILY*

**YOUR HOUSING CONTRACT STATES THAT YOU MUST LEAVE WITHIN  
24 HOURS OF YOUR LAST FINAL, BUT NO LATER THAN 11:00PM,  
THURSDAY, JUNE 14, 2018.**

**PLEASE ABIDE BY WHICH EVER DATE AND TIME COMES FIRST.**

Shortly, you will receive a **Check-out List** with a barcode label attached to an **envelope** with your name, student ID and room address on it. It is **important to return this envelope** with the items listed below to the Thoreau Area Service Desk (ASD) to avoid charges, including a \$75 Improper Check-Out fee and any lock change fees as applicable. This envelope serves as **proof** of check out.

**Please return your check-out information during the ASD hours:** Monday - Friday, 8am-11pm and Saturday/Sunday, 12 noon-11pm.

- **Room Key** (on day of your check-out)
- **Change of Address Card** (as-soon-as possible)
- **Aggie Card** (you keep your card)

**Checkout procedures for students with approved extensions:**

If you arrive after the Thoreau Area Service Desk is closed, please place all check-out items in the envelope provided and put the envelope and Change of Address Card in the key drop slot located outside of the Thoreau Hall main entrance door.

**Questions?**

Please call the Thoreau Area Service Desk at **530-752-7986** or visit the Student Housing check out information website at <http://www.housing.ucdavis.edu/current/movingout.asp>.

Please see other side for important dates and information.

**Good Luck on Finals!**

## **PLEASE FOLLOW THESE IMPORTANT INSTRUCTIONS:**

1. Return temporary access cards/keys to the Area Service Desk NOW!
2. Return Items checked-out - vacuums, game equipment, etc. to the Area Service Desk NOW! Vacuums checked out from an RA, must be returned to the RA.
3. Please fill out the Change of Address card and return it to the Area Service Desk or place in the CAMPUS MAIL slot in your mail area.
4. Please pay all outstanding charges on your account at the Cashier's Office in Dutton Hall.
5. Submit any necessary service requests at the MYUC Davis Student Housing channel. **Submission of service requests does not absolve you of charges if repairs are a result of damages.**
6. Remove everything from walls, ceilings, closets/armoires, furniture, tack boards, doors, and windows (nails, tape, tacks, glow-in-the-dark stickers, decals, etc.). Disassemble and remove any shelving or furnishings you have added to the room.
7. Make sure your screen is on your window properly.
8. 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.
9. If you are in a triple and/or were provided with an internet/Ethernet hub, make sure that it is left in the room along with its patch cables.
10. Clean out furniture, drawers, and closets; dust your room/suite and vacuum carpet. Dispose of dirt and trash properly in trash chutes or dumpsters. If the trash chutes are clogged with trash, please take your trash outside to the trash dumpster locations.
11. Remove all your personal belongings from your room/suite, laundry room, lounge, kitchenette, and bathroom.
12. Clear room/suite of all trash. Trash bags and donation bags will be available by request at the area service desk. Oversized discard items and ROLLED carpets should be removed and placed next to dumpsters - these designated areas of collection will be marked with signs. Please use the recycling and charitable donation areas as well – these areas will also be marked with signs. Charges may be assessed if rooms/suites are not cleared of items or cleaned.
13. Leave hallway area outside of your room/suite clean.
14. Turn off thermostats.
15. Close and lock windows and blinds/drapes, **turn off lights, CLOSE room/suite door.**
16. All Cuarto residents must return their check out envelopes to the **Thoreau Area Service Desk** or key drop slot located outside of the Thoreau Hall main entrance door.

## **IMPORTANT INFORMATION ABOUT CLOSING**

**MAIL SERVICE:** The last mail delivery will be **Thursday, June 14th**. Any mail remaining in boxes after 7pm will be forwarded to your summer address or returned to sender.

**FOOD SERVICE:** Finals week meal hours will be posted in the Dining Commons. The Cuarto DC will close after lunch (11am-2pm) on Thursday, June 14<sup>th</sup>.

**BIKE STORAGE:** Your bicycle must be removed from the residence hall area and all campus grounds. Remaining bicycles will be impounded and owners will be charged an impound and improper checkout fee. **Transportation and Parking Services (TAPS) only has summer storage space for 250 bikes so get there early.** TAPS will take bikes on a first come first serve basis, starting **Monday, June 11** and continuing until storage is full, between the hours of 1-4 pm. Summer storage fee is \$25.00 (plus an additional bike licensing fee if not registered). For further information, call (530)752-2453. If your bike has been stolen, you are encouraged to file a report with the UC Davis Police Department at (530) 754-2677.

**DONATE:** Donate unwanted usable clothing, non-perishable food, linens, electronics, and housewares, June 9 –14; look for donation locations in or near each residence hall; donation bags are available at the Area Service Desk. For more details, please visit

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

**PHONE SERVICE:** To disconnect your phone service, please go to: <https://crcms.ucdavis.edu/myphone.html>

**MICROFRIDGE PICK-UP:** If you rented a Microfridge from ASUCD, the pickup date is Saturday, June 9, from 10am – 3pm. Collection site will be located east of Thoreau Hall (in front of Cuarto Dining Commons).

**LOADING ZONES:** Designated loading zones will be clearly marked. The Oxford Circle will have enforced loading times on Wednesday, June 13 from 12:00pm – 6:00pm and on Thursday, June 14th from 8:00am – 7:00pm. See **Parking Map** on Check-Out Information link.

**MOVING OUT INFORMATION WEBSITE:** <http://www.housing.ucdavis.edu/current/movingout.asp>