

### SEGUNDO YEAR END CHECKOUT LIST

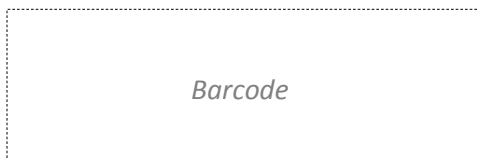
**THE RESIDENCE HALLS CLOSE THURSDAY, JUNE 14, 2018.**  
**YOUR HOUSING CONTRACT STATES THAT YOU MUST LEAVE WITHIN 24 HOURS OF  
YOUR LAST FINAL, BUT NO LATER THAN 11:00 PM, JUNE 14, 2018.**

*"Please abide by whichever date and time comes first."*

#### **PLEASE COMPLETE TASKS BELOW PRIOR TO LEAVING THE RESIDENCE HALLS TO AVOID CHARGES, INCLUDING A \$75.00 IMPROPER CHECKOUT FEE:**

- Return to the Area Service Desk, the Change of Address card that was delivered to your mailbox. You may also put it in the CAMPUS MAIL slot in your mail area. Additional cards are available at the Area Service Desk.
- 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 TAPS at (530)752-2453. **Transportation and Parking Services (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)752-2677 to avoid the above charges.
- Disconnect campus phone through <https://myphone.ucdavis.edu>
- Submit any necessary service requests at the [my.ucdavis.edu](http://my.ucdavis.edu) "Student Housing channel." **Submission of service requests does not absolve you of charges if repairs are a result of damages.**
- Return any borrowed dishes, china, silverware or equipment directly to the Dining Commons.
- Remove everything from doors, walls, ceilings, closets, furniture, tack boards, and windows.
- Install window screens properly, and close windows and blinds/drapes.
- Room furniture including bed should be left as is if bed height **was** changed during the year. Return room to original location if bed height **was not** changed during the year. Leave all bed ladders in the room.
- Dispose of all waste properly. This includes waste 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 desk.
- Dust and vacuum room. Dispose of dirt properly, leaving hallways outside of your room clean.
- Double check drawers, closets, restroom/locker, and laundry room for personal property.
- Zero Waste: Sort it, don't trash it! Participate in Student Housing's biggest waste diversion event of the year!
- Turn off thermostats.** (*Alder, Thompson, and Miller residents, please set dial all the way to red.*) **Turn off lights. CLOSE room door.**
- Please follow loading zone instructions found at our Check Out website: <http://housing.ucdavis.edu/current/movingout.asp>

**ONCE ALL OF THE ABOVE IS COMPLETED AND YOU ARE READY TO MOVE OUT, TAKE THE ATTACHED  
BARCODE TO THE SEGUNDO AREA SERVICE DESK TO COMPLETE YOUR CHECKOUT.**



*For afterhours checkout, please put your change of address card and barcode in an envelope and place into the key drop box located on the side patio of the Segundo Services Center, across from the entrance to Gilmore Hall.*



## 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](mailto: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>