

UC DAVIS

STUDENT HOUSING AND DINING SERVICES

SEGUNDO YEAR-END CHECKOUT INSTRUCTIONS

The residence halls close on Thursday, June 14, 2018.

PLEASE SHARE WITH YOUR ROOMMATES 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 WHICHEVER DATE AND TIME COMES FIRST."

Shortly, you will receive a **Year End Checkout List** in your mailbox. This list will have a barcode label with your name, student ID number, your building and room number affixed to it. You will need this barcode, your change of address card, and your Aggie ID card to check out. *(Please note that to avoid charges, including a \$75 "Improper Checkout" fee, it is very important to return the barcode to the Segundo Area Service Desk.)*

Please return your checkout items during Area Service Desk hours:

- Monday – Friday: 8am-11pm
- Saturday/Sunday: 12pm-11pm

When you are completely moved out and ready to checkout, please bring the following items to the Segundo Area Service Desk:

- **Barcode with your information**
- **Change of Address Card**
- **Aggie ID Card** *(You will get your Aggie Card back.)*

Once you checkout, your building and room access on your Aggie Card will be deactivated. You will no longer have access to your room.

Check-Out Procedure for Students with Approved Extensions Only:

Place all checkout items (except your Aggie ID) in an envelope and drop the envelope into the key drop box located on the side patio area of the Segundo Services Center, across from the entrance to Gilmore Hall.

If you have questions, you may call the Segundo Area Service Desk at 530-752-4120 or visit our Checkout Website: <http://housing.ucdavis.edu/current/movingout.asp>

Please see other side for other important dates and information.

We hope you had a nice First Year with Student Housing & Dining Services. Good Luck on your finals and enjoy your summer!

PLEASE FOLLOW THESE IMPORTANT INSTRUCTIONS:

1. Return temporary access cards to the Area Service Desk **NOW!** Unreturned access cards may result in additional charges.
2. Return equipment checked out such as vacuums, games, cooking items, sports equipment, etc. to the Area Service Desk **NOW!** (Vacuums checked out from an RA must be returned to the RA.)
3. Please fill out your 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 my.ucdavis.edu 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 the screen on your window is properly secured.
8. Room furniture, including bed, should be left as-is if bed height was changed during the year. Return room furniture to original location if bed height was not changed during the year. Leave bed ladders in your room.
9. Clean out furniture, drawers, and closets; dust your room 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.
10. Remove all your personal belongings from your room, laundry room, lounge, kitchenette, and bathroom.
11. Clear room 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 - 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.
12. No trash in the hallway; leave hallway area outside of your room clean.
13. Close and lock windows and blinds/drapes, **turn off thermostat, turn off lights, CLOSE room door.**
14. All Segundo residents must return their checkout barcode to the **SEGUNDO Area Service Desk** or key drop box located on the patio area of the Segundo Services Center, across from the entrance to Gilmore Hall.

IMPORTANT INFORMATION ABOUT CLOSING

MAIL SERVICE: The last mail delivery will be Thursday, June 14. Any mail remaining in mailboxes after 7pm will be forwarded to your summer address or returned to sender, depending on the carrier.

FOOD SERVICE: Finals week meal hours will be posted in the Dining Commons. The last meal served in Segundo is dinner on Thursday, June 14.

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 impound and an improper checkout fee. **Transportation and Parking Services (TAPS) only has summer storage space for 250 bikes, so get there early.** Bikes will be taken on a first come, first serve basis by TAPS beginning Monday, June 11 and continuing until storage is full, between the hours of 1 - 4 p.m. The summer storage fee is \$25.00 (plus an additional bike licensing fee if you are 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. TAPS will also accept your bike as a donation if you no longer need it.

DONATE: Donate unwanted 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://housing.ucdavis.edu/current/movingout.asp>

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

MICROFRIDGE PICK-UP: If you rented a micro fridge from ASUCD, the pickup date is Saturday, June 9 from 10am – 3pm. Collection site will be located in the Regan Main – Courtyard.

LOADING ZONES: Designated loading zones will be clearly marked. Segundo will have enforced loading times on Wednesday, June 13 from 12pm – 6pm and on Thursday, June 14 from 8am – 7pm. See parking map on Check-Out Information link,

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