

# UC DAVIS

## STUDENT HOUSING AND DINING SERVICES

### 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 OR WHICH EVER COMES FIRST

#### PLEASE COMPLETE TASKS BELOW PRIOR TO LEAVING THE RESIDENCE HALLS TO AVOID CHARGES INCLUDING A \$75.00 IMPROPER CHECK-OUT FEE:

- Return the Change of Address card that was placed in your mailbox to the Area Service Desk or put it in the CAMPUS MAIL slot in your mail area. Additional cards are available at the Area Service Desk.
- Tear off the bottom **barcode** portion of this flyer upon check-out as this will serve as **PROOF** of your Check-Out.
- Update your address: Notify magazine, newspaper companies and all other agencies of your new address via their website or by calling them directly. Update your address with online companies.
- 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)752-1230 to avoid the above charges. You may also donate your bike to TAPS.
- Disconnect campus phone through <http://crcms.ucdavis.edu/myphone.html>
- Submit any necessary service requests at [my.ucdavis.edu myHousing Channel](http://my.ucdavis.edu/myHousingChannel). **Submission of service requests does not absolve you of charges if repairs are a result of damages.**
- Return any borrowed dishes, china, silverware, 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 and **turn off thermostat**.
- Room furniture including bed should be left as is; leave bed ladders in room. Return room furniture to original location if the 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. Use your building's trash chute; do not leave trash in bathrooms or hallways.
- 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!
- Please follow loading zone instructions; for more information visit our Check Out website link below:
- Check Out Information: <http://www.housing.ucdavis.edu/current/movingout.asp>

**ONCE ALL THE ABOVE IS COMPLETE & YOU ARE READY TO MOVE-OUT, TAKE THE BARCODE TO THE AREA SERVICE DESK FOR COMPLETE CHECKOUT.**

\*AFTER HOURS, PLEASE USE THE KEY DROP BOX LOCATED NEAR THE ENTRANCE TO THE COMPUTER CENTER TO DROP OFF BARCODE AND CHANGE OF ADDRESS CARD (keep your Aggie Card).

BARCODE LABEL HERE



# 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 containers.**

## 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 [housing.ucdavis.edu/sustainability/springcleaning.asp](https://housing.ucdavis.edu/sustainability/springcleaning.asp)

Donation bags available at the ASD

## Recyclables

- Paper
- Cardboard
- Plastics #1 & 2
- 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

- Plastics #3-7
- 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 [housing.ucdavis.edu/sustainability/wastediversion.asp](https://housing.ucdavis.edu/sustainability/wastediversion.asp)**