

TERCERO 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

Dear Student:

Shortly, you will receive a **Check-Out List** with a barcode label that will have your name, student ID and your building and room number. It is **important to return this barcode portion** with the items listed below to the Tercero Area Service Desk (ASD) to avoid charges, including a \$75 Improper Check-Out fee.

Please turn in the barcode and change of address card during Area Service Desk hours:

Monday - Friday, 8am-11pm and Saturday/Sunday 12 noon-11pm. For after-hours check-out, please use the drop box located near the computer center.

- **Barcode with your information** – Turn in on the day you are leaving.
- **Change of Address Card** (complete as-soon-as possible and drop it off at the ASD).
- **Aggie ID Card** (on day of your check-out, we need your card to deactivate it).
 - You will get your Aggie Card back.

Check-Out Procedure for Students with Approved Extensions Only:

Place all check-out items (except your Aggie ID) in the **key drop box** located near the Computer Center interior entry. If you have questions, call the Tercero Area Service Desk at **530-752-5000**.

Or visit our Check-Out Website:

<http://housing.ucdavis.edu/current/movingout.asp>

Please see **other side** for other important **dates** and **information**.
Good Luck on your Finals & enjoy your summer!



We hope you had a nice First Year with Student Housing & Dining Services!

PLEASE FOLLOW THESE IMPORTANT INSTRUCTIONS:

1. Return temporary access cards to the Area Service Desk NOW!
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 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 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 your screen is on your window properly.
8. Room furniture including bed should be left as is; leave bed ladders in room. Return room furniture to original location if bed height was not changed during the year.
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 - 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.
12. No trash in 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 Tercero residents must return their **check-out barcode** to the **TERCERO Area Service Desk** or key drop box located near the interior entry to the Computer Center.

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.

FOOD SERVICE: Finals week meal hours will be posted in the Dining Commons. The Tercero DC will close after lunch on June 14 at 2pm.

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 improper checkout fee. **Transportation and Parking Services (TAPS) only has summer storage space for 250 bikes so get there early.** Bikes will be accepted on a first-come-first serve basis by TAPS starting **Monday, June 11** and continuing until storage is full, between the hours of 1 - 4 p.m. 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. 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 Microfridge from ASUCD, the pickup date is Saturday, June 9, from 10am – 3pm. Collection site will be located in front of Wall Hall off parking lot 47 (near the grassy area).

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

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