

INSTRUCTIONS

1. Remove all of your belongings.

Do not leave anything to pick up at a later date or time. As soon as you turn in your keys, your room becomes available for reassignment to someone else.

2. Clean your share of the room.

See cleaning checklist on the back of these instructions.

3. Call custodial staff to return borrowed bed parts in person.

- If you checked out any bed parts when you first arrived to housing, you must call custodial staff to return those bed parts, and then leave your bed configured like the examples on the back of these instructions.
- OR, if your remaining roommate wants to keep your bed configured like it is, you must call custodial staff to sign-over your bed parts to your roommate.

4. Officially check out at your building's front desk in person.

- a. If you cannot check out during regular desk hours, you must make prior arrangements with your RD.
- b. Turn in your keys (and your empty laundry card if moving off campus altogether).
- c. Complete and sign the Housing Check-Out Receipt; keep your copy for future reference.
- d. Complete and sign a Roommate/Suitemate Release Form (optional): This form is signed by you and all remaining residents in your room/suite, clarifying responsibility for any charges related to cleaning, damage, missing items within your room/suite. If you choose not to submit this form, you may later be held responsible for damage that occurred after you moved out.

DEPARTURE DETAILS

Custodial Contact Info

(360) 650-3703 – Birnam Wood, Buchanan Towers, Fairhaven Complex
(360) 650-3955 – Ridgeway Beta, Gamma, Kappa
(360) 650-3952 – Ridgeway Alpha, Delta, Highland, Omega, Sigma
(360) 650-3957 – Edens Hall, Edens North, Higginson Hall, Mathes Hall, Nash Hall

Check-out inspection: You have the option of being present when custodial staff inspects your room. Make an appointment at least 24 hours before you depart by calling the appropriate number above; leave your name, phone number, building, room, and time you would like your inspection (between 7am and 4pm).

Contract breakage fee: If you move out of the residential system before the end of the contract term and continue enrollment at the University, you will be charged a contract breakage fee. If you cancel your housing because you are leaving the University altogether, you will not be charged a contract breakage fee.

Charges for cleaning, damage, missing items or improper check out: Typically, these charges would be assessed to the student account within 30 days after check-out.

Housing security deposit refund: Your \$200 deposit will be refunded to your student account, provided you have met all terms, covenants, and obligations of the Housing Agreement.

Laundry card refund: On balances of \$3 or more, bring your laundry card to the Housing Cashier (EH 108).

Meal plans: Your meal plan will automatically be cancelled if you move from a residence hall to a university apartment, or if you check out of housing altogether. Using your meal plan beyond the day you checked out may result in overage fees. Meal plan refunds are based on a standard declining daily balance, minus any meals or dining dollars spent in excess of the average daily spending rate. See Dining Services (EH 109) if you have questions or concerns about your current dining balances and expected refund.

Permission to check out late: The deadline for official check out at the end of any quarter is always 4pm on Friday of finals week. If commencement ceremonies or other reasons prevent you from checking out by the deadline, contact your Resident Director in advance for permission to stay an extra day.

Bicycle storage: University Police consider bikes left behind 'abandoned' and will confiscate them, hold them for 30 days, and then donate them to charity.

Address update: Update your address in Web4U one week after you have checked out of housing.

Withdrawing from WWU? See the Registrar's Office (OM 230) and Student Financial Services (OM 370).

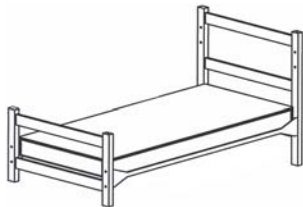
BED SETUP

Singles: All beds are to be set up as singles except in locations where they were bunked or lofted at Fall move-in.

1. A single has one tall end, one short end, two rails, a bed board and a mattress.
2. The tall end will have holes showing on the top of the uprights, the short ends will be positioned so the holes in the legs will be toward the floor.
3. Horizontal slats on bed ends will be near the top of frame.
4. Bed rails and bed deck will be at about 9 inches from floor.
5. Be sure the metal rails that hold the bed board between them do not move from side-to-side.
6. If you checked out bed parts to bunk, loft, or captain you must return them before checking out.

Bunks & lofts: Reset guardrails and ladders on bunks/lofts if they were there when you moved in. For a listing of what rooms had beds that were bunked and/or lofted at fall move in, see the Residential Community Handbook.

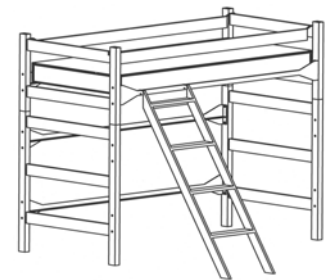
SINGLE



BUNK



LOFT



CLEANING CHECKLIST

- Ceiling, walls & doors:** Remove all posters, tacks, tape, etc.
- Closets:** Sponge-clean thoroughly inside and out, with hot, soapy water.
- Desks & bookshelves:** Sponge-clean thoroughly inside and out, with hot, soapy water.
- Fire extinguisher:** Leave in proper location.
- Floors:** Vacuum and sweep. Do not sweep debris into the hallway; use dust pan to collect and throw away.
- Kitchen countertop, sink & cupboards:** Sponge-clean thoroughly inside and out, with hot, soapy water.
- Mattress pad:** Leave clean mattress pad on your bed; there is a charge for missing mattress pads.
- Shower:** Sponge-clean thoroughly inside and out, with hot, soapy water.
- Storage locker:** (*Buchanan Towers only*) Dispose of garbage and debris; remove your belongings; and lock up. Even if you haven't used your storage locker, it's still your responsibility to make sure it's clean.
- Stove:** Clean oven, rack, broiler pan, burner drip pans, stove top, and area under burners. Do not use scouring cleansers like Ajax or Comet. Line the clean drip pans with aluminum foil.
- Trash:** Dispose of all trash and recyclables in your building's appropriate dumpsters. If you have area rugs you wish to throw away, roll up and place next to the garbage dumpster—not in the dumpster.
- Trash can & recycle bin:** Sponge-clean thoroughly inside and out, with hot, soapy water.
- Vanity & medicine cabinet:** Sponge-clean the inside with hot, soapy water. Clean mirror with glass cleaner.
- Windows & sills:** Remove all stickers and wash insides of all windows with glass cleaner. Sponge-clean sill.
- Toilet & sink:** Sponge-clean thoroughly inside and out using non-abrasive cleaning products like Formula 409 and Lysol toilet bowl cleaner. Do not use scouring cleansers like Ajax or Comet.