



# Vacating 101

Newsletter

**RESIDENT'S  
CHECK-OUT  
GUIDE MAY 2022**

## Congratulations, Dolphins!

### That's a Wrap!

Whether this was your first year at Channel Islands or your last, congratulations on completing an important year toward your educational goals!

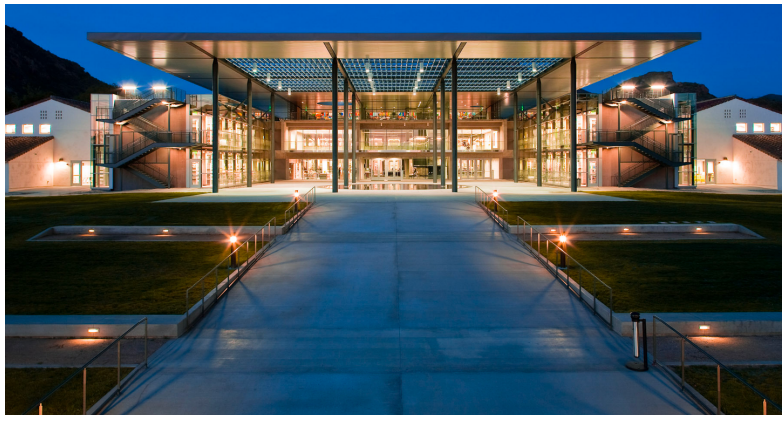
We have been happy to have you here in Housing. This has been a year with unique challenges, but we're thankful for the community here and your part in it. We hope your time with us was fun, educational, and that great relationships were made.

This guide provides important information and serves as a resource to the Spring 2022 Check-Out process. If at any time you have questions regarding the check-out process, what "clean" means, or how to avoid charges, do not hesitate to speak with your Resident Advisor, Assistant Coordinator of Resident Education, or the Housing & Residential Education's (HRE) Main Office.



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## Quiet Hours

Please remember that for the week of pre-finals and finals week, May 8-21, it is 24-hour quiet hours. As you are moving out, please be respectful of your fellow Dolphins who may still be studying and/or completing their final projects, papers, and presentations! Check out the library for additional study spaces.



## Mail Forwarding Notice

After check-out, mail will not be accepted or forwarded. Mail will be returned to the sender.

Submit a US Post Office Change of Address/Mail Forwarding form [here!](#)



## Community Living Standard Violations

As part of our continual effort to support the community and students' right to study in a quiet environment, all standards and guidelines within the Resident Handbook will be enforced through finals week and move-out. A violation during finals week will be adjudicated through the conduct process and may include sanctions assigned that continue through to the next academic year.



## Work Order Requests

Starting May 6th, we will only be addressing emergency plumbing, electrical, door, health and safety issues.

Damage fixes will be addressed after check-out and charges will be assessed to residents. Repairs will be completed when our facilities are empty. Issues that will wait include minor damages or cosmetic concerns. Work Orders may be submitted via the Work Order Form.



# Check-Out Instructions

Please Review

## 01 COMPLETELY CLEAN & VACATE YOUR ROOM

- Remove all belongings and do a final walk-through. Make sure to check behind furniture and through all cupboards and drawers for anything you might have missed.
- Take trash and recycling to dumpsters throughout Housing, or to the large bin in the SH1 parking lot.
- Return room, suite, or apartment to move-in condition.
- Close all windows, blinds, doors and turn off all lights and thermostats.

## 02 COMPLETE A CHECK-OUT FORM AVAILABLE AT YOUR VILLAGE OFFICE

- Fill out and sign the yellow highlighted sections of your form.
- Enclose all issued keys (key card and hard keys, if applicable). Leave your mailbox key in your assigned bedroom on the doorknob.

## 03 CHECK OUT OF HOUSING

Visit your Village Office Check-Out table to finalize your check-out by 7 p.m.

### MOVE OUT TIPS

- Donation Station kicking off May 16 & will run through May 20! Details to come.
- Take the time to properly clean out your room, suite, or apartment. It takes longer than you think!
- Return rented fans to the Santa Cruz Village Office by 7 p.m. on Friday, May 20 to avoid a \$30 replacement charge.
- Remove Command/3M Strips according to the package directions—never pull them off like a band-aid (really quickly) or the paint and/or drywall may come off. You will be responsible for any damages.
- Do not try to fix wall damages on your own. Self-fixes may result in a larger charge than the damage itself.
- There is no parking on Ventura, Oxnard, or Santa Paula streets. NOTE: Violators will be subject to citation.
- Before you leave, do a final check through all of the cupboards & drawers, & check under your mattress. Most abandoned property is found in the back of a cupboard!

# BEFORE YOU GO, MAKE SURE THAT...

## In the bedroom...

- All personal items and trash have been removed
- All drawers (desk, file cabinet, dresser style) have been emptied and wiped out
- You've checked behind the furniture for any fallen belongings
- All surfaces have been cleaned and dusted
- The entire bed frame, including the mattress, is wiped down and free of dust and residue
- The floor has been vacuumed (even under the furniture) and is free of trash
- All furniture is in its original position—including the position of the bed
- All blinds are dusted and closed
- The windows panes and windowsill have been cleaned and the window is closed
- Desk chair is present and wiped down

## In the bathroom...

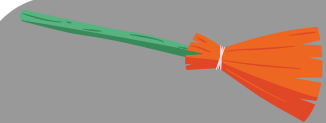
- All personal items and trash have been removed
- Medicine cabinet shelves are present and clean
- Drawers under the sink are wiped out
- Toilet is completely clean (bowl, under the seat, top of seat, around the bottom)
- Floor is swept & mopped—don't forget behind the toilet!
- Shower curtain present and clean
- Mirrors are clean and free of spots
- Shower is clean and free of soap scum, water deposits, and mildew
- You've done a final check of the cupboards for any belongings

## In the kitchen and common areas...

- All personal items and trash removed
- All furniture present, dusted, vacuumed, and in good condition
- Trash and recycle bins are present and clean
- Cupboard, pantry, and cabinet shelves and drawers are clean and free from food, dust, and residue on the top, bottom, in-side, and outside
- Microwave and plate are clean inside and out, and under the microwave is clean
- Refrigerator/mini-fridges are empty, all surfaces including drawers inside and out and behind the fridge are clean
- Dishwasher is clean inside & out, with all parts present
- Sink has the stopper & strainer present from move-in
- Stove and oven are clean and free of residue, including the racks, burners, fan filter, and hood
- Floors have been swept, vacuumed, and mopped
- Light covers are clean and present, & all lights turned off
- Blinds are dusted and closed
- The windows panes and windowsill have been cleaned and the window is closed
- All safety items are in place—smoke detectors, fire sprinkler rings, etc.
- Santa Rosa Residents Only: Unplug mini-fridge
- Santa Cruz Residents Only: Mini-fridges are unplugged and defrosted (please use a towel to clean up the excess liquid)
- Town Center Residents Only: Leave the cable box plugged in

## WHAT DOES CLEAN MEAN?

So glad you asked!



HRE expects you will leave your assigned space in the same condition it was in at move-in.

Brooms, mops, and vacuums can be checked out at your Village Office per the respective hours:

- SRV/SCV/AV: Monday - Friday 8 a.m. -10 p.m. & Saturday-Sunday 10 a.m. to 10 p.m.
- TC: Sunday - Thursday 9 a.m.-9 p.m., Friday - Saturday 9 a.m.-10 p.m.

Shopping Carts are located by the Secret Garden in Santa Cruz Village near H building. Shopping carts must be returned to this location after use. Red Bins may be checked out of and returned to your Village Office. Move-out is a process and it's easy to forget some things! This Newsletter is a guide for clearing out and cleaning your space to move-in condition.





## CHECK-OUT CHARGES

After you finish moving out, an RA will do an inspection of your assigned space and note the condition of the room, suite, or apartment. This is the same online form where you reviewed and recorded the condition of your room at move-in.

When you move out, you are expected to return your room, suite, or apartment to the same condition received at move-in. Please note: your RA does not determine whether you will be charged and cannot provide answers about your account or charges.

In addition to your RA's inspection, members of the Housing professional staff and our Facility Services partners will also inspect the rooms, suites, and apartments. Upon completion of all inspections, our Residential Education professional staff will determine assessment of damage charges. If applicable, an email will be sent to your myCI email and include a description of why charge(s) were assessed. Payment will be due 30 days after charges have been posted to your student account.

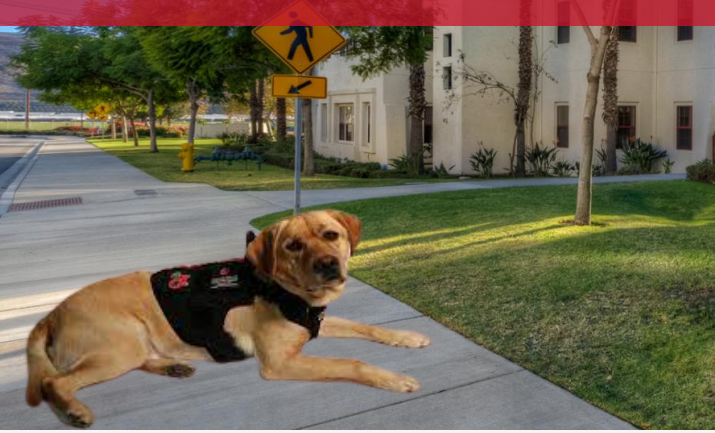
If you have any questions regarding a charge, please respond to the professional staff member who sends the email notice.

## EXAMPLES OF COMMON MINIMUM CHARGES

Blinds	\$75	Desk Bookcase Shelf	\$185
Closet door	\$100	Desk	\$240
Door jamb	\$60	Drawers	\$155
Small hole repair	\$50	File Cabinet	\$225
Paint	\$40	Mattress	\$150
Window screen	\$40	Excessive cleaning of appliances	\$50
Smoke detector	\$60	Excessive room cleaning	\$50/hour
Stained carpet	\$50	trash removal	\$25/bag
Tape/sticker removal	\$25	missing keys (Mail Key, swipe key)	\$25
Window	\$100	Missing hard key	Upto \$150 if locks need to be re-keyed
Bed	\$580	Bed adjustments	\$150
Chair	\$150	Improper Check-out	\$150

**Follow the check-out instructions from Page 1 to avoid an improper check-out charge of \$150.**

**All Residents Not Approved for  
Alternative Stay Must Vacate  
by 7 p.m. on Friday, May 20**



## **Need a bin for check-out?**

Visit the your Village Office to  
check-out a moving bin. Remember  
to return it to the office you  
received it from when you're done.

## **Important Dates**

- 05/15-20 Finals Week
- 05/20 Last day to move out for non-graduates
- 05/21-22/2022  
Commencement  
Ceremonies for Graduates



## **CONGRATS, GRADUATES!**



Congratulations on your momentous achievement! Thank you for living with us. We have enjoyed serving you and providing your college housing needs. We wish you all the very best in your future endeavors and look forward to seeing all of the wonderful things you will do.



## **HAVE A GREAT SUMMER, RETURNERS!**

Thanks for living with us! We hope you have a fun, relaxing, and safe summer break. If you plan to live with us again next year don't forget to submit your housing application by the priority deadline of May 20. We can't wait to see you in the Fall!



## **KEEP IN TOUCH!**



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Follow us on social media!



**@CI\_Housing**