



SPRING CLOSEOUT

(805) 437 - 2733

student.housing@csuci.edu



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CONGRATULATIONS!

Congratulations on completing your academic year, Dolphins! We hope your time here was safe, educational, and engaging. Housing is grateful for the opportunity to support you in achieving your educational goals!



IMPORTANT DATES

5/5	Housing Priority Deadline for Returning Residents
	Last day to submit Non-Emergency Work Orders
5/10	Final day to be approved for alternative stay
5/13-19	Finals Week - Good luck Dolphins!
5/19	General Move Out by 7 p.m., excluding approved extended stay residents
5/20-21	Commencement
5/21	Final Graduate Move-Out Day

Donate
items listed
here at the
G1 Lounge
5/1 - 5/19!

VACATING DO'S AND DONT'S

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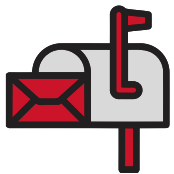


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1. **Respect** others studying and finishing their final assignments.

24/7 Quiet Hours -The last 2 weeks of school (5/8-19)



2. **Submit** a US Post Office Change of Address/Mail Forwarding form, [click here](#).

Note: Mail will not be accepted after May 19



3. **Donate** items you no longer want to the Donation Station in the G1 Lounge from 5/1-5/19. [Click here to view what we are collecting.](#)



4. **Clean** thoroughly and remove personal items. Move furniture back to its original position. Defrost mini fridges.



5. **GRADUATES ONLY:** Complete an Alternative Stay Form to stay through Commencement.

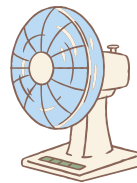


6. **Return room key with your checkout form to your Village Office by 7 p.m. on May 19. Do not turn in the mailbox key on the spiral keychain.**



1. Do not leave any trash in your room. Please dispose of it in the dumpsters.

Extra dumpsters are located in SH1 and SH2 5/8 - 5/26/23.



2. Do not giveaway your \$30! Please return your rented fan to the Santa Cruz Village Office by 7 p.m. on May 19.



3. Do not fix or repair holes or chips in the wall. This may result in an increased charge.



4. Do not purchase unnecessary cleaning supplies. Checkout cleaning equipment, vacuums, and move in bins from the Village Offices.



5. Do not park on Ventura, Oxnard, or Santa Paula streets. ***Violators will be subject to citation.



**Checkout
moving bins
and cleaning
items in
your Village
Office!**

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CLEANING TIPS

Cleaning Equipment and Red Bins can be checked out at your Village Office per the respective hours:

SRV/SCV/AV: Monday - Friday 8 a.m. -11 p.m. & Saturday-Sunday 10 a.m. to 11 p.m.

TC: Monday- Sunday 10 a.m.-10 p.m.

TIPS FOR CLEANING YOUR BEDROOM

- Clean and dust all surfaces in rooms/windows/beds
- Remove items from the furniture and check behind furniture for belongings
- Vacuum the floor (even under the furniture) and remove all trash
- Return all furniture to its original position—including the bed
- Clean the window panes and windowsills, and close all windows before leaving
- Dust and close all blinds
- Ensure the desk and desk chair is present and wiped down

TIPS FOR CLEANING YOUR BATHROOM

- Remove all personal items and trash
- Empty and clean all drawers and cabinets thoroughly
- Completely clean the Toilet (bowl, under the seat, top of the seat, around the bottom, and behind the toilet)
- Sweep and mop the floor
- Ensure the mirrors are clean and free of spots
- Ensure the shower and shower curtain are clean and free of soap scum, water deposits, and mildew

TIPS FOR CLEANING COMMON AREAS AND KITCHEN

- **Santa Rosa Only:** Unplug mini-fridge
- **Santa Cruz Only:** Mini-fridges are unplugged and defrosted (please use a towel to clean up the excess liquid)
- **Town Center Only:** Leave the cable box plugged in
- Remove all personal items and trash
- Ensure all furniture is present, dusted, vacuumed, and in good condition
- Ensure the trash and recycle bins are present and clean
- Ensure the cupboard, pantry, and cabinet shelves and drawers are clean and free from food, dust, and residue on the top, bottom, inside, and outside
- Clean inside, outside, and under the microwave and the microwave plate
- Empty the refrigerator/mini-fridges, and clean all surfaces, including inside and outside the drawers and behind the fridge
- Clean the inside and outside of the Dishwasher and ensure all parts are present
- Ensure the sink's stopper and strainer are present from when you moved in
- Ensure the stove and oven are clean and free of residue, including the racks, burners, fan filter, and hood
- Sweep, vacuum, and mop the floors
- Ensure the light covers are clean and all lights are off
- Dust and close all blinds
- Clean the window panes and windowsill and close all windows before leaving
- Ensure all safety items are present (e.g., smoke detectors, fire sprinkler rings, etc.)

**Residents not
approved for
Alternative Stay
must vacate by 7
p.m. on Friday,
May 19**

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TIPS TO AVOID CHARGES

CHECKOUT CHARGES

The last day to submit non-emergency work orders is 5/5.

After you move out, an RA, HRE professional staff, or a CSUCI Facilities Services staff member will inspect your assigned space, note its condition, and determine if there are any damage-related charges.

If applicable, you will receive an email to your myCI email address describing why you were charged. All payments are due 30 days after charges post to your student account.

If you have any questions regarding a charge, please respond to the Coordinator of Residential Education who sent the email notice.

Note: The RA does not determine charges and cannot provide any answers about charges assessed to your account.

A Reminder: You are expected to return your room, suite, or apartment to the same clean and empty condition received at move-in.

COMMON CHARGES

You are typically charged for damage / additional facility support required to clean your space.

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



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HELLO
SUMMER

DEAR 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 the wonderful things you will do.

THANK YOU, AND HAVE A GREAT SUMMER!

Thanks for living with us! We hope you have a fun, relaxing, and safe summer break. As you plan to live with us again next year, remember to submit your housing application by the **May 5 priority deadline**. We can't wait to see you in the Fall!

STAY CONNECTED!

Housing & Residential Education Main Office:

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