

CLEMSON UNIVERSITY HOUSING & DINING

Spring Finals & Closing

MOVING OUT GUIDE

April 28 – May 7

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IMPORTANT DATES!

April 28

- *Deadline for students to submit a Late Stay request
- *24-hour quiet hours begin

May 6

- *24-hour quiet hours end at 10 a.m.

May 7

- *Communities close at 10 a.m. for all not graduating or approved for Late Stay
- May 13
- *Communities close at 10 a.m. for all students
 - *Summer school residents move to new assignments by noon.

Have a great summer!
Thanks for living and dining with us!

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HOW TO CHECK OUT

1 PREPARE YOUR SPACE FOR CHECK-OUT.

In order to check out, your room or apartment must be free of all personal belongings. Once your space is empty, you will need to take out the trash, sweep, dust and open the blinds. Remove any stickers you placed on doors, walls, or beds. Place furniture in its original position. If you lofted or bunked your bed, you must take it down and then reattach the original headboard. All beds should be left assembled at their original height before checking out. Modular beds should be left with approximately 36" clearance under the mattress.

2 GO WITH A RESIDENT ASSISTANT (RA) TO ASSESS THE CONDITION OF YOUR SPACE.

Contact your RA as soon as you know your plans, to make a check-out appointment. Appointments should be made by April 28. At your scheduled time, the RA will walk through your room or apartment with you, comparing its condition now to its condition at check-in. Your RA will note any damages or missing items, and cleanliness of the space. If your space is not ready for check-out, you will be asked to complete any additional tasks (i.e. cleaning and assembling beds) before leaving.

3 CHECK OUT AT THE DESK FOR YOUR COMMUNITY.

You will then report to your Community Desk to turn in your room key. Please have your TigerOne Card ready for photo identification! The desk staff will complete your check-out process and take your key. You are then finished and may leave.

! SPACE CONDITION:

Normal wear and tear from living in a particular space is expected. Residents will not be accountable for anything that may have occurred through normal everyday use of their space. If you have intentionally damaged or removed something from the space, you will be referred to the Office of Community and Ethical Standards.

Contact your RA to make a check-out appointment as soon as you know your plans.
Appointments should be made by April 28.

LATE STAYS & SUMMER SCHOOL

If you signed a summer school housing contract for Long Summer or Summer 1 you are already granted a Late Stay until May 13 and will move to your Summer School Housing on May 13 (before noon).

If you have a special circumstance requiring a Late Stay, you must submit a request at the Late Stay Link between April 1-28: <http://housing.clemson.edu/early-arrivals/>

Please note that not all requests are granted. Have an alternate plan in the event that your request is not granted.

BED & MICRO-FRIDGE INSTRUCTIONS

* Please be mindful of noise when disassembling bunked/lofted beds.

TimberNest (square legs)

Lofts MUST be returned on Thursday, May 4, from 4-6 p.m. or on Friday, May 5, from 10 a.m.-3 p.m. at the TimberNest trailers located at the bookstore loading dock behind Hendrix. Disassemble your loft and remove any tape or stickers. Return loft pieces, nuts and bolts, TimberNest ½" wrench, and Allen wrench, as well as any optional items (i.e., shelves). Dollies are available at the trailer. Be sure to reassemble your University Housing bed before departing!

Collegiate Concepts (round legs)

Collegiate Concepts will pick up your loft and/or MicroFridge, starting May 8. Residents should disassemble their lofts and leave pieces in the room before departing. Be sure to reassemble your University Housing bed before you leave! MicroFridges should be unplugged, clean, and dry; the fridge and freezer doors should be left open. If you have moved, you should notify Collegiate Concepts of your new location on campus. If approved for a Late Stay, rented items should be left in the hallway on May 8.

University Housing Modular Beds

All beds should be left assembled at their original height before checking out. Modular beds should be left with approximately 36" clearance under the mattress. If you live in Holmes, McCabe or Stadium Suites, take all bolts to the Community Desk. All other areas should leave small parts like pins, dowels, bolts, and nuts in the top dresser drawer. Bed rails provided by University Housing may be left attached to the bed.