CHECKOUT FOR HOKIES

WHEN DO YOU HAVE TO GO?

If you are not participating in graduation or have received late check out approval, you must vacate your room within twenty-four (24) hours after your last exam or by Thursday, May 16 at 12:00 p.m., whichever comes first. All buildings except the Graduate Life Center at Donaldson Brown (for students who have a 12-month Graduate Student Contract) close completely on Sunday, May 19, at 10:00 a.m. Graduating students approved to stay late: You must check out no later than Sunday, May 19, at 10:00 a.m.

Dining Hall Closing Schedule available at: http://dining.vt.edu/hours.html. Individual dining plans end at 8pm on Wednesday, May 15. Special Event commencement meals are scheduled for May 17 and 18. Please see http://dining.vt.edu/events.html for more details.

SUMMER ON-CAMPUS HOUSING

Summer school housing and dining information is available at:
http://housing.vt.edu/contracts/apply/summer_students.html

Students who pre-registered for Spring-to-Summer Transition by the April 12 deadline for summer school will leave belongings in their spring room, complete an express check out with the RA staff and turn in their room key then move into their summer assignment when returning on Sunday, May 26, 2019. Cochrane and O'Shaughnessy residents cannot participate in the Summer Transition due to scheduled building maintenance that starts immediately after the semester ends.

CLEANLINESS AND ROOM CONDITION STANDARDS

While we do not expect surgical room cleanliness, we do expect students to perform a certain level of cleaning at departure. Please review the information below - if these standards are not met, you can expect a minimum charge of $50 per room for cleaning – if excessive cleaning is required, as determined by staff, charges may be doubled. A more detailed list of cleanliness standards for checkout is available online here: http://housing.vt.edu/experience/moveinmoveout.html

ROOM CONDITION CHECK-OUT REVIEWS

As you prepare to leave for the summer, a little planning and effort can dramatically reduce your chances for an end-of-year damage billing! Our expectation is that you will return the room in the same (or better) condition than when you arrived. Damages beyond normal wear and tear will be billed to the residents of the room.
All room checkouts are subject to review by the Hall Supervisors or other Residence Life staff members after your walk-through with an RA. **Although a RA will conduct the preliminary review; you may be billed for items found during the second inspection by a senior staff member.**

Discuss the room condition and potential damages with your roommate. Document the person responsible and inform the Residence Life staff member who completes your checkout. In the case of disputed charges or in the absence of additional information, both residents will share in the damage cost.

**Bed Configuration at Move-out:** As you depart, we would like for students in the following buildings to place your beds in the configuration for your building below. If you are not able to do this, don’t worry, our staff members will be coming through to set furniture, but they would appreciate any help they can get as we prepare for over 1,200 Commencement housing guests arriving the evening after the last students depart. On their behalf, thank you for your efforts and cooperation.

<table>
<thead>
<tr>
<th>Residence Hall Name</th>
<th>Bed Status End of Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ambler Johnson East</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>Ambler Johnston West</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>Barringer</td>
<td>Lofted</td>
</tr>
<tr>
<td>Campbell - East</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>Campbell - Main</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>Cochrane</td>
<td>Lofted</td>
</tr>
<tr>
<td>Donaldson-Brown GLC</td>
<td>Leave as is</td>
</tr>
<tr>
<td>Eggleston - East</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>Eggleston - Main</td>
<td>Lofted</td>
</tr>
<tr>
<td>Eggleston - West</td>
<td>Lofted</td>
</tr>
<tr>
<td>Harper</td>
<td>Leave as is</td>
</tr>
<tr>
<td>Hillcrest</td>
<td>Lofted</td>
</tr>
<tr>
<td>Johnson</td>
<td>Lofted</td>
</tr>
<tr>
<td>Lee</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>Miles</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>New Cadet Hall</td>
<td>Lofted</td>
</tr>
<tr>
<td>New Hall West</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>Newman</td>
<td>Lofted</td>
</tr>
<tr>
<td>New Residence Hall - East</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>O'Shaughnessy</td>
<td>Leave as is</td>
</tr>
<tr>
<td>Payne</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>Pritchard</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>Peddrew-Yates</td>
<td>Separated and middle height setting, not lofted</td>
</tr>
<tr>
<td>Pearson</td>
<td>Lofted</td>
</tr>
<tr>
<td>Slusher Tower</td>
<td>Leave as is</td>
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<tr>
<td>--------------</td>
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</tr>
<tr>
<td>Slusher Wing</td>
<td>Leave as it</td>
</tr>
<tr>
<td>Special Purpose Housing</td>
<td>Leave as is</td>
</tr>
<tr>
<td>Vawter</td>
<td>Lofted</td>
</tr>
</tbody>
</table>

**GREEN MOVE-OUT**
Sustainable cleaning materials for general cleaning of the residence hall rooms are located in the RA offices for check out. If you don’t have cleaning materials of your own, please use these sustainable cleaning products and then promptly return them for other students to use. Five minutes spent cleaning your room by wiping down all surfaces, sweeping and mopping, and cleaning the windows and vanity could save you up to $50.

**SUITE-STYLE BUILDINGS**
If you are in a suite-style building, please be aware that you are responsible for the general condition of the shared living room and bathroom space as well. Please discuss check-out plans with your suitemates to ensure that all personal items are removed, floors and walls are cleaned, trash is taken out, etc.

**CHECKOUT CHECKLIST**
Make sure you leave yourself enough time to properly clean and check out before your departure.

- Decide how you will checkout (see below):
  - Regular – *suggested!* -or-
  - Express

- Remove all your items and clean your room according to the Cleanliness Standards.
- Discard your trash in the dumpsters. Use Y-TOSS to recycle (keep reading to learn more).
- Close and lock windows, close shades/blinds.
- Close and lock your room door. Sign the room door tag verifying checkout.
- Return your mailbox key (if applicable)
  - Either:
    - Sign your room condition form with the RA staff member -or-
    - Place your mailbox key in an Express Check-out Envelope and drop this off your RA office or designated location.

**REGULAR OR EXPRESS CHECK-OUT**
Regular check-out means that you arrange a time (make an appointment at least 24 hours in advance) with a Resident Advisor (RA) staff member to go through the room and complete your Room Condition Form
(RCF) together. **Housing and Residence Life staff strongly suggests that you use this regular checkout option.**

Students may choose to fill out and leave their keys in an Express Check-out Envelope. **If you choose this option you must pick up an Express Check-out envelope from an RA staff member;** you cannot simply leave your keys in the room or with another student to turn in on your behalf. By choosing this option, residents automatically agree to the room evaluation by the residence hall staff. **Charges generated from express check-out billings are not subject to appeal.**

**IMPROPER CHECKOUT**

When students leave without completing an Express Check-out Envelope or fail to meet with their RA staff member to complete a regular checkout, they are billed for Improper Checkout. Leaving your keys on your desk or with your roommate or saying that you could not find an RA staff member is not sufficient and you will be billed. **Charges generated from improper check-outs are not subject to appeal.**

**MAILING ADDRESS**

Change your mailing address on HOKIE SPA at [www.hokiespa.vt.edu](http://www.hokiespa.vt.edu). Only **First-Class Mail** will be forwarded (no magazines or newspapers). You need to change your address with the company for these items. If you don't have an active mailing address or permanent address on file, first-class mail will be returned to sender. Residents with subscriptions to magazines, newspapers or other such regular mailings should update their addresses with the company to ensure continued delivery.

Please check with your mailroom and see if you have any packages there before you leave. Remove anything left in your mailbox. The last day mail will be placed in boxes is Thursday, May 16, 2019. Your residence hall address on Hokie SPA will automatically end on Sunday, May 19, 2019.

**BICYCLES**

Beginning Tuesday, June 4, Parking Enforcement Officers will be on campus tagging abandoned bicycles. If you do not intend to take your bike with you we encourage you to consider donating them to the Y-TOSS Collection.

During this timeframe, please be aware of potential bike theft. Please contact the Virginia Tech Police Department at 540-231-6411 to report anyone not in uniform using bolt cutters to remove bicycles from racks.

For more information, please contact [Parking and Transportation](http://www.hokiespa.vt.edu) at 540-231-3200.
HOKIES RECYCLE

Single Stream Recycling: Virginia Tech uses a “Single Stream Recycling System.” All principal recycling materials such as cardboard, empty pizza boxes, paper (all types), metal cans, and plastic bottles (#1 and #2 only) be placed together inside one of the large outdoor covered recycling bins. Recycling bins in the residence areas are typically maroon in color and some are green. Recycling bins have sliding doors on each side. Single Stream Recycling Signage” decals are placed on the sliding doors with instructions on what can be recycled and placed in this recycling bin (in blue), and what to keep out of this bin (in red).

Electronic Waste (E-Waste): The University works with partners to reuse, recycle, and properly dispose of all electronic waste (E-Waste).

- For large electronic items that are operational, such as microwaves, computers, TVs, printers, etc., please bring them to the designated Y-TOSS collection points. Y-TOSS signage will direct you to the collection point.
- For small electronic items such as old cell phones and used batteries, please contact the Office of Environmental Health and Safety and Rob Lowe at (231-2510, email: rlowe@vt.edu).

Plastic Bags: The University does not have a central collection facility for plastic bags. Plastic bags can be taken to the YMCA on North Main Street or to the Kroger Grocery Store for collection.

Food Waste: The University does not have a composting program established in the residence areas. Thus, treat food waste as trash and place in the appropriate trash container (see next section).

Styrofoam: With the elimination of Styrofoam in the Dining Facilities there should be very little Styrofoam products on campus. When found, treat Styrofoam products as trash and place in the appropriate trash container (see next section).

For general recycling questions: Please contact the Facilities Department and Windell Jones (231-9916, email: jonesjw@vt.edu) or Denny Cochrane (231-5184, email: denniscc@vt.edu).

TAKE OUT THE TRASH

All residents are responsible for taking trash and unwanted items out of their rooms and making sure it gets to the right place. You can avoid being charged trash removal fee for your room or for trash found in common areas by adhering to this direction. Eighteen large Blue Dumpsters will be placed close to many residences halls and Oak Lane by May 6, 2019. Please put large trash items (dirty carpets, broken personal furniture, etc.) and bagged trash inside the dumpsters.

NOTE: “Dumpster Diving” is not allowed – please do not enter the dumpsters or remove items from dumpsters or trash compactors – it is a safety hazard and University policy violation.
MICROFRIDGE PICK-UP BY RHF MEMBERS (DATE: MAY 16)

Units MUST Be:

1. Fully Defrosted: Please unplug the unit by May 15. (Do NOT use any sharp objects to defrost the unit.)
2. Completely Clean & Dry: This includes seals and inside/outside surfaces of the refrigerator, freezer and microwave.
3. Return with all parts: Ice cube trays and ice scraper, top shelf and bottom shelf, microwave plate and ring.
4. Cleaning Fee: $50.00 charge if not cleaned & fully defrosted

Residence Hall Federation of Virginia Tech and Melvin Corp

If you have any questions or concerns please call Melvin Corp at 800-525-7307 or email: info@melvincorp.com.

RESIDENCE HALL FEDERATION (LOFT STEPS, CARPETS, HUTCHES, & LINENS)

- Residents are responsible for returning the rented Loft Steps to the tent located outside of D2 on May 10th, 13th, or 14th between 11am and 6pm.
- Carpets, Hutches, and Linens that were purchased through RHF are yours to keep and you are responsible for removing them from your residence hall room.
WE RECYCLE WHAT YOU TOSS!

Y-TOSS DONATIONS

MAY 10TH–15TH, 2019
11AM–7PM

During Move-Out, don’t throw away items that don’t fit into your car! Donate them to the YMCA at Virginia Tech! Our Y-toss Program helps keep our campus and environment clean by reducing waste going to the landfill.

We accept:
- Furniture
- Clothes
- Hutches
- Electronics

For more information contact outreach@vtymca.org

Pods located at:
- Oak Lane
- Pritachard/Lee
- Slusher
- Dietrick Field
- Payne
- AJ/Cochrane
- Vawter
- Miles/Johnson

FOR YOUTH DEVELOPMENT ®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY