

To: All Residence Hall Students  
From: John Padovani, Director of Residence Life  
Date: May 13, 2010  
Re: End of Spring Semester:  
(1) Room Check-Out , (2) E-Reps Collecting Reusable Items, (3) Storage

## **ROOM CHECK-OUT**

**Non-graduating Students:** At the end of each semester residents must vacate their rooms no later than 24 hours after their last exam, with the exception of graduating seniors in spring Semester. At **11:00 pm on Friday, May 21**, all residence halls will close for the end of the spring semester for all residence hall students except graduating seniors.

**Graduating Students:** The residence halls close **for graduating students at 6:00 pm on Saturday, May 22.**

In order to properly check-out of your room, you must do the following:

- You must vacate your room entirely, removing all of your belongings.
- You should leave your room clean, with all trash removed and in broom-swept condition. **Cleaning supplies are available in the RA offices for your use.**
- All furniture should be returned to your room. Your room condition should be the same as stated on the room condition report (RCR) completed at check-in at the beginning of the year or semester. Missing and/or damaged items in the room will result in additional charges to your student account. Please report any damage or change in your room condition report to your Resident Assistant (RA) or Residence Hall Director (RD) **before** you check-out of the residence halls.
- You should arrange to have your room inspected by an RA **before** you check-out. You can schedule time to have your room inspected by going to the RA Office. If you cannot have an RA inspect your room you may use the Express Check-out Form. A copy of the Express Check-out Form can be obtained from your RD.
- Return your room key to your RD or the RA on duty. Unreturned keys will result in a \$68.00 charge for a lock change and key replacement.

By following the procedures above you will lessen or eliminate any additional charges to your student account for room condition and damage. If you have any questions concerning the check-out procedures, please ask your RA, RD, Complex Coordinator or any member of the Residence Life Staff.

If for any reason you cannot leave campus at the scheduled closing time due to weather emergencies or other exceptional circumstances, please contact your RD immediately for permission to stay on campus.

Thank you for your cooperation.

## **E-REPs COLLECTING REUSABLE ITEMS**

During the week of May 17th-21st (Finals Week) in an effort to support the environment and to promote Sustainability, the Office of Residence Life has hired students as Environmental Representatives, or E-Reps, to do rounds in the residence halls, stopping by student rooms and collecting donations of any reusable items in good condition that can be given to charitable or non-profit organizations.

The purpose of the E-Rep program is to help students with clearing out their rooms for the summer break, reduce materials going to dumps and landfills, and assist local charitable or non-profit organizations so that others may benefit from their use.

As you prepare to leave for break, please put aside any reusable items that you don't want to take home or put in storage such as:

- School supplies
- Clothing
- Non-perishable food items
- Furniture or furnishings
- Miscellaneous reusable items (household, electrical)

**Please make sure the items are in good and useable condition.**

**Please do not leave these items in your room when you check out.** Give them to the E-Reps when they come by or put them in the one of the donation boxes located in the RA office in each building.

If you have any questions concerning the E-Reps program, please contact Jose Sanchez, Residence Hall Director of O'Connor Hall at (607) 746 4292.

Thank you for your cooperation.

## **STORAGE**

SUNY Delhi does not provide on campus storage for student's personal belongings. **Items unclaimed at the end of the academic year will be disposed of immediately at the discretion of the College.**

For students interested in summer storage options, representatives from Abbey Movers in Delhi will be available outside of Russell Hall on Wednesday, May 19<sup>th</sup> at 10 AM. For more information regarding summer storage please contact Matt Juba Residence Hall Director of Gerry Hall at 607 746-4296.

**Have a safe and enjoyable Summer Break.**