


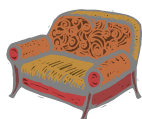
Move Out Reminders

From Physical Plant Department



We ask that as you prepare to leave the college this month, you help yourself as well as Physical Plant personnel by following these simple guidelines.

- Please pick up, bag and remove all your personal belongings and trash from your room and any common areas of the dorms. Additional trash bags are available from the custodial staff. Items that are still usable should not be placed in the trash, but should be placed in the orange RESCUE boxes  so that they can be collected and either donated to a non-profit agency or reused in the fall.
- Please do NOT use trash bags for personal belongings or items that you want to keep. They could be mistaken for trash and disposed of by the staff.
- Please carefully remove all posters, stickers and other personal items from walls, ceilings and doors as well as the associated tacks, nails, screws, tape and other adhesives.
- Please ensure that all College-owned furniture is returned to your room unless its removal was arranged by work order through PPD (you should have a receipt if PPD picked it up). If you have "loaned" furniture to other students, it is your responsibility to return it to the room it was originally in to ensure you are not charged for its replacement.
- Please ensure that all personally owned furniture, appliances (such as refrigerators, microwaves, etc), cement blocks, lofts, etc. are properly removed and taken care of before you leave. **DO NOT leave them anywhere in the buildings** (not in your room, trunk rooms, lounge, corridor, etc.)



If you do not want usable furniture items, it is easy to get rid of them at no charge. **Donate them to the RESCUE program.** Simply bring the items to the designated RESCUE locations for furniture (large items like furniture do not go in the orange boxes or in the corridors, but a list of furniture locations will be posted near the RESCUE box).

- As you leave, please take one last look around to ensure you have all your belongings. Look behind doors, in drawers, under beds, etc.
- In general, the room should be left in the same condition in which you found it (window shades, blinds, screens, smoke detectors, should all be in working order).
- There is limited storage available in trunk rooms during the summer and only under certain circumstances. It is your responsibility to know and follow the storage guidelines. Please refer to the policy outlined in the student handbook at www.colby.edu/stu_handbook.
- When you leave, ensure you check out with Hall Staff, **sign your contract card and lock your door.**

AVOID CHARGES AND FINES!

Remember that charges and/or fines are assessed to individuals or to the entire residence hall for missing items, or damage to the building, or any unauthorized items left behind in the residence halls. These are some of the most common charges:

- (1) A charge of \$25 per person typically is assessed for excess cleaning required in your room.
- (2) The cost of cleaning will be charged for excessive messes in any common area of the residence hall (such as a lounge, corridor, bathroom, kitchen, etc).
- (3) The cost of repair will be charged for damage in your room or in any common area of the residence hall.
- (4) The replacement cost will be charged for College-owned furniture missing from your room or from a common area.
- (5) A minimum charge of \$25 per item is charged to remove personal furniture or any items left inside your room, common area of the residence hall, items will not be saved. Excessively large or heavy items will warrant a higher charge. *(Items left in the building after May 24 will be disposed of or donated to charity at the discretion of the College.)*

Charges will be assessed after Commencement and added to your student account.

Thanks for your cooperation!

Please call PPD at X5000 if you have any questions.