WHEN TO MOVE OUT
Do your best to move out 24 hours after your last final, but absolutely no later than 11 a.m. on May 18, 2019.

TRAFFIC AND PARKING
Beginning at 7 a.m. on Commencement Day, lengthy traffic delays are expected. Please enter campus from East Cotati Avenue, not Rohnert Park Expressway. Family and friends will need to purchase parking permits to park in the parking lots, except for May 18 to May 19 when permits will not be required. Leave prior to Saturday, May 18 to avoid traffic. If you are bringing a U-HAUL, motor home, trailer or pod, you will need to get prior authorization and instructions from Parking Services by emailing them at parking@sonoma.edu before arriving on campus. Sleeping overnight in any vehicle including motor homes or trailers is not permitted. Do not load your vehicle in front of walkways, garbage containers, or fire lanes. Vehicles must be parked in marked spaces at all times. The risk of property damage and personal injury prohibits the driving of vehicles on walkways within the Residential Community.

GRADUATING OR WORKING COMMENCEMENT
Only graduates or individuals working commencement may extend their stay until 9 a.m. the following day. REACH will be verifying graduation date and work assignment. Only REACH staff can approve your extension which MUST be done online through ResidentWeb. Individuals approved to stay past Saturday, May 18 will need to get their Seawolf ID card re-encoded with the new checkout date in order to have access to their room after the Saturday checkout time. Residents who have contracted for summer housing will stay in their room until Summer Housing notifies them of when to move. Assignments will be emailed shortly and will include instructions about moving.

There are no extensions or other options for staying past the scheduled move out time. Potential conduct action and monetary penalties will be applied if students do not follow this process.
CHANGE YOUR MAILING ADDRESS
Before leaving, check for mail or packages at the service desk. It is your responsibility to change your mailing address, and phone number by May 12. We will use the mailing address listed on your MySSU account to forward your mail. Your home address is your permanent home and your mailing address is for payroll related documents, financial aid checks, and where you want your mail forwarded. If you don’t have a mailing address, we will use your home address. REACH will deactivate your campus address on May 17.

RESTORE YOUR RESIDENCE
Start cleaning and organizing your stuff now! You are expected to restore your residence to a condition similar to the way it was when you moved in. Use the cleaning checklist (on page 5) to determine what areas you should focus on. Failing to clean will result in excessive cleaning charges. Start packing, decluttering and recycling items now so you will have less to do during finals week. Some of the most common end of year charges are related to students leaving trash and other unwanted belongings. Save yourself money and make sure all your stuff including trash, recycling, and donations are removed from your unit.

AFTER YOU MOVE OUT
We will use the room condition form to reconcile against our inspection forms and determine billable items. The web address to complete the online room condition form was given to students when they moved in or completed a room change.

DAMAGE RESPONSIBILITY
All occupants are charged equally for any damage or cleaning of the bedroom and/or residence, unless someone takes responsibility for it. Individuals claiming responsibility will need to complete a Damage Responsibility Form by May 17. Explain who is claiming responsibility for what item. All responsible parties need to sign the form in order for the form to be valid. If the form is not complete, charging all licensees equally is a normal rental practice.
Please make a conscious effort to recycle, reuse, or donate items instead of throwing items in the dumpsters. Start now to avoid the last minute rush to clean and remove items from your room.

**RECYCLING AND TRASH**
Reduce the amount of trash and recycling that is collected the last few days of the semester by disposing of items now. This will help with the overflow of dumpsters and trash cans during move-out. Additional debris bins will be provided for move out. Please take the time to put items in the correct bins and dumpsters. (Dumpster locations can be found on page 5)

**DO NOT PLACE IN DUMPSTER - FINE UP TO $25,000**
- Fluorescent lights
- Old cell phones
- Dead batteries
- Broken electronics
- Household cleaning products

**TOXIC COLLECTION**
A “Move Out Toxic Collection Effort” is being sponsored by various University departments in order to divert harmful toxic materials from becoming landfill. Residents can take their toxic items to a laundry room. Please place the items in the boxes available in the laundry rooms. Larger ewaste items like broken TVs, printers, etc. need to be placed to the side of the trash dumpster.

**REFRIGERATORS**
Units in working condition or not will not be accepted by the Goodwill or University. Call Central Landfill at (707) 565-7940 or go to recyclenow.org.

**LOBO’S PANTRY**
Non-Perishable food can be put in bins or boxes in laundry rooms.

**DONATE YOUR ITEMS**
Donate unwanted items such as clothing, housewares, food, books, and other supplies by bringing them to one of the Goodwill bins in the residential community. A disposal fee will be charged for personal belongings that are left behind in your residence. At the University’s discretion, items left behind will either be donated to a charity or disposed.

**USE THE GOODWILL BINS IN THE COMMUNITY**
There will be Goodwill boxes located throughout the Community where you can place items to be donated for Goodwill. Please discard damaged items in the trash, unless they are broken electronics which can be left in the laundry rooms for the Toxic Collection or next to the dumpsters.

**BAGS FOR ITEMS TO BE DONATED**
Your Resistant Advisors (RAs), the Service Desks, or neighborhood collection areas will have bags for you to use to put belongings that you want to donate. These bags are free so please use them.

**BIKES**
Bikes left or unclaimed will be held in Seawolf Service Center for one month. If the bike is not claimed after one month, the bike will be donated, auctioned, or otherwise disposed of depending on the used value of the bike.
## MOVE OUT

### DEBRIS LOCATIONS

**CYPRESS DRIVE**

**KEY**

- Trash and recycling dumpsters
- Large debris containers (for trash only)
- Goodwill Donation boxes

**LOOK FOR GOODWILL BOXES**

- **Verdot**: By Gamay
- **Verdot and Zinfandel**: By Semillion
- **Zinfandel**: By Chardonnay
- **Sauvignon**: By Marsanne, Fume Blanc, Burgundy
- **Beaujolais**: By Alsace
- **Beaujolais and Tuscany**: Medoc
- **Tuscany**: By Casentino and Trentino
**BEDROOM**
- Vacuum carpets.
- Dust or wipe down furniture.
- Wipe down baseboards.
- Empty and wipe down desk drawers, dresser drawers, nightstand and closet.
- Put closet doors back on tracks.
- Return beds and furniture to move-in condition (reassemble if necessary).
- Wash windows and windowsill, remove mold.
- Check blinds and make sure rods and fixtures are attached.
- Remove all posters & stickers from walls, ceiling, doors, and furniture.
- Remove all tacks, hooks and nails.
- Put window screens back on (or in closet).
- Recycle or donate all unwanted items if possible; otherwise throw away.

**KITCHEN (IF APPLICABLE)**
- Scrub sink and counter top.
- Wash refrigerator and defrost freezer.
- Throw away all food in refrigerator. Donate non-perishable items that have not been opened.
- Scrub oven, range top, broiler pan drawer, and microwave.
- Wipe down cabinet and shelves.
- Sweep and scrub linoleum floor and plastic molding.
- Wash top of refrigerator and fan above stove.
- Clean out garbage disposal and dishwasher (remove food).
- Wipe down dining room table.
- Leave broiler pans in oven (apartments only).

**BATHROOM**
- Vacuum carpets area and clean flooring.
- Scrub vanity and sink.
- Empty and wipe down cabinets and drawers.
- Wash mirrors.
- Empty all trash from bathroom areas.
- Disinfect and scrub shower, tracks and shower door, remove all mold.
- Scrub all soap scum and mold from shower ceiling (bleach if necessary).
- Disinfect and scrub inside and outside of toilet and around the base.
- Sweep and scrub shower and toilet flooring and plastic molding.
- Remove all posters, tape and stickers from walls, ceiling and doors.
- Empty and wipe down storage closet.

**LIVING ROOM**
- Vacuum carpets.
- Dust and wipe down all furniture.
- Wipe down baseboards.
- Wash windows and windowsill.
- Wash sliding glass door, put screen back on track.
- Check drapes and blinds and make sure rods and fixtures are attached.
- Remove all posters, tape and stickers from walls, ceiling and doors.
- Remove all tacks, hooks and nails.
- Sweep and clean underneath the stairs (Zinfandel suites).
- Sweep and clean patios.