

# Moving Out of the Residential Community



**COMMUNITY  
CLOSES SATURDAY  
May 19 @ 11 A.M.**

## **WHEN TO MOVE OUT**

**RESIDENTIAL COMMUNITY CLOSES AT 11 A.M. ON MAY 19  
DO YOUR BEST TO MOVE OUT 24 HOURS after your last final,  
BUT ABSOLUTELY NO LATER THAN 11 A.M. on May 19**

## **TRAFFIC AND PARKING**

Beginning at 7 a.m. on Commencement Day, lengthy traffic delays are to be expected. Please enter campus from East Cotati Ave, not Rohnert Park Expressway. Family and friends will need to purchase parking permits as usual to park in the parking lots, except for May 19 to Sunday, May 20 when permits will not be required. Leave prior to Saturday 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](mailto: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 into the Residential Community.

## **GRADUATING OR WORKING COMMENCEMENT**

Graduates or individuals working graduation may extend their stay. If graduating or working Commencement on Saturday then you can register to stay till Sunday at 9am. If graduating or working Commencement on Sunday then you can register to stay till Monday at 9am. Housing Services will be verifying graduation date and work assignment. Housing Services will not be approving individuals wishing to stay around to watch the graduation ceremonies.

No office can approve your extension, except Housing Services. To register, you **MUST** register online through ResidentWeb. Individuals approved to stay till past Saturday 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 by May 16 and will include instructions about moving.

There are no extensions or other options for staying past the scheduled move out time. Potential judicial and monetary penalties will be applied if you do not comply with this directive. Students with assignments for '18-'19 may lose their eligibility to return if they do not comply with the move out times and dates.

# How to Move Out



**CHANGE YOUR**

## MAILING ADDRESS

It is your responsibility to change your mailing, home address, and phone number by May 23. We will use the mailing address listed on your My SSU 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. Housing will deactivate your campus address on May 23



## 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 6) to determine what areas you should focus on cleaning. Failing to clean will result in excessive cleaning charges. Start packing, decluttering, and recycling items now so you will have less to do finals week. Some of the most common end of year charges are related to students leaving trash and other unwanted belongings around. 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 18. Explain who is claiming responsibility for what item. All responsible parties need to sign the form in order for the form to be valid. Charging all licensees equally is a normal rental practice.



**THE WAY TO AVOID BEING CHARGED FOR SOMETHING YOU DIDN'T DO IS BY GETTING THE RIGHT INDIVIDUAL TO ACCEPT RESPONSIBILITY.**



Each year a large amount of stuff is left behind that gets thrown in the trash, recycled, or donated. The University's goal is to reduce the amount of trash and take less to the landfill. As a resident, your assistance is needed. Please make a conscious effort to recycle, reuse, or donate items instead of throwing items in the dumpsters. Start purging belongings now to avoid the last minute rush to clean and remove items from your room.



# Trash Recycle & ReUse!

## 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 dumpster.

## 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 close by. Please place the items in the boxes available in the laundry rooms. Please review the next page to determine what qualifies for the Toxic Collection. Larger waste items like broken TVs, printers, etc need to be placed to the side of the trash dumpster.

**TIP** DO NOT PLACE INSIDE THE DUMPSTER.

## BELONGINGS AND OTHER STUFF

Donate unwanted items such as clothing, housewares, food, books, and other supplies by bringing them to one of the neighborhood collection sites. 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 of.



## BIKES

Bikes that are left locked to bike racks will have a notice placed on the bike letting the resident know that it will be removed in 72 hours. If the bike is not claimed, the lock is cut off and the bike is held in Seawolf Service Center for no more than 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.



# USE THE GOODWILL BINS IN THE COMMUNITY!

## BAGS FOR ITEMS TO BE DONATED

Your CSA, the Service Desks, or neighborhood collection area will have bags for you to use to put belongings that you want to donate. These bags are free so please use them.

## WHERE TO PUT DONATED ITEMS

There will be Goodwill boxes located throughout the Community where you can place items to be donated for Goodwill. In addition to the Goodwill boxes, two other areas are available for students to drop off larger items that won't fit in the Goodwill boxes, as well as food. Please discard damaged items in the trash, unless they are broken electronics which can be left in the laundry room for the Toxic Collection or next to the dumpster

LOOK FOR THESE BOXES  
STARTING MAY 5TH 2018



- Cabernet:** By Merlot
- Zinfandel and Verdot:** By Chenin Blanc
- Sauvignon:** By Marsanne and Colmobar
- Beaujolais:** By Alsace
- Tuscany:** By Casentino

## THE OTHER NEIGHBORHOOD COLLECTION SITES ARE

**Sauvignon:**  
Barrel Room

**Beaujolais and Tuscany:**  
Casentino Meeting Room





**DO NOT SORT THROUGH THE BAGS THAT ARE LEFT IN THE AREAS!**

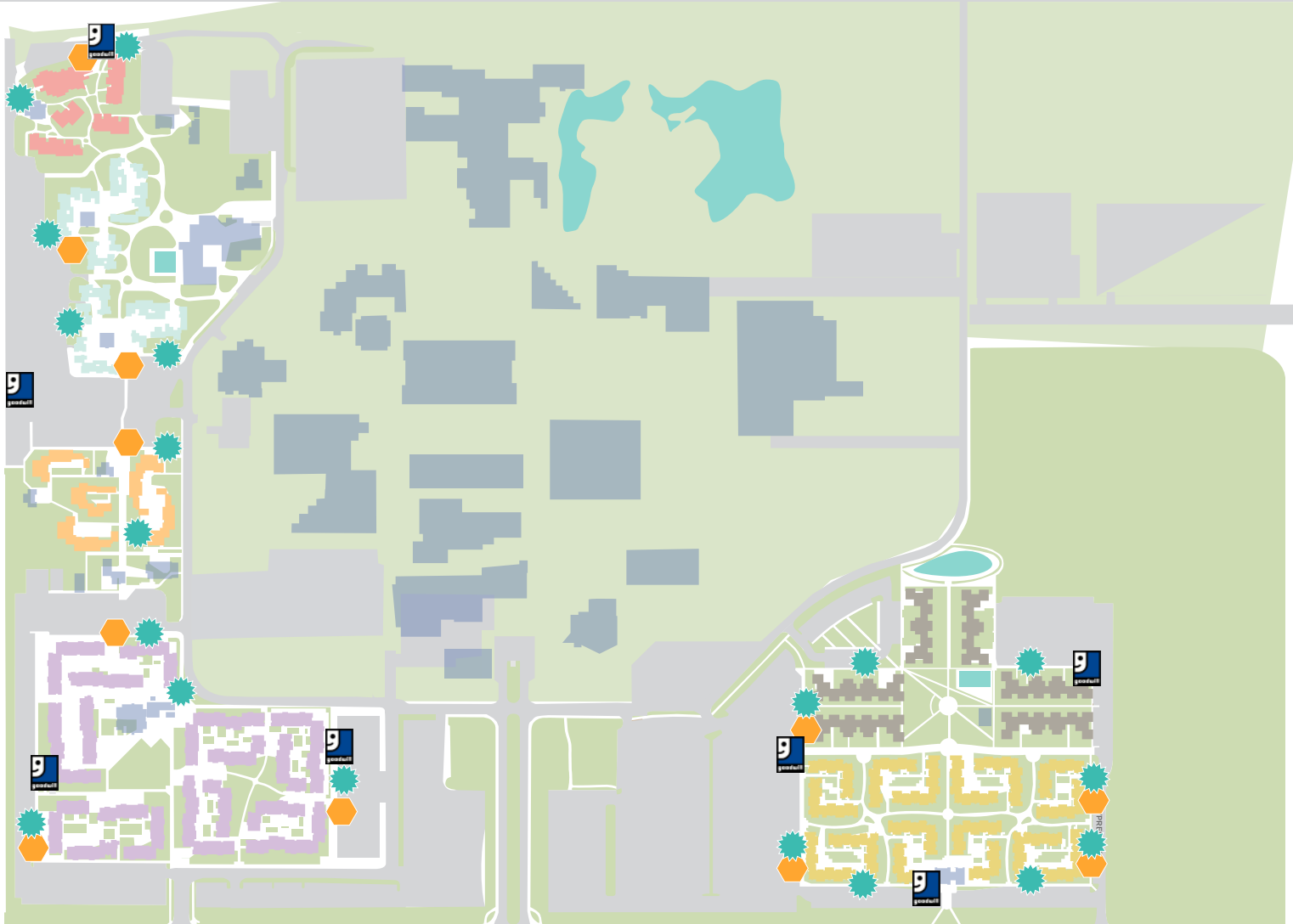


# DEBRIS LOCATIONS

## KEY

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

If you have questions, please call us at (707) 664-2541



## TOXIC WASTE COLLECTION

- Old cell phones
- Fluorescent light bulbs
- Broken electronics
- Dead batteries
- Household chemicals and cleaning products
- Propane cylinders
- Lighter fluid
- LED bulbs
- Aerosol cans

**PLEASE TAKE THESE ITEMS** to the nearest laundry room and place in the appropriate box/area. If left in your apartment or suite, the occupants will be charged for "trash" left behind. Personal refrigerators left behind can not be accepted by the University, please take them with you or call Central Landfill at 707-565-7940 for disposal instructions.

# Cleaning Checklist

## Interactive Checklist\*

\*Note you do not turn in this checklist

### 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.