When to move out:

- Residential Community closes 11 a.m. on May 10. We recommend leaving prior to Saturday to avoid road closures and traffic congestion.
- Graduates or individuals working graduation may extend their stay until 9 a.m. Sunday, May 11. No office can approve your extension, except Housing Services. To register, you MUST register online through ResidentWeb and get your Seawolf Card re-encoded by 12 Noon on May 9.
- Individuals staying till Sunday 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 with CES for summer housing will stay in their room until CES notifies them of when to move. Assignments will be emailed by May 7 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.

Traffic and parking:

- Beginning at 8:00 a.m. on Commencement Day, lengthy traffic delays are to be expected. During the time, only the E. Cotati entrances may be available for incoming/outgoing traffic. **Beginning around 11:30 a.m., vehicles will not be permitted to proceed from the Hillside Villages toward the western Residential Community, nor will vehicles be permitted to exit toward Rohnert Park Expressway until around 12:30 p.m. Vehicles coming from East Cotati during this time will only be allowed into Lot F.** Please plan accordingly.
- If you are bringing a U-HAUL, motor home, trailer, or pod you will need to get prior authorization and instructions from Police Services by emailing them at parking@sonoma.edu before arriving on campus. **Sleeping overnight in any vehicles 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 prohibit the driving of vehicles into the Residential Community.
### HOW TO MOVE OUT!

#### Change your mailing address:
It is your responsibility to change your mailing, home address and phone number by May 15. We will be using the mailing addresses 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 instead.
- Housing will inactivate your campus address starting May 15.

#### Return your mailbox key:
Before leaving campus, return your mailbox key! If you do not return your mailbox key to us, you will be charged $25 for a replacement key. Please do not return your Seawolf ID to us! If you would like to return your mailbox key prior to finals week, please bring it to the Housing Office, 3rd floor Student Center, otherwise you can follow the schedule below starting May 5.
- Cabernet, Zinfandel, Verdot, and Sauvignon residents: Return to the Zinfandel Service Desk between the hours of 10 a.m. to 11 p.m.
- Beaujolais and Tuscany residents: Return to the Tuscany Service Desk between the hours of 10 a.m. to 11 p.m.
- The Housing Office will be open Saturday, May 10 from 9 a.m. to 12 Noon and the Tuscany Service Desk from 9 a.m. to 12 Noon. After hour keys can be placed in envelopes at the Missorted Mail Boxes.

#### 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 to determine what areas you should focus on cleaning. Failing to clean will result in excessive cleaning charges.
- The mini-refrigerator in the **residential suites** will need to be defrosted and washed out. Please defrost outside, otherwise a water stain will be left on the carpet. Once defrosted, return the fridge to the living room, plug back in, and make sure door is closed. Do not leave your refrigerator outside for a long period of time - it may be stolen and you will be responsible for the replacement cost.

### AFTER MOVE OUT!

#### After you vacate:
University staff will start inspecting residences the afternoon of May 10. Staff are looking for major damages like holes in walls, broken doors, bent screens, or cleaning problems like filthy bathrooms, kitchens, and carpet stains. While normal wear and tear is expected, a trashed and filthy home is not acceptable. 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 online 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 by May 10.
- 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 other individual to accept responsibility.
Each year a large amount of stuff is left behind that either 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 with this effort is necessary. Please make a conscious effort to recycle, reuse, or donate items instead of throwing items in the dumpsters. Start purging belongings now to avoid that last minute rush to clean and remove items from room.

**Bags for Items to Be Donated:**
Your CSA, Service Desk 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 Donate Items:**
The following areas will be open between 10 a.m. and 10 p.m. Monday through Friday and 8:00 a.m. to 4 p.m. Saturday for residents to drop of donated items. The red star on the map indicates the specific locations. The areas will be monitored regularly by staff. Please bring items to area and sort according to the boxes. There will be an area for clothing, housewares, food, books, and other/items. Please discard damaged items in trash; unless they are broken electronics which can be left in room for the Toxic Collection. DO NOT SORT THROUGH THE BAGS THAT ARE LEFT IN THE AREAS!

- Cabernet: Carneros Meeting Room
- Zinfandel: Vineyard Meeting Room
- Verdot: Chateau (Old Res Life Office)
- Sauvignon: Ameci’s
- Beaujolais and Tuscany: Casentino Meeting Room

**Belongings and other “stuff”:**
Donate unwanted items such as clothing, housewares, food, books, and other supplies by bringing them to one of the above locations in your area. Larger items such as furniture should be placed by the debris bins. A disposal fee will be charged for personal belongings that are left behind in your residence with the exception of the Toxic Collection items. To discourage resident’s from doing this, there is a fee which depends on the amount and type of items left behind. At the University’s discretion items left behind will either be donated to a charity or disposed off.

**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 will be allowed to leave their toxic items on their kitchen or living room table when they move out, free of charge. Please let a note labeled “Toxic Collection” so we know you are leaving it for that collection. Please review the next page to determine what qualifies for the toxic collection.
DEBRIS LOCATIONS

Trash and recycling dumpsters
Large debris containers
Donation Collection Areas

If you have questions, please call us at (707) 664-2541!
**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).
- 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).
- Check drapes and 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.

**Bathroom:**
- Vacuum carpets 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 & stickers from walls, ceiling & doors.
- Empty and wipe or down storage closet.

**Kitchen:**
- Scrub sink and counter top.
- Wash refrigerator and defrost freezer.
- Throw away all food in refrigerator and cabinets or donate.
- 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).

**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.
- Defrost and wash inside of refrigerator (residential suites only).
- Remove all tacks, hooks and nails.
- Sweep and clean underneath the stairs (Zinfandel suites).
- Sweep and clean patios.