



WHEN DO YOU HAVE TO GO?

If you are not participating in graduation, you must vacate your room within twenty-four (24) hours after your last exam or by Thursday, May 11 at 12:00 p.m., whichever comes first. All buildings except the Graduate Life Center at Donaldson Brown (for students who have a 12-month Graduate Student Contract) close completely on Sunday, May 14, at 12:00 p.m. Graduating students approved to stay late: You must check out no later than Sunday, May 14, at 12:00 p.m.

Dining Hall Closing Schedule available at: <http://dining.vt.edu/hours.html>. Individual dining plans end at 8pm on Wednesday, May 10. Special Event commencement meals are scheduled for May 12 and 13. Please see <http://dining.vt.edu/events.html> for more details.

SUMMER ON-CAMPUS HOUSING

Summer school housing and dining information is available at:
http://housing.vt.edu/contracts/apply/summer_students.html

Students who pre-registered for Spring-to-Summer Transition by the April 9 deadline for summer school will leave belongings in their spring room, complete an express check out with the RA staff and turn in their room key then move into their summer assignment when returning on Sunday, May 21, 2017.

CLEANLINESS AND ROOM CONDITION STANDARDS

While we do not expect surgical room cleanliness, we do expect students to perform a certain level of cleaning at departure. Please review the information below - **if these standards are not met, you can expect a minimum charge of \$50 per room** for cleaning – if excessive cleaning is required, as determined by staff, charges may be doubled. A more detailed list of cleanliness standards for checkout is available online here: <http://housing.vt.edu/experience/moveinmoveout.html>

Bed Configuration at Move-out: As you depart, we would like for students in the following buildings to place your beds in the configuration for your building below. If you are not able to do this, don't worry, our staff members will be coming through to set furniture, but they would appreciate any help they can get as we prepare for over 1,200 Commencement housing guests arriving the evening after the last students depart. On their behalf, thank you for your efforts and cooperation.

Residence Hall Name	Bed Status End of Spring 2017
Ambler Johnson East	Separated and middle height setting, not lofted
Ambler Johnston West	Separated and middle height setting, not lofted
Barringer	Lofted
Campbell - East	Separated and middle height setting, not lofted
Campbell - Main	Separated and middle height setting, not lofted
Cochrane	Lofted
Donaldson-Brown GLC	Leave as is
Eggleston - East	Separated and middle height setting, not lofted
Eggleston - Main	Lofted
Eggleston - West	Lofted
Harper	Separated and middle height setting, not lofted
Hillcrest	Lofted
Johnson	Lofted
Lee	Separated and middle height setting, not lofted
Miles	Lofted
Monteith	Leave as is
New Hall West	Separated and middle height setting, not lofted
Newman	Lofted
New Residence Hall - East	Separated and middle height setting, not lofted
O'Shaughnessy	Leave as is
Payne	Separated and middle height setting, not lofted
Pritchard	Separated and middle height setting, not lofted
Peddrew-Yates	Separated and middle height setting, not lofted
Pearson	Lofted
Slusher Tower	One lofted, one lower height
Slusher Wing	One lofted, one lower height
Special Purpose Housing	Lofted
Thomas	Leave as is
Vawter	Lofted

GREEN MOVE-OUT

Sustainable cleaning materials for general cleaning of the residence hall rooms are located in the RA offices for check out. If you don't have cleaning materials of your own, please use these sustainable cleaning products and then promptly return them for other students to use. Five minutes spent cleaning your room by wiping down all surfaces, sweeping and moping, and cleaning the windows and vanity could save you up to \$50.

ROOM CONDITION CHECK-OUT REVIEWS

As you prepare to leave for the summer, a little planning and effort can dramatically reduce your chances for an end-of-year damage billing! Our expectation is that you will return the room in the same (or better) condition than when you arrived. Damages beyond normal wear and tear will be billed to the residents of the room.

All room checkouts are subject to review by the Hall Supervisors or other Residence Life staff members after your walk-through with an RA. **ALTHOUGH AN RA WILL CONDUCT THE PRELIMINARY REVIEW; YOU MAY BE BILLED FOR ITEMS FOUND DURING THE SECOND INSPECTION BY A SENIOR STAFF MEMBER.**

Discuss the room condition and potential damages with your roommate. Document the person responsible and inform the Residence Life staff member who completes your checkout. In the case of disputed charges or in the absence of additional information, both residents will share in the damage cost.

SUITE-STYLE BUILDINGS

If you are in a suite-style building, please be aware that you are responsible for the general condition of the shared living room and bathroom space as well. Please discuss check-out plans with your suitemates to ensure that all personal items are removed, floors and walls are cleaned, trash is taken out, etc.

CHECKOUT CHECKLIST

Make sure you leave yourself enough time to properly clean and check out before your departure.

- Decide how you will checkout (see below):
 - Regular – *suggested!* -or-
 - Express
- Remove all your items and clean your room according to the Cleanliness Standards.
- Discard your trash in the dumpsters. Use Ytoss to recycle (keep reading to learn more).
- Close and lock windows, close shades/blinds.
- Close and lock your room door. Sign the room door tag verifying checkout.
- Return all keys and either:
 - Sign your room condition form with the RA staff member -or-

- Place your keys in an Express Check-out Envelope and drop this off your RA office or designated location.

REGULAR OR EXPRESS CHECK-OUT

Regular check-out means that you arrange a time (make an appointment at least 24 hours in advance) with a Resident Advisor (RA) staff member to go through the room and complete your Room Condition Form (RCF) together. **Housing and Residence Life staff strongly suggests that you use this regular checkout option.**

Students may choose to fill out and leave their keys in an Express Check-out Envelope. **If you choose this option you must pick up an Express Check-out envelope from an RA staff member;** you cannot simply leave your keys in the room or with another student to turn in on your behalf. By choosing this option, residents automatically agree to the room evaluation by the residence hall staff. **CHARGES GENERATED FROM EXPRESS CHECK-OUT BILLINGS ARE NOT SUBJECT TO APPEAL.**

IMPROPER CHECKOUT

When students leave without completing an Express Check-out Envelope or fail to meet with their RA staff member to complete a regular checkout, they are billed for Improper Checkout. Leaving your keys on your desk or with your roommate or saying that you could not find an RA staff member is not sufficient and you will be billed. **CHARGES GENERATED FROM IMPROPER CHECK-OUTS ARE NOT SUBJECT TO APPEAL.**

MAILING ADDRESS

Change your mailing address on HOKIE SPA at www.hokiespa.vt.edu. Only **First-Class Mail** will be forwarded (no magazines or newspapers). You need to change your address with the company for these items. If you don't have an active mailing address or permanent address on file, first-class mail will be returned to sender. Residents with subscriptions to magazines, newspapers or other such regular mailings should update their addresses with the company to ensure continued delivery.

Please check with your mailroom and see if you have any packages there before you leave. Remove anything left in your mailbox. The last day mail will be placed in boxes is Thursday, May 11, 2017. Your residence hall address on Hokie SPA will automatically end on Sunday, May 14, 2017.

BICYCLES

Beginning Tuesday, May 23, Parking Enforcement Officers will be on campus tagging abandoned bicycles. Parking and Transportation will begin its annual pick-up of abandoned bicycles on Monday, June 12. If you do not intend to take your bike with you we encourage you to consider donating them to the Y-Toss? Collection.

During this timeframe, please be aware of potential bike theft. Please contact the Virginia Tech Police Department at 540-231-6411 to report anyone not in uniform using bolt cutters to remove bicycles from racks.

For more information, please contact [Parking and Transportation](#) at 540-231-3200.

HOKIES RECYCLE:

Single Stream Recycling: Virginia Tech uses a “Single Stream Recycling System.” All principal recycling materials such as cardboard, pizza boxes, paper, and bottles & cans can be placed together inside one of the large outdoor covered recycling bins. Recycling bins in the residence areas are typically maroon in color and some are green. Recycling bins have sliding doors on each side. Single Stream Recycling Signage” decals are placed on the sliding doors with instructions on what can be recycled and placed in this recycling bin (in blue), and what to keep out of this bin (in red).

Electronic Waste (E-Waste): The University works with partners to reuse, recycle, and properly dispose of all electronic waste (E-Waste).

- For large electronic items that are **operational**, such as microwaves, computers, TVs, printers, etc., please bring them to the designated YToss collection points. Ytoss signage will direct you to the collection point.
- For small electronic items such as old cell phones and used batteries, please contact the Office of Environmental Health and Safety and Rob Lowe at (231-2510, email: rlope@vt.edu).

Plastic Bags: The University does not have a central collection facility for plastic bags. Plastic bags can be taken to the YMCA on North Main Street or to the Kroger Grocery Store for collection.

Food Waste: The University does not have a composting program established in the residence areas. Thus, treat food waste as trash and place in the appropriate trash container (see next section).

Styrofoam: With the elimination of Styrofoam in the Dining Facilities there should be very little Styrofoam products on campus. When found, treat Styrofoam products as trash and place in the appropriate trash container (see next section).

For general recycling questions please contact the Facilities Department and Windell Jones (231-9916, email: jonesjw@vt.edu) or Denny Cochrane (231-5184, email: denniscc@vt.edu).

TAKE OUT THE TRASH

All residents are responsible for taking trash and unwanted items out of their rooms and making sure it gets to the right place. You can avoid being charged trash removal fee for your room or for trash found in common areas by adhering to this direction. Big Blue Dumpsters will be placed close to many residences halls and Oak Lane by May 5, 2017. Please put large trash items (dirty carpets, broken personal furniture, etc.) and bagged trash inside the dumpsters.

NOTE: Dumpster Diving is **not** allowed – please do not enter the dumpsters or remove items from dumpsters or trash compactors – it is a safety hazard and University policy violation

MICROFRIDGE PICK-UP BY RHF MEMBERS (DATES: MAY 11 – MAY 12)

Units MUST Be:

1. Fully Defrosted: Please unplug the unit by May 10. (Do NOT use any sharp objects to defrost the unit.)
2. Completely Clean & Dry: This includes seals and inside/outside surfaces of the refrigerator, freezer and microwave.
3. Return with **all** parts: Ice cube trays and ice scraper, top shelf and bottom shelf, microwave plate and ring.
4. Cleaning Fee: \$50.00 charge if not cleaned & fully defrosted

Residence Hall Federation of Virginia Tech

If you have any questions or concerns please call Collegiate Concepts Customer Service Department at 515-597-2303 or email us at: sales@collegefridge.com. The local representative's number is 540-588-1285.

CAMPUS CARRIERS

Full- Service Campus Move-Out & Summer Storage

The Residence Hall Federation (RHF), is now in its sixth year of partnership with Campus Carriers (a company founded by VT alumni) to provide Full-Service Moving and Summer Storage that makes campus move-out easy and affordable for Virginia Tech students. Students registered with Campus Carriers will enjoy pickup directly from their residence hall room, storage for the entire duration of summer and redelivery to their new address on or off campus before fall semester.

Time is running out to register so be sure to visit www.CampusCarriers.com to learn more and make your reservation today. Pricing is based specifically on the items you will be storing and there is no minimum fee. You can sign up now even if you're unsure where you will be living next semester or don't yet know how much you'll be storing; this information can be updated later directly by accessing the personal account you will setup during registration at their website.

Any questions you may have can be directed to Campus Carriers staff at info@campuscarriers.com or via their toll-free number - (866) 739-0095.



**Affordable, Hassle-free Summer Storage
with FREE Pick Up and Delivery.**

MOVING + SUMMER STORAGE



REGISTER ONLINE CampusCarriers.com



YMCA Y-toss Collection

We want what you've got!

DONATE YOUR DORM ITEMS!

Look for our PODS by your dorms!

Pritchard/Lee, Miles/Johnston, Vawter , Payne,
Slusher, Cochrane/AJ, Upper Quad and Shanks,
Oak Lane - Gatehouse

May 5th - May 10th | 10:30am - 8:30pm



YTOSS is one of VT's **LARGEST** sustainability initiatives. We are looking to **keep 10 TONS** of good items **out of the landfills**. **DONATE** your items instead of throwing them away.



No more room in your car?

items to us and serve your fellow Hokies!

Donate your dorm

If you have time and want to do more, you can [volunteer](#) at one of our [collection booths](#)!

Contact: outreach@vtymca.org