

HOUSING & RESIDENCE LIFE END OF YEAR CLOSING NOTICE 2025

Between finals and determining your summer plans, the end of the winter semester is sure to be a busy time. Here is what you need to know to make your move-out as smooth as possible.

IMPORTANT DATES TO KNOW:

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| Friday, April 25th at 5:00 pm: | All residential facilities close to students who are not graduating seniors or approved for extended stay. |
| Sunday, April 27th at 7:00 pm: | All residential facilities close for the academic year unless given approval for extended stay. |

WHAT TO DO NOW:

- Plan to check-out within 24 hours of your last exam or by 5:00 pm on Friday, April 25th, whichever comes first unless otherwise approved.
- Plan ahead! Communicate with your family and/or friends regarding the day and time of your move-out, their estimated arrival to campus, etc.
- **START NOW!** Clean your room, bathroom, common space, and all other living spaces. Return your beds to a bunked position (if applicable), and all other furniture to its original position (if applicable). **It will take longer than an hour to clean your space.**
- Communicate with your roommates and establish agreements as to how you will share responsibility for cleaning. You should not leave all responsibilities to the last person. Students who do not properly clean their personal and shared spaces will be assessed a \$110 cleaning fee.
- Think about packing strategies. Pick up boxes, crates, or bags now, so you are ready to pack up when the time comes. Carts will be available for checkout at the South front desk, but they are limited.
- Submit any work orders that need to be placed for your room. By being proactive now, you may avoid charges for negligence after check-out. You can submit work orders by visiting the facilities website. If you need assistance, please visit the south hall front desk.

EXTENDED STAY REQUESTS:

- If you need to remaining on campus beyond 5:00 pm on April 25th you must have an approved reason to stay on-campus **AND you must apply for extended stay by 11:59 PM on Monday, April 14th.** Reasons to apply for extended stay may include:
 - International students with flights after Friday at 5pm
 - Out of state students with flights after Friday at 5pm
 - Other extenuating circumstances that are approved by the Housing & Residence Life team (NOT OFF CAMPUS JOBS)
 - Students DO NOT NEED TO FILL OUT EXTENDED STAY if they are automatically approved. Those students are:
 - Graduating Seniors (Approved through Sunday at 7pm pending a scheduled check out)
 - Students working for graduation- their supervisors should email the housing email for approval
 - Approved Spring Athletes competing past April 25th, who have received that approval from Athletics
- Students should apply for late stay via the online form [HERE](#).
- If you are not approved for extended stay:
 - You must be out of your room 24 hours after your last final, or by **Friday, April 25th at 5pm, whichever comes first**

- ***Any student found in violation of this will be subject to an hourly charge and asked to leave immediately.***
- If you are approved for extended stay:
 - HRL will contact you with more details about checking out of your room. Most short-term extended stay students will be able remain in their current rooms. Longer extended stay will likely need to move into a temporary space during the week of May 5th-9th. At that time you will check out of your room with a Conference Assistant and into your temporary room.
 - **No visitors, except for those actively helping with move out, will be permitted in the residence hall during the extension including pets!**
- ID cards will not work past April 25th at 5pm unless Housing and Residence Life gives approval for extended stay

If you are approved for extended stay, you must still complete check-out procedures as listed below.

CHECK-OUT TO DO LIST:

You must complete all the items in the check-out to do list below in order to be ready for a check-out and avoid additional fees at move-out.

- ✓ Remove all personal property from your room. Anything left in a room will be considered abandoned and will be disposed of at the discretion of the University. Students who leave behind belongings will be charged.
- ✓ Clean and vacuum/sweep your floors.
- ✓ Remove all your trash your room and put in the appropriate receptacles on the floor or in the building/house. Do not leave items in hallways, stairwells, and common areas.
- ✓ Consider donating unwanted clothing, non-perishable food, books, and other goods to the collection bins available in each building. Do not donate opened food.
- ✓ Place all furnishings in their original position and restore to proper working order. All furniture should be in standard set-up arrangement.
- ✓ Assure window screens are present and installed properly. Close and lock your windows. Leave blinds open.
- ✓ Empty and wipe clean all drawers.
- ✓ Remove all tape, poster putty, etc. from all surfaces (walls, doors, ceilings, mirrors, windows, etc.) and ensure there are no holes.
- ✓ Dust and sanitize all surfaces.
- ✓ Thoroughly clean bathrooms. Clean the floors, sink, toilet, shower, mirror, drawers, and bathroom fixtures.
- ✓ Thoroughly clean kitchen/kitchenettes and common spaces. Clean floors, all appliances, cabinets, drawers, and countertops. Wipe down walls, lights, and other surfaces.
- ✓ Ensure the hallway area adjacent to your room is clean and tidy.

CHECK-OUT:

Once you have removed all of your personal belongings from your room, cleaned, and are ready for a check-out, follow the procedures listed below to locate an RA. **Each student (not just the last student to leave) MUST check-out with an RA or be charged \$50.00 Improper Check-out fee to your student account.** The RA will not check you out until you have removed all of your personal belongings and are ready to return your key (if applicable). Leaving belongings behind will result in an improper check-out and cleaning fee. **Please plan time for your actual check-out. The RA is required to inspect your room as part of the check-out process.**

You will be able to keep your ID cards! If you are coming back next year, you will need your ID card. You WILL NOT be issued a new card during the move in process in the fall. Card replacement fees are \$25.

Panther Ridge & Panther Woods Residents ONLY: Room keys must be turned in at the time of your check-out. If keys are not returned at the time of check-out, a lost key fee of \$50 will be applied to your student account. Keys returned after check-out will not result in removal of this fee.

Check-Out Hours:

Monday, April 7th through Thursday, April 24th
(No Saturday or Sunday Checkouts)
8:00 am to 8:00 pm

Friday, April 25th: 8:00am-5:00pm

Sunday, April 28th (for pre-approved reasons only):
10:00 am to 12:00 noon
5:00 pm to 7:00pm

To Check-out you must schedule in advance with your RA.

You will receive an email from your RA with a sign-up link. Please reach out to your RA with any sign-up issues.

****If you need to schedule a checkout outside of your RAs availability, you must contact your RA or RLC/AC to discuss an alternative time. Failure to do an in-person checkout will result in an improper checkout fee.***

ROOM INSPECTIONS & FEES:

- You, personally, are responsible for all check-out procedures and for the condition of your assigned room space and shared space. Do not assign your responsibilities to a friend, Resident Assistant, or Custodial Services personnel. Failure to complete your tasks will result in charges to your student account.
- Failure to check-out properly will result in a \$50.00 Improper Checkout fee to your student account. Plan ahead to avoid such charges.
- Residents who fail to clean their living space prior to departure will be charged an additional \$110.00 cleaning fee.
- Damages will be assessed by Housing & Residence Life professional staff in consultation with the Facilities professional staff. Residents will be charged fees as applicable.
- Housing & Residence Life professional staff inspect all rooms after closing and make the final decision on all charges. Resident Assistants (RAs) do not determine charges and fees.

DINING INFORMATION:

- The dining hall will close on April 25th at 2:00pm.
- The Panther den is open Monday through Thursday 8am to 3pm during the Spring/Summer semester.

**If you have any items borrowed from the cafeteria (plates, bowls, cups, etc.) Please return them to the dining hall. In addition, please return any to-go containers before Friday, April 25th at 2:00pm.*

SPRING/SUMMER HOUSING:

Taking summer classes? Working on-campus this summer? The Summer Housing application is available online [HERE](#). The Spring/Summer housing application is due on April 14, 2025.

MAILROOM INFORMATION:

- Pick up any packages mailed to you before leaving for the summer. Packages not retrieved will be returned to the sender.
- In order to receive mail during the summer, make sure to update your address via Self-Service Banner (under Student Connections tab on DU website). If you do not do this, you will not receive mail during the summer.

CONTACT HOUSING & RESIDENCE LIFE STAFF:

Housing & Residence Life Office, housing@davenport.edu, 616-554-5095

Kullen, Residence Life Coordinator, skullen@davenport.edu, 616-554-5822

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Have a Great Summer!