



REVELLE RESIDENCE LIFE OFFICE  
9500 GILMAN DRIVE, 0312  
LA JOLLA, CALIFORNIA 92093-0312

(858) 534-3025  
(858) 534-3004 (fax)

Dear Revelle Resident,

As spring quarter comes to a close, we want make sure you are aware of some end-of-the-year notices and the proper process for checking-out and moving-out of your room and suite/apartment (**\*\*\*Please forward this to your parent, guardian, and/or whoever will be helping you move\*\*\***) :

- **Finals Week (June 10<sup>th</sup> – June 16<sup>th</sup>):**
  - Beginning on Saturday, June 10<sup>th</sup> and through the end of finals week, Friday, June 16<sup>th</sup>, 24 hour quiet hours are in effect.
  - Please check the [Housing\\*Dining\\*Hospitality website](#) for changes to dining hall hours as the end of the quarter approaches.
- **Closing (June 17<sup>th</sup>)**
  - According to your Housing Contract, ***you must be completely moved out of your room and suite/apartment by 6:00pm on Saturday, June 17<sup>th</sup>.***
  - Due to security measures for the Dalai Lama's visit to campus, and road closures, there will be a high impact on campus accessibility between the hours of 7:00am – 2:00pm on Friday, June 16<sup>th</sup> and Saturday, June 17<sup>th</sup>.
  - If you do not have a Friday final, we HIGHLY recommend that you move-out by Thursday, June 15<sup>th</sup>. If you are not able to move-out prior to Friday, we encourage you to pack as much as possible during the 7:00am – 2:00pm time period and move-out after 2:00pm in a quick and orderly manner.
  - In preparation for closing you must attend one of the mandatory closing meetings for your community. Speak with your RA to find out specific dates, times, and locations for these meetings. These meetings will cover checkout procedures and other important closing information. Attendance will be taken!
    - Pre-inspections will be available through your Resident Assistant (RA) from Sunday, June 4<sup>th</sup> to Sunday, June 11<sup>th</sup> to discuss the condition of your room and to answer general questions. Your RA will inform you of the date and time they will be stopping by your suite/apartment. If you are not able to be present at the time your RA stops by your suite/apartment and you would still like a pre-inspection, let your RA know and they can schedule a make-up date and time or have another Revelle Residence Life staff member do the inspection for you. Please note that these pre-inspections will have no bearing on the final inspections and damage assessments conducted by the professional staff member after 6:00pm on June 16<sup>th</sup>. The pre-inspections merely serve as a general assessment of what may be noted during final inspections.
  - In order to prepare your room for check-out, you must:
    - **Remove all personal items and trash/recycling from your room, suite/apartment and bathroom**
    - **Return all room/suite/apartment furniture to its original location**
    - **Turn off lights and thermostat**
    - **Close all windows and lock your door**
    - **Call in any existing maintenance issues to 858.534.2600 before you check out.**

- **ALL trash and recycling must be removed from your room and suite.** Large trash and recycling bins will be placed on the Plaza adjacent to Argo Hall and by the trash compactors (east of Tower 3 of the Keeling Apartments). Please use these bins for all trash and recycling and be sure to place your trash and recycling in the correct bin.
  - **Housing\*Dining\*Hospitality will be hosting a donation drive from late May until Closing on June 16<sup>th</sup>. There will be two types of donations:**
    - UCSD Food Pantry Donations: unopened, non-perishable foods can be donated at Roger's Place.
    - Disabled American Veterans (DAV) Donations: books, clothes, electronics (working and non-working), household items, or a reusable items may be donated.
- **Anyone not checked out by 6:00pm on Saturday, June 17<sup>th</sup> will be charged an improper check out fee of \$45.00** Any of the following may result in the assessment of an improper check out fee—even if you are moved out by 6:00pm:
  - **Failing to return your keys**
  - **Leaving an excessive mess**
  - **Failure to return all furniture to its original location**
  - **Belongings left in your room and/or suite/apartment**
  - **Failure to turn in your inventory form at the beginning of the year**
- Once your room is ready for check-out, go to the Revelle Residence Life Office to pick up a Check-Out envelope. Check-out envelopes will be placed outside of the Residence Life Office on the front door and will be available starting Wednesday, June 7<sup>th</sup>. You must read, sign, and date the statement on the Check-Out envelope which describes charges you may receive if you do not properly complete the check-out process. Upon signing the statement and completely removing all of your belongings from your **bedroom AND suite/apartment**, you will need to place your bedroom key in the envelope, seal it, and drop off at the appropriate location.
  - **Where to drop your Express Check-out Key Packet**
    - Monday, June 12<sup>th</sup> – Wednesday, June 14<sup>th</sup> at the Res Life Dropbox at any time
    - Thursday, June 15<sup>th</sup> – Friday, June 16<sup>th</sup> at the Revelle Conference Rooms from 10:00am – 6:00pm
      - You can drop Express Check-out Key Packet at the Res Life Dropbox if you check-out before 10:00am or after 6:00pm
    - Saturday, June 17<sup>th</sup> at the Revelle Conference Rooms from 8:00am – 6:00pm
    - **\*\*\*FOR APPROVED LATE STAYS ONLY\*\*\*** Sunday, June 18<sup>th</sup> at the Res Life Dropbox by your approved time to check-out
- Before turning your keys in, you may request a Room Check from a Residence Life Staff Member to ensure that you have correctly moved-out. This is an optional process.
  - **Where to request a Room Check**
    - Tuesday, June 13<sup>th</sup> – Wednesday, June 14<sup>th</sup> at the Res Life Office from 10:00am – 6:00pm
    - Thursday, June 15<sup>th</sup> – Friday, June 16<sup>th</sup> at the Revelle Conference Rooms from 10:00am – 6:00pm
    - Saturday, June 17<sup>th</sup> at the Revelle Conference Rooms from 8:00am – 6:00pm
- Revelle Residence Life will have carts available for check-out to assist with your move-out. In order to check a cart out, you will need a photo ID and a \$20 deposit, which will be returned to you upon the timely return of the shopping cart. Late return of the shopping cart may result in the loss of your deposit. All cart rentals will be for one hour.
  - **Where to get a Cart**
    - Thursday, June 15<sup>th</sup> – Friday, June 16<sup>th</sup> at the Revelle Conference Rooms from 10:00am – 7:00pm
    - Saturday, June 17<sup>th</sup> at the Revelle Conference Rooms from 8:00am – 7:00pm
- **Parking**
  - 20-minute loading spaces will be available during Finals Week in specific spaces in Parking Lot 103. Parking permits will not be required in these spaces. However, the 20-minute time limit will be strictly enforced. If you

plan to park in a space not designated for 20-minute loading, you will need to purchase a parking permit. Additional parking information can be found online at the [Parking](#) website.

- **LATE STAYS FOR GRADUATING SENIORS, EARLY SUMMER HOUSING, AND APPROVED SPECIAL CIRCUMSTANCES**
  - If you need to stay past 6:00pm on Saturday, June 17<sup>th</sup>, you must go to the following link, <https://hdh.ucsd.edu/sso/ugrmsportal/>, sign-on with your SSO, and fill out the “2017 Move-Out Form”. From there you will get a response from our Office on if your request has been accepted or not.
- **Damage Billing:**
  - Damage Billing is based on the extent of damages or cleaning necessary, plus the amount of labor and material required to complete the job. These charges will be billed to all residents of the area assigned to them (bedroom, suite or apartment). Anticipated charges should be negotiated with your roommate(s), or suitemates/apartment mates prior to closing. Such charges will only be re-directed to a specific individual(s) when the responsible individual(s) acknowledges his or her responsibility by submitting a Shared Responsibility Form, which can be picked up at the Revelle Residence Life Office starting Wednesday, June 7<sup>th</sup>. We highly suggest that you take a photos (photos with a date and time stamp are preferred) of your room and suite/apartment after you have completely moved out. This will be useful in the case that you are assessed damage charges that you feel are not responsible for. You can attach the photos to your appeal as evidence of your claim.
  - Your room and suite/apartment should be in a similar condition at check-out as they were when you checked-in. Any issues noted by the Custodial and Residence Life staff after you check-out will be equally charged to each resident of the room and/or suite/ apartment unless responsibility is taken by one or more students. Students that receive charges will be notified via email to their UCSD email of the charges and will be given a two week period of time in which to appeal the charges. We urge you to discuss any potential room condition issues with the Residence Life Office immediately. Shared Responsibility Forms will be available starting Tuesday, June 6<sup>th</sup> at the Revelle Residence Life Office for residents that wish to take responsibility for damages in their room and/or suite/apartment.
  - **A lost key charge** of \$10.00 will be applied to your account if you fail to return your bedroom key upon check-out. This charge will be in addition to the \$45.00 improper check-out charge. If you lose your key prior to finals week, make sure to have it replaced at the Revelle Residence Life prior to Friday, June 9<sup>th</sup>. Any keys ordered after June 9<sup>th</sup> cost \$55.00 due to the rush order we will have to replace the key before June 17<sup>th</sup>.
- **Mail**
  - **Please remember to check your mailbox before you leave campus.** If you return to live on campus next fall at any of the colleges, you will be assigned a new mailbox number. If you can't remember your mailbox number or combination, please visit the Revelle Res Life Office.
- **Please remember to take your bicycle with you at the end of the year.** All bicycles left around the community (in the bike racks or otherwise) will be impounded by the UCSD Police Department starting June 17<sup>th</sup>.
- **Remember to PLAN AHEAD!** If you need to make transportation plans (i.e. buy train or plane tickets) please make sure that your plans adhere to the move-out policy of moving out by 6:00pm June 17<sup>th</sup>. We cannot make exceptions if you have a later flight or if you aren't scheduled to leave until June 18<sup>th</sup> or later. All students must be out of their rooms by Saturday, June 17<sup>th</sup>! **If you will be going home in the coming weeks, think about taking some of your belongings with you to alleviate the amount you have to pack and move when you move-out.**

**Please forward this email to your parents or whomever will be helping you move.**

Let us know if you have any further questions.

Best,

**Revelle Residence Life**

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