



Plymouth State
UNIVERSITY
Department of Residential Life and Dining Services
Langdon Woods

May 5, 2008

Dear Langdon Woods Resident,

All University housing closes on Friday, May 16th at 5:00 p.m. You must make proper plans to move out by that hour. If you are finished with finals before Thursday, you are expected to leave within 24 hours after your last exam. If you are participating in graduation and need to check-out on Saturday, you must make arrangements in the office by Wednesday, May 14.

It is important to follow appropriate check out procedures, including scheduling an appointment to check-out with your CA. All Langdon Woods residents must sign up for their check-out time in the main office at least 24 hours in advance of the time they intend to leave.

In preparation for check-out, please be certain of the following in order to avoid charges:

- 1- Everything must be removed from bureau drawers, desks and wardrobes.
- 2- Furniture must be dusted and wiped down.
- 3- Trash needs to be disposed of in the appropriate compactor (books, clothing, and non-perishable food items will be collected in the main lobby for local donation).
- 4- Recyclables should be deposited in the appropriate containers on your floor; please do not leave trash or large pieces of cardboard in recycling areas.
- 5- Your green recycling bag should be empty, clean, and in your room at the time of your check-out.
- 6- Carpets must be vacuumed thoroughly including underneath and behind furniture.
- 7- Laminate and tile flooring (in bathrooms and suite hallways) must be swept and mopped.
- 8- Walls, ceilings and doors need to be cleaned- free from tape and other substances used to hang posters, etc.
- 9- Sinks, shower, and toilet must all be cleaned thoroughly.
- 10- Both room key and outside door key need to be turned in upon your departure. If you have a bicycle storage room key, don't forget to turn that in as well.
- 11- Your room must be left in the same arrangement it was in when you moved in and must contain all original furniture. Beds should be adjusted to the mid-height setting, all lofts and/or bunks taken down. Dressers and desks should not be left under beds.
- 12- Please do not attempt to repair wall holes or peeling paint marks on your own in an effort to avoid damage charges. Such repairs might indeed result in even higher damage bills. Instead, please report the damage at the time of check-out and allow Physical Plant to complete all necessary repairs to drywall and paint professionally with the appropriate materials and correctly matching colors.

The last meal served in Prospect Hall will be lunch on Friday, May 16th.

Fall classes begin Wednesday, September 3, 2008. Residence halls open on Sunday, August 31, 2008. Housing assignments can be viewed online; visit the Residential Life web page for details.

If you are not returning to Plymouth State in the fall, be certain to officially withdraw through the Vice President for Student Affairs Office in Speare. This may be done anytime.

Best wishes with final exams and have a pleasant summer!