

# RESIDENTIAL LIFE & DINING SERVICES

## END OF SEMESTER MOVE-OUT GUIDE



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## End of Year Closing Notice

All Plymouth State Residential Communities will close at 10:00am on Saturday, May 13, 2023.

This guide has been created to assist on-campus students with information regarding end-of-the-year closing and how to properly prepare your space for official check out before departing campus.

Any changes or updates related to End of Year Closing will be communicated through your Plymouth State University email account.

## Important Dates to Remember

- May 5, 2023 @ 11:59pm - 24 Hour Quiet Hours Begin
- May 8, 2023 - May 12, 2023 - PSU Finals Week
- May 13, 2023 @ 10:00am - All Residential Communities Close

# Move-Out Extension Information

Students that need to extend their stay in the building beyond closing up until 10:00am on May 16, 2023 need to complete an extension request by 4:30pm on May 4, 2023.

- **Extension Request Form:**

- <https://plymouth.erezlife.com/login/>



- **Navigate to the Forms Section**

- **Hall Closing - Extension/Stay Request Form**

Students that need to stay beyond May 16, 2023, or for any part of the Summer will be required to complete the Summer 2023 Housing Application. Please see below for details.

## Summer Housing Information

### Are you interested in staying in Plymouth this summer to study or work?

Residential Life & Dining Services is offering an All-Inclusive housing and dining package to support your plans of taking a course, participating in an internship, or working for PSU.

#### WHAT'S THE COST?

The fee of \$3,268 includes housing and meals

- Summer Housing check-in May 22, 2023 through August 6, 2023
- Prorated daily rates may be available, minimum stay of 7 nights

#### WHAT'S INCLUDED

- Single occupancy, fully furnished room in the Mary Lyon community
  - Discounted rate available for double occupancy
- Complimentary Wi-Fi
- On-Demand streaming video service
- Parking on campus
- Unlimited meals while dining facilities are in operation

#### THE FINE PRINT

- Application must be received no fewer than 2 business days prior to requested check-in date.
- Priority given to students residing on campus for the 2023-2024 academic year.
- Students currently residing on campus for Spring '23 may remain in their space until summer housing opens on May 22, 2023 and will then transition to summer assignment in Mary Lyon
- Students booked for Fall '24 may remain in their summer space after August 6 until fall assignment is available and will transition to their fall assignment once it is ready for occupancy.
- Students NOT residing on campus in the fall will check out by Sunday August 6, 2023\* (unless other arrangements made in advance with Residential Life).
- Dining locations and hours of operation may vary but will include weekday (breakfast/ lunch/ dinner) and weekend/holiday (brunch/dinner) options.
- Unfortunately, we are unable to provide housing for students following graduation
- Students must comply with PSU and Residential Life policies and procedures

#### ADDITIONAL FINANCIAL INFORMATION

- Students may request to stay for shorter periods but will be billed for minimum stay of 7 nights.
- Meal plan is required for any stays 7 nights or longer.
- Summer housing and meal plan fees must be paid in full (or other approved plan with Student Financial Services) prior to check in.
- This agreement may be terminated at no cost up to 48 business hours prior to scheduled check in date.
- If agreement is cancelled/terminated at any point after taking occupancy:
  - Ability to return later in the summer will be managed on a case-by-case basis
  - Refunds will be prorated and granted on a case-by-case basis



**[CLICK HERE TO APPLY FOR SUMMER HOUSING](#)**



## End of Semester Dining Information

Please note that the final meal in Prospect Dining Hall will be Dinner on Friday, May 12, 2023.

FlexCash, which is tied to your dining plan, expires on Friday, May 12, 2023.

For any additional dining information please visit their website for up-to-date information, <https://dineoncampus.com/plymouth>.

**PantherBucks Reminder** - These funds never expire and are valid for as long as you are actively associated with Plymouth State

## 24 Hour Quiet Hours and Finals Week

Residential Life & Dining Services supports an academic environment. The weekend heading into finals and the week of finals will be 24-Hour Quiet Hours. These hours will begin on Friday, May 5, 2023, at 11:59pm and end on Saturday, May 13, 2023, at 10:00am.

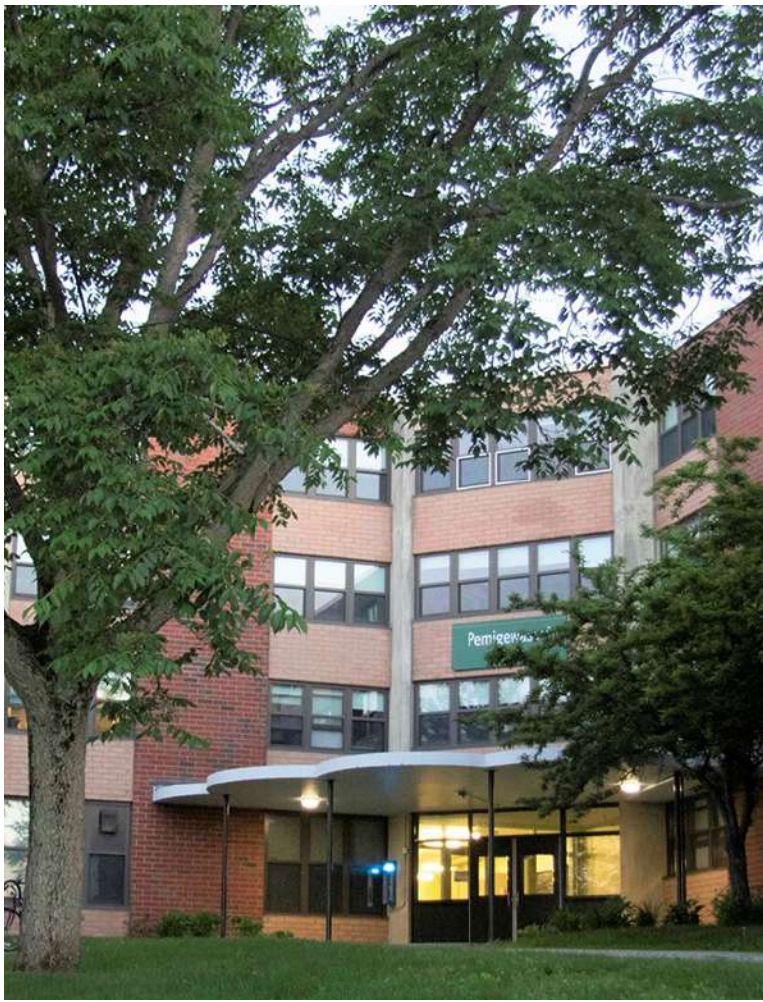
- Please be respectful of your community members and acknowledge their right to study and prepare for finals in a quiet environment.
- During this period, noise should be kept at a minimum and should not be heard outside of individual rooms and/or apartments.
- If someone's noise is distracting you, please ask them to keep the noise down or contact your CA or the CA on duty if it persists.

# Get Your Space Closing Ready

To avoid any unnecessary charges at the end of the semester, be sure to begin preparing your space now. Be sure to review the checklist below to prepare for closing.

- Empty all trash from your space into the appropriate dumpsters outside the Residential Communities (*excessive trash left behind is billed as a damage charge*)
- Properly defrost your personal refrigerator prior to packing up and moving out (*please refer to the “defrosting your fridge” section later on for details*)
- Return your space (*all university furniture Included*) to the exact location and height to which it was received at your check-in (*please reference the “bed height” section later on for details about proper bed height*)
- Donate unwanted but useful items (*check out the “Give it Forward” section of this document for details*)
- Double-check to ensure you have all of your belongings
- Complete a **STANDARD IN-PERSON CHECKOUT**
  - Schedule this 24-hours before you plan to depart from campus. Schedule this in the lobby of your Residential Community





## How to Properly Defrost Your Fridge

- Remove all items from inside the fridge, including any food from the freezer compartment.
- Unplug the mini-fridge and move the mini-fridge to an area where the floors will not be damaged by dripping water.
- Lay a thick towel in the interior bottom of the mini-fridge to absorb water. Ensure the towel extends across the front exterior of the appliance to catch any dripping water.
- Allow the mini-fridge to defrost overnight with the doors open (start this process 24 hours before your scheduled departure)
- Wipe the moisture off all surfaces of the mini-fridge in the morning.
  - Remove any stains and odors from inside the fridge using warm, soapy water.
  - Clean all shelves, trays, and racks within the mini-fridge.
  - Carefully wipe the mini-fridge of any cleaning agent using a damp rag.
  - Do not use any abrasive cleaners or scouring pads that could scratch the surfaces of the mini-fridge.
  - Allow the unit to air dry completely.
- **University Apartment Residents**
  - You are responsible for cleaning out your apartment's full-size refrigerator
  - Remove all food and liquids and dispose of them appropriately
  - **DO NOT** unplug the unit, once clean, leave the doors to the unit closed tight for closing and summer walkthroughs



## Re-Setting Your Space

Take some time to clean your space and remove trash prior to your departure, a little bit of effort now will make a big difference when you formally check out with Residential Life Staff.

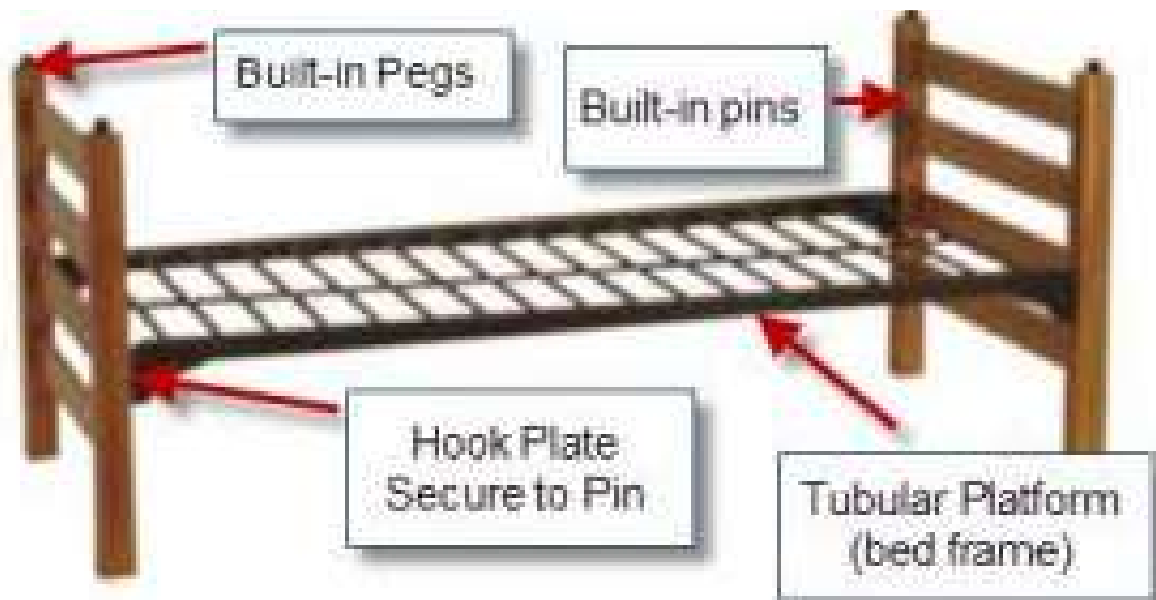
Take the following steps to clean your space before you leave:

- Take all unwanted items to the dumpster or recycling
- Clean the floors
- Clean all shared areas
- Make sure all furniture is in its proper location and height
  - *The campus standard is Four (4) pins above the metal frame*

Failing to return furniture to its proper location could result in a \$50.00 improper checkout fee charged to your student account.

### How do I return my bed to the proper height?

Here is a video that demonstrates how to reset your bed to the proper height as you prepare to leave at the end of the semester: <https://youtu.be/dJx2085Q3Js>



# How to Properly Check Out

Your finals are done and you're ready to leave campus! Here are all of the required steps to check out at the end of the semester

## 1. Prepare your space for closing

- Be sure to pack your things (*don't forget to check all drawers*)
- Fully clean your space
- Return all furniture to proper setup

## 2. Move your items out

- On the day of your departure, move all of your belongings out
- Double-check your space to ensure no personal belongings have been left behind

## 3. Schedule your IN-PERSON CHECKOUT

- Do this AT LEAST 24 hours in advance of your planned departure from campus
- Schedule this with the staff in your community in the lobby (*Apartment residents, do this in the Merrill Place Lobby*)

## 4. Complete your IN-PERSON CHECKOUT

- Once you've signed up in advance and the day of your checkout has arrived, please wait for a Residential Life staff member to arrive to your space to complete the checkout.
- This process will take a few moments as they are checking the condition of your space.
- At the conclusion of this process, this staff will note major damages/issues with the space.
- All damage billing notifications will take place after closing, YOU MUST monitor your PSU email after closing.

## Special Notes & Considerations

- All residents were assigned a room/suite/apartment key specifically to them, which is tracked by Residential Life at the time of check-in. Students are expected to return the key assigned to them at the end of their checkout.
- Keys not returned will result in students being billed for a lock change, which costs \$150 per key not returned.
- **NO KEYS WILL BE ACCEPTED BY MAIL AS MORE KEYS ARE LOST THROUGH THE MAIL THAN RECEIVED.**

## Completing an Express Checkout Packet

If you are checking out outside normal hours of operation, your option is to wait to the next day for an in-person checkout or to complete an **EXPRESS CHECKOUT**. These packets can be found in the lobby of your Residential Community (*residents of the University Apartments, your packets can be found in the lobby of Merrill Place*).

For a step by step process on how to complete the **EXPRESS CHECKOUT** packet, take a few moments to watch this quick video: <https://youtu.be/yAGEpSSslks>

# Damage and Residential Fee Charges

Residential Life Staff will perform an official checkout of your space. Final walkthroughs will be handled throughout the closing weekend. Community Directors and Area Coordinators will determine final charges, and students will receive notification no later than May 17, 2023

Residents may appeal damage charges based on the following:

- Damage is believed to be the result of "normal" wear and tear
- There is a duplicate charge
- You believe the charge was placed on your account in error

Damage charges/Fee notifications are sent to students' PSU email accounts. All damage appeals must be received within 10 business days of the notification being sent to the Student's PSU email account.

Students are **NOT** permitted to make repairs to damaged University Property. This must be completed by University Physical Plant Personnel.

## Most Common Charges

Below is a list

### **Improper Checkout**

Failing to complete any form of check out - \$50

### **Improper Checkout - Furniture**

Failing to return furniture to its proper location - \$50

### **Key Not Returned / Lock Change**

University issued room keys not returned at the time of checkout - \$150 (*per lost key*)

### **Abandoned Property**

Personal property left behind after checkout - \$50 (*per bag/box*)

### **Abandoned Property - Furniture**

Personal furniture left behind after checkout - \$200 (*per piece of furniture*)

### **Sticker Removal**

Stickers left behind after checkout that need to be removed - \$10 (*per sticker*)

### **Re-Screen Window**

Repairing a damaged screen that was not previously damaged - \$50 (*per sticker*)

### **Small Holes & Tape Mark/Tears**

Smaller holes in the wall that were not previously damaged at move-in - \$25 (*each*)

### **Mattress Replacement**

Replacing a missing/damaged mattress that was not previously missing/damaged - \$130

### **Window Shades**

Repairing damaged or missing window shades/binds that were not previously damaged - \$50



# End of Semester Donation Options

Support students and community partners by donating items before moving out. Donations will be distributed to local partners and to the Student Support Foundation's on-campus food pantry to support PSU students and the greater community.

## ITEMS TO DONATE ON CAMPUS

### Small Household Items

Microwaves  
Mini-Fridges  
Fans

### Food

Unopened/Nonperishable

### Cleaning Supplies

### School Supplies

### Laundry Detergent

### Toilet Paper/Tissues

## HOW TO DONATE (May 1st - May 12th)

- Bring approved items and place them in their designated donation bins located at the Office of Community Impact, HUB 039.
- Make sure all items are clean and are in good condition
- Donations will be collected throughout May 1st through May 12th
- Contact Casey Krafton at [cakrafton@plymouth.edu](mailto:cakrafton@plymouth.edu) with questions

## HAVE LARGER ITEMS TO DONATE?

- Consider reaching out to amazing local non-profit partners in Plymouth: Flip'n Furniture, Ladders Thrift, and Pemi-Valley Habitat ReStore.
  - **Flip'n Furniture**
    - 603-960-1746, [flipnfurniturenh@gmail.com](mailto:flipnfurniturenh@gmail.com)
    - <https://tbhshelter.org/flipn-furniture/flipn-furniture.html>
  - **Ladders Thrift**
    - (603) 238-9016
    - <https://www.facebook.com/LaddersThrift/about>
  - **Pemi-Valley Habitat Restore**
    - (603) 536-1333, [restore@pemivalleyhabitat.org](mailto:restore@pemivalleyhabitat.org)

## Unclaimed/Abandoned Property

Unclaimed/Abandoned Property includes all property where the owner voluntarily relinquishes possession.

- All items remaining in a room in a residence hall upon the conclusion of the housing agreement or the Student's separation from the University
- Costs Associated with Unclaimed/Abandoned Property
  - General Property - \$50 (*per bag/box*)
  - Personal Furniture - \$200 (*per piece of furniture*)

Unclaimed or Abandoned Property left in the room, apartment, storage room, or on the premises will be disposed of per University policy. Items remaining in a space that has been officially vacated will be treated as abandoned property and kept for only **30 days**; after that time, all items will be discarded or donated.



# Special Reminders

## Laundry Contract Transition

Laundry is currently accessed using the Speed Queen App, however, beginning in June that will change to a new process.

In accordance with the SpeedQueen Terms of Service, the value on the Speed Queen app is nonrefundable and may not be redeemed for cash.

This means students should monitor the amount of money they load onto the application and use up their balance before May 13, 2023.



## Take it Outside

Please be respectful of your community and community members by disposing of all personal trash and garbage outside in the large dumpsters

Please do not put personal trash in the hallways, stairwells, or lobby areas as you prepare for the break. This creates a potential fire hazard and impedes the community's ability to maneuver through the building.

## Don't Forget Your Bike

Double-check your community's bike room or the various bike racks around campus to ensure you have collected your bicycle before you depart for the break. Residential Life does not provide storage for bicycles over the summer



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