End of Year Closing Notice

All Plymouth State Residential Communities will close at 6:00pm on Friday, May 7, 2021.

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 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
- April 30, 2021 @ 11:59pm - 24 Hour Quiet Hours Begin
- May 3, 2021 - May 7, 2021 - PSU Finals Week
- May 7, 2021 @ 6:00pm - All Residential Communities Close
End of Semester Dining Information

Please note that the final meal in Prospect Dining Hall will be Lunch on Friday, May 7, 2021. The Take-Out window will be open until 7:00pm.

FlexCash, which is tied to your dining plan, expires on Friday, May 7, 2021.

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, April 30, 2021, at 11:59pm and end on Saturday, May 8, 2021, 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 you fridge” section later on for details)
- Return your space (all university furniture Included) to the same 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 an EXPRESS CHECKOUT on the day of departure, which includes RETURNING your room/apartment/suite key
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 properly 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
Steps to Properly Checking-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**
   a. Be sure to pack your things *(don't forget to check all drawers)*
   b. Fully clean your space
   c. Return all furniture to proper setup

2. **Move your items out**
   a. On the day of your departure, move all of your belongings out
   b. Double-check your space to ensure no personal belongings have been left behind

3. **Complete an EXPRESS CHECKOUT PACKET**
   a. These packets are located in the lobby of your Residential Community *(Apartments Residents, please go to Merrill Place)*
   b. Be sure to complete the packet entirely, which includes returning your ROOM KEY

4. **Returning the Express Checkout Packet**
   a. Once complete and sealed, drop the packet in the appropriate Express Checkout Box, located in the lobby of your Residential Community

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**Completing an Express Checkout Packet**

In order to properly check out, each resident of a room, suite, or apartment needs 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/yAGEpSSsIkS
COVID-19 Move-Out Precautions

To best support a safe move-out, similar to our openings, students will be permitted only one (1) additional person to assist them with their move-out.

A limited number of bins and dollies will be available in the lobbies of each Residential Community. Please return these to the lobbies of the Residential Community they were checked out of to ensure other students can use them after you.

Continue to practice all social/physical distancing expectations during your move-out. Face masks are still required by all students and their one (1) additional move-out helper.

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Give it Forward

Support students and community agencies by donating items to Plymouth State’s Student Support Foundation (SSF). Donations will be distributed to local partners and to SSF’s on-campus food pantry to support PSU students and the greater community.

Items to Donate On Campus

- **Small Household Items**
  - Lamps, Toasters, Coffer Makers, Fans, Etc.

- **Shampoo**
  - Unopened/little used

- **Laundry Detergent**
  - Tissues or Toilet Paper

- **Food**
  - Unopened/Nonperishable

- **Bodywash**
  - Unopened/little used

- **Clothing**
  - Gently used, free of rips/stains

How to Donate

- Place approved items in donation bins in the Residence Hall Lobbies
- Make sure all items are in good and clean conditions
- Donations will be collected throughout the week

Give It Forward is hosted by the Office of Community Impact
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

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.

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**Damage and Residential Fee Charges**

Residential Life Staff will perform an official checkout of your space. Final walkthroughs will be handled throughout closing weekend. Community Directors will determine final charges, and students will receive notification no later than May 21, 2021

Residents may appeal damage charges based upon 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 account. 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**

*that can be avoided by following this guide*

- **Improper Checkout**
  Failing to complete an express checkout - **$50**

- **Re-Screen Window**
  Repairing a damaged screen that was not previously damaged - **$50**

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

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

- **Improper Checkout - Furniture**
  Failing to return bed to proper height/furniture not reset - **$50**

- **Key Not Returned**
  University issued room keys not returned at the time of checkout - **$100 (per lost key)**
Special Reminders

Don't Forget Your Bike

Double-check your community's bike room or the various bike backs 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.

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.

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Plymouth State University