



RESIDENCE HALL **CLOSING NOTICE**

SPRING 2025

Everything you need to know for end-of-semester checkout.

To make checkout convenient and easy, please take a few moments to carefully read this information in its entirety. Knowing your responsibilities will allow for a smooth and accurate checkout, as well as help you avoid billing charges. Your hall staff are available to answer any questions you may have.

All residents must check out and be completely moved out of their residence hall by 6:00pm on Saturday, May 10. Residents found in violation of University or Residence Hall policy after finals are complete, Tuesday, May 6th at 5:30pm, may be asked to move out of the residence hall immediately.

CHECKOUT

All residents must complete the "Checkout Checklist" and tape it to the back (inside) of your room door or leave it in plain view on your desk. Room key(s) must be placed in the key envelope provided and dropped into the key drop box outside of the hall office prior to your departure. Failure to follow all check out procedures may result in an assessment of charges (see list of possible charges on the other side).

CLEAN & DAMAGE-FREE ROOM

Rooms must be clean and free of any new damage at checkout. Use the checkout checklist, provided by your RA, to ensure your room is prepared. Roommate cooperation is essential. All rooms are subject to inspection (and billing for cleanliness and damages) after the room has been vacated. Violations or damages are found after residents have departed may result in billing charges to BOTH room occupants.

BATHROOM CLEANING

To minimize disruptions during finals week, all regularly scheduled bathroom cleaning for suite and private bathrooms will end for the semester on Tuesday, April 29th. After this date, if you wish to have your personal bathroom cleaned, please place a sign on your room door requesting cleaning. Public and corridor style bathrooms will continue to be cleaned daily.

BICYCLES

Do not forget to take your bike home. Bikes deemed not in use during the summer will be impounded. You can store your bike here on campus over the summer through Transportation Services. For more information [click here](#). Read signs near bike racks for removal dates.

SUMMER SCHOOL HOUSING

Students assigned to the White Creek Apartments for the summer will receive an email with details about their assignment and when they will be able to move in. All moves will need to be completed by noon on May 13th. Students unable to complete their move by the May 13th deadline will need to take all their belongings home and sign up for a Summer I move in appointment.

PARKING

PARK ONLY IN AUTHORIZED PARKING AREAS. Parking on grass, sidewalks, in mall areas or in front of dumpsters is not permitted. Parking in loading dock areas is prohibited. Violators will be ticketed and/or towed. Please contact Transportation Services with questions or review campus parking rules at transport.tamu.edu.

SECURITY

Moving out can be busy and distracting, and is an opportune time for thieves. For both safety and security reasons, do not leave items in the hallway. Report any suspicious activity to hall staff and/or UPD and remember to keep room doors locked. For your protection, do not store valuable items in your vehicle overnight.

MAIL

Remember to forward your mail to your summer address. If no forwarding address is on file, your mail will be returned to sender.

RECYCLING

Recycling containers in the halls will remain in place through closing. The large capacity recycling bins located in Lot 32 behind Haas Hall near the basketball court for Northside and by Appelt Hall on Southside will be removed on April 30th. It is important that residents only put recyclable materials in these bins and not trash. Placing trash in the recycling bins may result in contamination and thus the materials will not be able to be recycled.

24-HOUR QUIET HOURS

Tuesday, Apr 29 @ 7 pm - Tuesday, May 6 @ 7 pm

BTHO FINALS!

DONATIONS

Green City Recycler Bins are conveniently located on both the North and South sides of campus. To see precise locations - click on the links below:
Northside #1 - [Between Hullabaloo & Walton Halls](#)
Northside #2 - [Between Hart & Neeley Halls](#)
Southside #1 - [Between Aston & Dunn Halls](#)
Southside #2 - [Behind Hart Hall](#)

Our Pocket Pantries are where you can donate or pick up grocery items as needed. Large grey bookshelves are located by the Commons 24Hr Desk, Hullabaloo 24Hr Desk, and the 3rd floor of the SSB.

Furniture, Electronics and Other Items can be donated to various charities in the Bryan/College Station community. Consider donating - this helps keep these items out of the landfill and can help those in need.

TRASH REMOVAL

All trash must be removed from your room. Trash bags are available from hall staff for loose garbage being taken to trash receptacles. Failure to dispose of trash properly may result in cleaning charges. Do not sweep dirt into hallways or public areas. Large quantities of glass bottles or glass items should be taken to dumpsters (not in trash chutes or hallway trash receptacles). Absolutely no trash or garbage should be left in your room! Dispose of everything properly!

LARGE OR HEAVY ITEMS

Cinder blocks, wood, carpets, newspaper, glass, or metal objects should be placed by **designated dumpsters located near each hall** for large, heavy items, NOT in trash cans, hallway trash receptacles, public areas, regular trash dumpsters, or compactors. Students should take large, bulky items to the closest open top trash containers and place them by the containers. Stacks of newspaper should be taken to the closest recycling collection point. NO items may be thrown out of the windows or over the balconies.

Sample CHECKOUT checklist

Attend your floor meeting to get your official Checkout Checklist from your RA!

- ☐ **DOORS** clean, free of decals, door number intact and in good condition
- ☐ **FLOORS** clean, mop and dry/vacuumed
- ☐ **MEDICINE CABINET** clean, door open
- ☐ **WINDOWS** lock, window sill clean, fasten screens, clean windows (inside), remove stickers.
- ☐ **BLINDS** clean, down, slats open on 1st floor. Down and open on upper floors. FHK & Schuhmacher Halls - blinds down and closed on all floors.
- ☐ **BEDS** reassemble, mattress flat, pulled away from the wall 6 inches
- ☐ **DESK** clean, drawers empty and open, stickers/writing/residue removed
- ☐ **DRESSER** drawers open, clean (remove stickers/writing/residue)
- ☐ **FURNITURE*** fully assembled, UN-STACKED and pulled 6 inches away from the wall
- ☐ **WALLS** clean, remove tape/putty/double-stack pads/stickers/writing/drawings
- ☐ **BATHROOM** clean and remove all personal items
- ☐ **MICROCHILL UNIT** defrosted, cleaned, dry, open and left in the room for pickup
- ☐ **SAFES** cleaned, clear, deactivate and leave open. Leave in the room (if rented)
- ☐ **DEHUMIDIFIERS (PROVIDED BY RES LIFE)** turned on with fan speed set to low
- ☐ **THERMOSTATS** set to 74 degrees & fan at medium speed. Hart Hall - follow instructions on your closing checklist
- ☐ **CLOSET DOORS** clean, open, and in good working condition. Stickers/writing/residue removed
- ☐ **BIKES** deemed not in use during the summer will be impounded. Take your bike home or sign up for summer bicycle storage through Transportation Services

**All furniture in Davis-Gary and Moses Halls must be moved away from the AC/heater unit door.*

AVOID POSSIBLE CHECKOUT charges

FAILURE TO RETURN ROOM/BATHROOM KEY (keys and lock replaced)	\$100 per lock
FAILURE TO COMPLY	\$35.00 per hour of staff time (one hour min. charge)
(NOT arranging room properly per closing instructions NOT checking out by 6:00 p.m. on Saturday, May 11)	
FAILURE TO CLEAN ROOM (leaving trash in room, not sweeping, sweeping into hall, etc.)	\$35.00 per hour of staff time (one hour min. charge)
FAILURE TO COMPLETELY REMOVE PERSONAL BELONGINGS FROM ROOMS/BUILDINGS.	\$35.00 per hour of staff time (one hour min. charge)
(i.e. cinder blocks, contact paper, carpeting, lumber, furniture, personal belongings, etc.)	
MISSING OR DAMAGED FURNITURE	charges vary per item
OTHER MISSING ITEMS OR DAMAGES (not previously listed on the residence hall room inspection)	charges vary

**This is not a comprehensive list of possible charges, but is meant to give examples of more frequently assessed charges.*