

ANNUAL FALL

RESIDENT CHECK-OUT GUIDE

Please read the following important information to
prepare for your check-out.



@pepperdinehrl

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CHECKING OUT OF YOUR FALL HOUSING ASSIGNMENT:



Sign Up for Check-Out Times and CLOMs with your RAs

- Residents who sign up for winter break interim housing are not required to sign up for a check-out time.
- All other residents are required to attend or complete a mandatory CLOM or check-out meeting. Your RAs will send out emails and post flyers throughout your building informing you when this meeting will take place.
- Residents who check-out with their RA in person must sign up for a check-out time by the **Monday of finals week**.



Express Check-Out and e-CLOMs

- Express Check-Outs and e-CLOMs are **not offered to all housing areas**.
- Residents who have this option can opt to go through an express check-out online instead of completing an in-person check-out with their RA.
- Residents who opt for an express check-out waive their right to contest check-out charges that they may accrue.

CHECK OUT PROCEDURES:



Not Returning for Spring Semester?

- At your designated check-out time, if you are checking out and **not returning** for the spring semester all personal belongings must be out of the room and/or apartment before checking out or leaving for winter break.
- All residents not returning for Spring must debunk and deloft beds. If bunk/lofted beds are not debunked or delofted before check-out, the resident will be fined.
- Please note - all residents (returning or not) must follow the cleaning guidelines on the next page.

****Pepperdine University is not responsible for personal belongings that are not removed from the student housing area. Please take this seriously and make sure that all of your personal belongings have been removed from the facility. Any personal belongings that are left will be donated to the Salvation Army.****



CHECK OUT PROCEDURES:

Cleaning Guidelines



** all residents returning or not returning must follow these guidelines

- Residents (returning or not) must turn off heaters and lights, unplug power strips, close and lock windows, close the blinds/shades, and close and lock all room doors.
- Furniture must be wiped down.
- Room and common area carpet must be vacuumed.
- Dispose of all trash in the appropriate dumpster/recycling areas outside of the building.



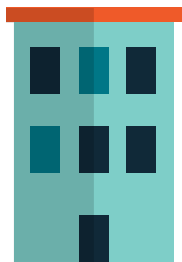
- **Micro Chill/Personal Mini Fridge:** All residents are required to empty all items out of their Micro Chill/personal mini fridge. Unplug Micro Chills/personal mini fridges **2 days before check out time** so that it can defrost. After it has defrosted, wipe the excess water out of the unit. Wipe out the entire unit with a damp cloth before check-out. **Please do not allow water from the Micro Chill/personal mini fridge to leak or seep directly onto the carpet.**



Once residents have officially checked out, a professional staff member will walk the room and the common areas, take pictures of any issues, and will assess any charges that may apply.

Any charges relating to the common areas will be equally split amongst roommates/suitemates/apartmentmates (see Fines).

CHECK OUT PROCEDURES:



Cleaning Guidelines: Apartments Only

- All apartment residents are required to thoroughly clean their unit. This includes the room, the kitchen, the bathroom and the living room.
- Within those areas, the floor, countertops, refrigerator, stove, oven, shower, toilet, and sinks must be thoroughly cleaned.
- All furniture and cupboards must be wiped down.
- All carpeted areas must be vacuumed.
- All perishable items must be removed from the kitchen/fridge/freezer.
- Apartment-mates must decide amongst each other how to delegate cleaning responsibilities.
- Professional staff will walk the room and common areas after residents have officially checked out. **Any charges relating to the apartment common areas will be equally split amongst apartment mates (see Fines).**



CHECK OUT PROCEDURES:

Important Information:



- **24 HOUR STUDY LOBBY/QUIET HOURS:** 24 hour quiet hours are in effect **starting the Friday before final exams until the Friday after final exams**. All suite-style halls will have 24 hour lobby hours (for studying). To be courteous to others, **no overnight guests** are allowed to stay in the residential community during the week of final exams.
- **Residential Road Access:** Residents who are **not returning for the spring semester** are the only residents able to gain access to the residential road in order to remove their belongings. Please begin packing the weekend before final exams as starting the Monday of final exam week, residents not returning for Spring semester can begin to use Residential Road. Those residents can pick up a token for the chapel gate by stopping by the HRL Office between 8 AM and 5 PM, Monday - Friday.



Residents are required to check-out by 9AM the Friday after final exams

CHECK OUT PROCEDURES:

Important Information (cont.):

- **Holiday Decorations:** All holiday decorations must be removed from residents' rooms and the common areas by the **Thursday before all residents must be checked out.**
- Residents who currently do not have a roommate must **prepare for a roommate for the spring semester.** All personal belongings must be removed to one side of the room along with the university furniture. It must be obvious to new spring semester residents what side of the room is theirs.
- Before leaving for winter break, all apartment residents are required to clean the bathroom and kitchen areas. This includes, removing all perishables from the refrigerator. All kitchen/bathroom counters, floors, appliances, toilets, sinks, and showers must be cleaned as well. This is necessary since residents will be away for an extended period of time. Apartments that are not cleaned, will be cleaned by Custodial Services. Cleaning charges will be assessed to student account of those residents who did not clean.



FINES:

Check-Out Fines

- Not signing up for a check-out time.....\$50.00
- Late for check-out\$50.00/hour
- Not attending/completing eCLOM.....\$25.00

Cleaning Fines

- Failure to prepare room for a new roommate..... \$100.00
- Not removing trash in room or common area.....
.....\$50.00 per incident

Miscellaneous Fines

- Public furniture in room/not debunking/delofting bed
.....\$50.00 per incident
- Miscellaneous student damage charges
.....\$40.00 (and up)
- Micro Chill unit not clean/defrosted/empty of items.....\$50.00
- Not removing personal belongings.....\$100.00-\$200.00
- Tampering with fire equipment.....\$500.00

Screens

- George Page\$60.00
- Drescher\$50.00
- Lovernich\$50.00
- Suite-Style Halls\$40.00
- Towers\$267.00
- Seaside\$50.00

FINES:

Window Blinds: Dual Shade

- George Page\$620.48
- Lovernich\$620.48
- Suite-Style Hall (E.Penn, Crocker)\$620.48
- Towers\$620.48
- Seaside\$620.48

Windows:

- George Page D & E\$158.00
- George Page F & G (Dual Glazed)\$375.00
- Drescher (Dual Glazed).....\$375.00
- Lovernich (Dual Glazed)\$265.00
- Suite-Style Halls (Single Paned)\$194.00
- Suite-Style Halls (Dual Glazed)\$375.00
- Towers\$194.00
- Seaside\$450.00

Drywall Repairs:

- Under 16" in. x 16" in. (1.78 sq. ft.) dimension\$85.00
- All repairs exceeding 1.78 sq. ft.
..... \$85.00 x man hours for repair

Interior Suite-Style Hall Door Replacements:

- Frame, Door, Hinges, and Paint (labor not included)
.....\$535.00
- Locksmith Services Installation\$315.00
- Access Control Hardware\$1,300.00

FINES:

Clean Up:

- Kitchen Area Unacceptable\$200.00
- Kitchen Area Extreme\$300.00
- Unacceptable Sink Condition\$50.00
- Unacceptable Appliance Condition\$100.00
- Unacceptable Counter Condition\$20.00
- Bathroom Area Unacceptable\$185.00
- Bathroom Area Extreme\$265.00
- Unacceptable Toilet Condition\$50.00
- Unacceptable Lavatory Condition\$45.00
- Unacceptable Shower Condition\$100.00
- Unacceptable Flooring Condition\$45.00
- Extremely Unacceptable Flooring Condition\$100.00
- Living/Bed Room Unacceptable\$100.00
- Living/Bed Room Extreme\$100.00

Lighting Fixtures:

- George Page\$75.00
- Drescher\$75.00
- Lovernich\$75.00
- Suite-Style Halls\$75.00
- Towers\$75.00
- Seaside\$75.00

FINES:

Restroom Lighting:

- George Page\$100.00
- Drescher\$100.00
- Lovernich\$100.00
- Suite-Style Halls\$100.00
- Towers\$100.00
- Seaside\$100.00

Heating Controls:

- George Page\$90.00
- Drescher\$90.00
- Lovernich\$90.00
- Suite-Style Halls\$90.00
- Towers\$90.00
- Seaside\$90.00

Heating Units:

- 72" in Unit\$115.00
- 36" in Unit\$146.00

BED BUG TRAVEL PRECAUTIONS:

Bed Bugs



You may be aware from news accounts that bedbugs are becoming a growing international problem.

Due to increased travel and decreased use of pesticides, bed bugs have been found in five-star hotels, college residence halls, hospitals, and virtually all other types of housing throughout the United States. Bedbugs are small, oval, flat, wingless insects (about one-fifth of an inch) that are visible to the naked eye and crawl at a steady rate. Their eggs are white and tubular. They hide in crevices during the day and are active at night. Bed bugs are generally not carried on your person, but they can be carried on bedding, in suitcases and backpacks, in boxes, and on furniture. They are called bed bugs because they thrive best in beds where people sleep. Like mosquitoes, bedbugs bite humans to feed on blood, but unlike mosquitoes, they do not transmit disease. Often, the first sign of bedbugs will be blood spots on sheets or an unexplained “rash” on your body.

On the next page is some information on bed bugs and what you can do to help keep them off Pepperdine’s campus when you return from winter break.

BED BUG TRAVEL PRECAUTIONS:

- When traveling, take precautions to help prevent bringing bed bugs back to campus with you. Inspect the bed you will be using. Check for blood spots on the sheets. Lift bedding and mattress. Check in seams, between bedposts and slats, and behind headboards. Check the room, including behind wall hangings. Don't put your suitcase or backpack directly on your bed; whenever possible, elevate them on a luggage rack.
- Before returning to campus, inspect your clothes and other items before packing. Check crevices in suitcases and backpacks.
- After returning to campus, recheck all traveling gear and items within when you unpack. Don't put your suitcase or backpack on or under your bed.
- Don't bring second-hand furniture items onto campus. They are common breeding grounds for bedbugs.
- Additional information is available on the Centers for Disease Control and Prevention website:
http://www.cdc.gov/nceh/ehs/publications/Bed_Bugs_CDC-EPA_Statement.htm

Please know we are here to help. If you have any questions or concerns, you may contact us at



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