



Fall 2022 **CHECK-OUT GUIDE**

COMPLETE THE MANDATORY FALL ECLM

CLEANING GUIDELINES

NOT RETURNING FOR SPRING?

IMPORTANT INFORMATION

FINES

As we reach the end of the Fall 2022 semester, please note that all students must be **checked out** of on-campus housing for winter break by **posted deadlines**, or submit a **Winter Interim housing application** if intending to remain on-campus over winter break.

Thank you & Good Luck on Finals!

from Housing and Residence Life

Step #1: SUBMIT ECLOM

COMPLETE THE MANDATORY FALL ECLOM

- **All students** living in on-campus housing must submit the **mandatory fall check-out eCLOM** by **Friday, December 9 at 5 PM**. The link to the eCLOM form can be found in student email inboxes or on our [Check-Out Procedures](#) webpage.
- Failure to complete the eCLOM by **Friday, December 9 at 5 PM** may result in a **\$25** fine.
- Residents who wish to remain in on-campus housing during the Winter Interim are still required to complete the mandatory eCLOM as well as submit a Winter Interim housing application through the [Housing Portal](#).

Step #2: CHECK OUT

- Students living in the same location for the spring semester may leave all belongings in their rooms over winter break. However, please note that **card access will be cut over winter break** so students should pack any important items needed before leaving (passports, medication, etc.) as access will not be granted during the break for forgotten items.
- To avoid potential fines, residents must follow all guidelines as listed in this check-out guide and the [Fall 2022 Check-Out eCLOM](#).

CLEANING GUIDELINES

- Turn off heaters and lights.
- Unplug power strips.
- Close/lock all windows, blinds, and room doors.
- Wipe down furniture.
- Vacuum room and common area carpets.
- 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** your 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 checked out, HRL team members will walk all rooms and common areas, take pictures of any issues, and assess any charges that may apply.
- Any charges relating to the common areas will be equally split amongst roommates/suitemates/apartment mates (see Fines section).

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, thoroughly clean the floor, countertops, refrigerator, stove, oven, shower, toilet, and sinks.
- Wipe down all furniture and cupboards.
- Vacuum all carpeted areas.
- Remove all perishable items from the kitchen fridge/freezer.
- Apartment-mates must decide amongst each other how to delegate cleaning responsibilities as any potential charges will be equally split.

NOT RETURNING FOR THE SPRING SEMESTER?

- Students not returning for the spring semester, must remove **all** personal belongings out of the room, suite, and/or apartment before checking out and leaving for winter break.
- All beds must debunked and delofted. If bunked/lofted beds are not debunked or delofted before check-out, the resident will be fined.
- Pepperdine University is not responsible for any personal belongings that are left behind in student housing areas. These belongings will be donated if not removed from all housing facilities upon check-out.

Important Information:

QUIET HOURS AND OVERNIGHT GUESTS

- 24-hour quiet hours are in effect during Seaver final exams starting Friday, December 9 at 10 PM until final exams conclude on Thursday, December 15 at 4 PM.
- 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

- Only residents who are **completely moving out** of their fall housing placement may be granted access to residential road in order to remove their belongings. We recommend that students begin packing the weekend before final exams!
- Eligible residents who need residential road access may stop by the Housing Office starting **Friday, December 9** in order to pick up a gate token and a dash pass. The Housing Office **will not be open** during the weekend.

HOLIDAY DECORATIONS

- All holiday decorations (e.g., lights, trees, wreaths) must be removed from rooms and common areas by **Thursday, December 15**.

PREPARE FOR A SPRING ROOMMATE

- Residents who live in a double-occupancy room by themselves or have a space available for a suitemate/apartment mate **must prepare** for a new roommate for the spring semester.
- All personal belongings must be moved to one side of the room along with one set of University furniture. It must be obvious to the new spring resident what side of the room is theirs.

FALL CHECK OUT TIME

- Students are required to check out of campus housing before the following dates/times. Residents who do not check-out on time will be subject to check-out fines.

School	Check Out Within 24 Hours of Last Final Exam or Latest By:
Seaver (Undergrad)	Friday, December 16 by 9 AM
Seaver (Graduate)	Friday, December 16 by 9 AM
Caruso School of Law	Saturday, December 17 by 9 AM
Grazidio Business School	Saturday, December 10 by 9 AM
Graduate School of Education and Psychology	Saturday, December 17 by 9 AM
School of Public Policy	Saturday, December 10 by 9 AM

SPRING MEAL PLANS

- Unused Fall 2022 meal points will roll over to Spring 2023. Your spring meal plan will not appear on your card until your fall meal plan is entirely depleted. Once your fall meal plan reaches zero, your spring meal plan will automatically load onto your ID card for purchases.
- Please note that the deadline to reduce or cancel eligible meal plans is **Friday, January 13, 2023 at 5 PM**. Please [consult our website](#) for more information on meal plan options and requirements.

BED BUG TRAVEL PRECAUTIONS

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.

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](http://www.cdc.gov/nceh/ehs/publications/Bed_Bugs_CDC-EPA_Statement.htm)

POTENTIAL FINES

*All fees subject to change

Check Out Fines

- 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/common area: . \$50.00/incident

Miscellaneous Fines

- Public furniture in room/not debunking bed: \$50.00/incident
- Miscellaneous student damage charges:\$40.00 (& 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

Window Blinds: Dual Shade

- George Page:\$620.48
- Drescher:\$620.48
- Lovernich:\$620.48
- Suite-Style Halls:\$620.48
- Towers:\$620.48
- Seaside:\$620.48

Windows

- George Page D & E:\$525.00
- George Page F & G (Dual Glazed):\$375.00
- Drescher (Dual Glazed):\$400.00
- Lovernich (Dual Glazed):\$265.00
- Suite-Style Halls (Single Paned):\$225.00
- Suite-Style Halls (Dual Glazed):\$375.00
- Towers:\$250.00
- Seaside:\$450.00

Bathroom Mirrors

- George Page F & G:\$370.00
- Suite-Style Halls:\$462.00

Interior Suite-Style Door Replacements

- All Halls, Frame, Door, Hardware, & Install:\$2,300.00
- Locksmith Services Installation:\$315.00
- Access Control Hardware:\$1,300.00

Shower Door

- George Page D & E:\$660.00

Carpet Square Replacement

- All Student Housing:\$12.00

Drywall Repairs

- Under 16" x 16" (1.76 sq. ft.) dimension:\$100.00
- Repairs exceeding 1.78 sq. ft.: \$85.00 x man hours for repair
- Touch-Up Paint Only:\$50.00 flat fee

Door Replacements

- All Halls, Door, Hardware, & Install:\$300.00
- ASSI/Locksmith Services Installation:\$315.00
- Access Control Hardware (if applicable):\$1,300.00

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:\$185.00
- Living/Bed Room Extreme:\$285.00

Lighting Fixtures

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

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" Unit:\$115.00
- 36" Unit:\$146.00