

March 2020

Check Out Guide:

As Pepperdine moves towards an online learning format and requests that all residents move out of on-campus housing by **3PM on March 15**, we thank you for your patience, flexibility, and understanding.

Please **complete your mandatory eCLOM** and read the following important information to prepare for your check-outs.

CHECKING OUT OF YOUR SPRING HOUSING ASSIGNMENT:

Mandatory eCLOMs

- All students must complete their e-CLOM by **March 12 at 10AM** or be subject to fines.
- All students received this eCLOM by email.

Petition to Stay in On-Campus Housing Form

- All students have received the Petition to Stay in On-Campus Housing Form.
- **Even if you have submitted this form, you must still complete your eCLOM as it is not guaranteed that your request will be approved.**

Important Check Out Information:

- **Residential Road Access:** Please keep an eye out for an email with more information about when Towers gate will open for access. If you are ready to check out right now, please contact the Housing Office.
- **Shuttle Services to LAX:** Pepperdine is pleased to offer students a shuttle service from Pepperdine to LAX to assist in your check-out. Please keep an eye out for a later email with more information on how to sign up for this opportunity.
- **Trash:** Residents must remove all the trash from all common areas, including the laundry room. If residents do not remove trash, they will be fined. Please take trash to the dumpsters and do not deposit it in the suite/hallway trash cans or laundry rooms.
- **Donations:** We are still accepting donations. Please keep an eye out for donation bins or further instructions through email.

Storage and Moving Services:

For all storage and moving needs, please contact our University approved vendor Flexible Steel Movers. They will work directly with residents to give them the help they need. For more information, visit our website at community.pepperdine.edu/housing/oncampusvendors.htm.

For students with accommodations or disabilities, Flexible Steel Movers is a great resource for residents as you move out of your on-campus space.

CHECK OUT PROCEDURES: (please read carefully)

Cleaning Guidelines: (see next page for more)

- Residents must turn off heaters and lights, 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.
- At your designated check-out time, all personal belongings must be out of the room and/or apartment before checking out.
- All residents must debunk and deloft beds.
- If bunk/lofted beds are not debunked or delofted before check-out, the resident will be fined.
- **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.

Cleaning Guidelines for 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 items must be removed from the kitchen/fridge/freezer. Fridge must be wiped down.

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).

Please note:

Your student account will begin to show finance charges if appeals from your March 2020 check-out are not submitted by March 29, 2020

General Rule of Thumb:

Everything must be moved out! Your space should look as it did when you first moved in.

Pepperdine University is not responsible for any personal belongings that are not removed from the student housing area. Any high value and sensitive materials, i.e. passports, medication, laptops, will be taken to the Department of Public Safety. Clothing and random personal belongings will be discarded or donated.

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

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\$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
- First Year 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" in. x 16" in. (1.76 sq. ft.) dimension	\$100.00
• All 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-Inch Unit	\$115.00
• 36-Inch Unity.....	\$146.00