

Spring 2023

Check-Out Guide

Please review the following instructions as you prepare for end-of-year check-outs! If you have any questions, please feel free to reach out to your Resident Advisor, Resident Director, or housing@pepperdine.edu.

01 Mandatory eCLOM
All students must submit the mandatory check-out eCLOM form by [posted deadlines](#).

02 When do I check-out?
Find your school's check-out date on our [Check-Out Procedures](#) webpage.

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

04 Fines
Any charges relating to the common areas will be equally split amongst roommates/suitemates/apartment mates (see [Potential Fines](#)).

ITEMS TO NOTE

- **Residential Road Access:** Residents can access Residential Road to load up belongings and are encouraged to begin packing the weekend before finals. Students may request gate access and receive a parking token from the Housing Office on April 21, April 24, and April 25 during business hours. From Wednesday, April 26 to Friday, April 28, Seaside Gate will be open for student access.
- **Quiet Hours and Overnight Guests:** 24-hour quiet hours are in effect during Seaver final exams starting Friday, April 14 and will end Friday, April 28. To be courteous to others, no overnight guests are allowed to stay in the residential community during the week of final exams.
- **Donations:** Please take all donations to the Salvation Army bins that will be placed near all residential areas.
- **Cafeteria Utensils and Glassware:** Please return all University utensils, glassware, plates, etc. to the main cafeteria.

CLEANING GUIDELINES

- **General Rule of Thumb:** Everything must be moved out! Your space should look as it did when you first moved in. At your designated check-out time, all personal belongings must be removed from the room/suite/apartment.
- Turn off heaters and lights, close and lock windows, close the blinds/shades, and close and lock all room doors.
- Debunk and deloft beds.
- Furniture must be wiped down.
- Carpet must be vacuumed in personal rooms and any shared common spaces.
- Trash must be disposed of in the appropriate dumpster/recycling areas outside of the building. Do not deposit trash in the suite/hallway trash cans or laundry rooms.
- In the bathroom, showers, toilets, and sinks must be thoroughly cleaned.
- **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 they 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.
- For apartment residents, all items must be removed from the kitchen/fridge/freezer. The fridge, floor, countertops, cupboards, stove, sinks, and oven must be thoroughly cleaned and wiped down.

POTENTIAL CHECK-OUT FEES & 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