Colorado school of Mines

Closing and move out procedures 2021
When do the Halls close?

• All Residence Halls close at NOON on Friday, May 14th, 2021.

• All residents and their belongings must be out of the building. The only exception is for students who are living on campus over the summer, and if this applies to you, students must speak to their RLC and have filled out a summer residence application.

• $50 fee for all students who are not moved out by that time.
Mandatory Community Meetings

• Staff will be hosting closing community meetings by April 28th, 2021

• You will be discussing:
  • EOY Celebrations/Closing out the Year strong
  • Damage claims and charges
  • Splitting costs amongst roommates/suitemates/entire communities

• Final Exam Schedule
• Summer Mail Forwarding
• Last final/ check-out timeline
• Room cleaning expectations
• Spring Closing Checklist
• Dumpster locations and Donations
• 24 hour Quiet Hours
24 Hour quiet Hours

• Friday, May 7th– Friday, May 14th

• Please be respectful of other studying for finals.
  • Any violations of the quiet hour policy may result in removal from the residence halls.
Trash and Donations

• There will be large roll off dumpsters located across campus. Please look for signage.

• Items to be donated include: unopened personal care items, non-perishable food, etc. See next slide for clothing and furniture donation locations in the Golden area
  • Donated food or personal care items need to be new and unopened.

• Trashcans will be emptied on a schedule throughout closing week. As a reminder, trashcans in bathrooms, lobbies, and common spaces is not designed for personal use, and will not be emptied by custodial services staff. Charges will be given to the entire community for trash/boxes/personal items left in common spaces or in trashcans not allowed for personal use.

• Roll-off dumpsters will be installed the week before finals, please see map of nearest dumpster on the move out bulletin board on your floor.
Dumpster Locations

May 13th-June 3rd

May 13th-June 3rd

May 6th-15th
Clothing donation locations

- At this time, there will NOT be donation locations in the Residence Halls. Below are the following nearby locations for clothing donation drop-offs:

<table>
<thead>
<tr>
<th>Location</th>
<th>Rating</th>
<th>Address</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Goodwill</td>
<td>4.3</td>
<td>17722 S Golden Rd - In THE VILLAGE</td>
<td>Open: Closed 7:30PM</td>
<td>Usually a really good selection of basic clothing and house goods. In-store shopping</td>
</tr>
<tr>
<td>Goodwill Arvada</td>
<td>4.2</td>
<td>17722 S Golden Rd - In THE VILLAGE</td>
<td>Open: Closed 9PM</td>
<td>My brother and I came here after hiking in the golden and found some cool stuff. In-store shopping</td>
</tr>
<tr>
<td>Arc Thrift Stores Donation Center</td>
<td>4.1</td>
<td>17722 S Golden Rd - In THE VILLAGE</td>
<td>Open: Closed 9PM</td>
<td>Clothes on my back. Thank you! In-store shopping</td>
</tr>
<tr>
<td>Christian Action Guild Thrift</td>
<td>4.0</td>
<td>1401 Ford St</td>
<td>Closed: Opens 10AM Fri</td>
<td>Great variety of clothing and much more to browse through. In-store shopping &amp; Curbside pickup</td>
</tr>
</tbody>
</table>
How to Check Out

• Step 1: Review your Finals Week Schedule. You are required to check out within 24 hours following your last final.
• Step 2: Obtain a check out envelope from either the front desk or your RA.
• Step 3: If you have a specific concern regarding your check-out, please reach out to your RA by April 26th.
• Step 4: When it’s time to check out, ensure that all your personal belongings are out of your room and the room is clean.
• Step 5: Check that all items on your “Spring Closing Checklist” are complete, and initial accordingly!
• Step 6: Return all items checked out from the front desk, and all mail and packages from your mailbox
• Step 7: Place your keys (room and mail keys) in the check out envelope and sign the appropriate spot on the envelope.
• Step 8: Bring your key envelope to the front desk and drop into the black express checkout keybox.
• Step 9: Go and enjoy your summer!
Cleaning Materials

- A variety of cleaning materials are available at the front desk, including:
  - Vacuums (students empty bag after use)
  - Glass Cleaners
  - Mops
  - Brooms
  - Sponges
  - All-Purpose Cleaners
  - Goo-Gone

It is an expectation that your room and suite are clean before you check out. Please work with your roommate to ensure that throughout closing week both of you know cleaning responsibilities; just because you are the first to leave does not mean all cleaning falls on the last to leave. Any spaces deemed not properly cleaned will be assigned charges assessed to residents.
How to leave your room
Storing Items over the Summer

• On campus storage is not allowed over the summer; There are many local storage options and a few web pack and store companies.

  • https://www.csstorage.com/

  • https://www.campusstorage.com/

Mines does not have any preference or preferred storage vendor. These are only suggestions and do not include all available options.
ITEMS LEFT IN HALLS

• If you leave personal items (books, snowboards, clothing, etc), we will NOT ship it to you. All items will be donated. You will also have a charge assigned to your account for leaving personal items in the room.

• Personal items left in common spaces/hallways/basement/laundry room will also be donated. Charges will be applied to ALL community members if personal items/trash are left in hallways/common spaces on floors.

• If you live in a residence hall where you have been storing your bike/gear in an indoor bike rack slot or an indoor locker, all items (including bikes) must be out of those areas by MAY 14th. ANY GEAR LEFT OVER WILL BE DONATED.
Damages and Billing

- You WILL NOT have the opportunity to appeal charges after you have moved out.

- You have an opportunity NOW to claim any damages in your room, or suite. Please notify your RLC of any such damages and they can provide a cost estimate prior to checking out.

- DO NOT REPAIR ANY DAMAGES YOURSELF!

- When you check out, all damages and billing will be processed by the RLC.

- Emails (Mines email account) will be sent to all students with individual charges and those charges will be posted to your Trailhead account (or community damages over $10) by the end of May.

- Students will have until May 31st to ask any questions to housing@mines.edu
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Enjoy your summer!