



# 24-HOUR QUIET HOURS

**START ON WEDNESDAY, MAY 5<sup>TH</sup> AT 11 PM**

**Please be respectful of others during finals time and control noise by:**

- Keeping your door closed
- Using headphones when listening to music
- Avoid having conversations in the hallway
- Adjust your alarms and phone volume to comply with Quiet Hours
- Talking quietly in the community bathrooms
- Not vacuuming between 11 PM and 10 AM
- Closing doors quietly



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For more info about moving out, visit our website:

[housing.arizona.edu/move-out](https://housing.arizona.edu/move-out)



# SECURITY TIPS

**Theft tends to increase during finals week and building closing.**

**You can decrease opportunities for theft by:**

- Keeping your door closed and locked
- Not leaving your property within sight (in the hallways, lobby, at the curb, etc.)
- Locking your car and putting as many things as possible out of sight in the trunk
- Writing your name on a specific page in all your books
- Not leaving your backpack unattended (in study rooms, the library, etc.)
- Taking your bike home with you (it will be removed by Parking if you don't)





# YOU MUST DEFROST YOUR FRIDGE

## FOR OWNED OR RENTED UNITS:

- Unplug refrigerator
- Take out all food
- Place a towel under fridge
- Carefully tip the fridge back against a wall so that the water will collect in the bottom of the fridge and not leak out onto the carpet
- Leave door open
- After ice has melted, empty water from inside fridge (it may take a day or so, plan accordingly)
- Clean and rinse with a mild soap  
(do not use sharp objects to clean as they may cause damage)
- Dry out refrigerator interior, leave door open and leave unplugged
- MICROFRIDGE USERS:** defrost, clean microwave, leave refrigerator and microwave doors open, unplug unit and leave it in your room

*NOTE: If water is on the carpet, the custodial staff must be called to clean the carpet and the resident(s) will be charged for cleaning. Failure to properly clean and defrost your refrigerator, could result in your room being documented for not complying with this request.*





# UPDATE YOUR ADDRESS

**Update your address before May 14<sup>th</sup> to avoid shipment errors and delays for important mail or packages.**

**Before you move out, be sure to:**

- 1. Contact family and friends and give them your new address**
  - 2. Contact any businesses and/or subscriptions you may have and give them your new address**
  - 3. Verify and/or update your home address on file with the university through *UAccess***
- ▶ If you are staying on campus this summer for summer school, be sure to update your address to your Summer Session dorm.**
  - ▶ We will not be able to forward mail so please make an effort to update your address before you leave.**



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# CHECK-OUT PROCEDURES

## What to Do:

- **You must check-out *within 24 hours of your last exam***
  - If you need to extend your stay for academic purposes, email your request to your Community Director by Wednesday, May 5th (include your name, room #, cell phone #, reason, & date/time of request).
- Attend your floor meeting with your RA to find out how to properly sign up for a Check-Out appointment in your dorm
- Complete the *Check-Out To Do List* before your scheduled time
- Check-out at your assigned time, which includes reviewing the condition of your room and returning your keys

## Dates:

**5TH**

MAY

**Wednesday, May 5th at 11 PM:**

24-Hour Quiet Hours begin

**14TH**

MAY

**Friday, May 14th by Noon:**

All residents must be officially checked-out (except summer housing residents)



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# SPRING 2021 CHECK-OUT TO DO LIST

Please ensure the below items are completed prior to leaving. Failure to complete the below items may lead to student conduct accountability and/or fines. **Dorms will close Friday, May 14th at 12PM.**

- Attend your Closing Wing Meeting
- Sign up for a check-out time with your RA
- Remove all items from room
- Remove all staples, tacks, tape, etc. from bulletin board
- Remove all 3M hooks and hanging products from all walls, doors and ceiling
- Remove all tape, poster putty, etc. from all surfaces (walls, doors, etc.)
- Dust and clean all surfaces
- Clean your sink and bathroom (if applicable)
- Clean your mirror
- Empty your trash & recycling bin
- Vacuum your floor
- Defrost your refrigerator: dry out the interior, unplug, and leave the doors open
- Place furniture in original position (how you found it when you moved in)
- Leave all drawers open
- Ensure window screen is in place
- Close and lock windows
  - 1st floor and basement rooms: close blinds
  - All other floors: open blinds
- Leave air conditioning ON
- Have an RA check your room
- Turn off all lights in the room and lock the door when you leave
- Check your mail one last time
- Go to front desk with CatCard, room key & mailbox key to check-out
- If applicable: Don't forget your bike!





# SUMMER STORAGE

## Summer Storage Program from USS

When you move-out, you need to take everything with you. We do not provide storage but encourage you to check out the summer storage program from our approved vendor, USS!

USS will pick up your boxed items, store them for the summer and return them back to your room (on or off-campus) at the start of the next school year.

[www.uandss.com/ua/](http://www.uandss.com/ua/)

## SUMMER STORAGE

1. SIGN UP > ADD SUPPLIES + INSURANCE
2. CHOOSE A PICK UP DATE
3. ON PICK UP AN INVENTORY RECEIPT IS EMAILED AND YOUR CARD IS CHARGED

**\$65** PER BOX  
(UP TO 50LBS)

**ORDER TODAY!**

**UANDSS.COM/UA** or **1.888.877.1113**



ITEMS WILL BE IN YOUR  
ON CAMPUS ROOM  
BEFORE YOU ARRIVE



CONTRACTED  
SERVICE  
PROVIDER



WE GIVE 10%  
BACK TO  
YOUR SCHOOL



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**PLEASE DO NOT USE  
FURNITURE FROM THE  
BUILDING TO MOVE  
YOUR BELONGINGS!**

**You will be charged for  
any damage.**



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# PLEASE **DO NOT** PUT

**APPLIANCES**

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**ELECTRONICS**

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**FURNITURE**



## IN A TRASH CONTAINER



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