Schmidt Hall Closing Information
Spring 2021

We hope that you have enjoyed your stay at Schmidt Hall and wish you the best for the summer and the future. To make checkout as smooth as possible, please familiarize yourself with these detailed procedures.

1. **All students are expected to check-out within 24 hours after your last final exam. Everyone must be checked-out NO LATER THAN Saturday, May 15, 2021 at noon.**

2. **Please sign up for your move-out time in MyHousing.**

3. **Checking Out:** We will place Express Check-out envelopes and a drop box in the Schmidt Hall Lobby. Please complete the front of the envelope, place your keys inside, seal it, and then place it in the drop-box. **DO NOT LEAVE YOUR KEYS IN YOUR ROOM. Residents failing to return keys will be billed: $130.99. Keys mailed after closing will not be accepted.**

**ITEMS LEFT IN THE ROOM:**
Residence Life and Housing Services and West Chester University are not responsible for any personal items left behind after you check-out. Any items left behind will be donated or discarded, in accordance with Pennsylvania Department of Treasury guidelines for abandoned property. You will be billed for the removal of any personal items. The University does not provide storage for personal belongings.

**CLEANING & FURNITURE:**
Please make sure that you leave your room in a clean and orderly condition, with the furniture placed as it was when you moved in.

**DAMAGES:**
When you moved in you were given a Room Condition Verification Form to record all damages to your room. You were instructed to complete this form and return it to the Schmidt desk. When the staff inspects your room, they will be comparing the condition noted at check-in with the condition at check-out. You will be billed for any damages not noted on the form. If you are billed for damages you will receive a copy of the bill via e-mail by early June. The cost will also be applied to your student account.

**TRASH:**
All trash should be taken directly to the dumpsters. Please pay attention to which dumpster is designated for garbage and which dumpster is designated for recycling. Do not leave anything on the ground – put it inside the dumpster. **If you are disposing of a personal refrigerator, please leave it on the ground outside the dumpster. This is the only thing that should be left on the ground to ensure proper disposal.**

**ITEMS TO LEAVE IN THE ROOM:**
- All University owned furniture - failure to do so will result in appropriate charges
- FireShield Surge Protector (one per resident) – failure to do so will result in a $35 charge
- Microwave Sensor – failure to do so will result in a $60 charge

**MAIL:**
Please check your mailbox to ensure you have all your mail before you return your mailbox key. Please also check at the desk if you were expecting any packages. Mail will be forwarded to your home address but expect delays of several weeks. You should also know that only first-class mail would be forwarded to you. Therefore, all other classes of mail **will be returned to sender and not sent to you.** You will not be able to call the Residence Life staff regarding mail after closing, nor will the central office be able to troubleshoot mail issues. It would be to your advantage if you notified your employer, local bank, etc. of your change of address. The University will not assume responsibility for lost or delayed packages, checks, etc. Please try to avoid having anything mailed to you from now on. Mail will not be forwarded for any longer than three months. If you are living in another room or hall next year, please be sure to notify people of your new address over the summer. If you are moving to a local off-campus address, please check with your landlord for the correct zip code for your new address.

**GENERAL APARTMENT INFORMATION:**
The last person to checkout is responsible for ensuring the following:
- All windows closed and locked
- All blinds raised
- All lights turned off
- Close and lock the door