Please take the time to read this issue of You Deserve A Break. It contains important information on room cleaning procedures, checking out, moving to fall rooms, mail forwarding, room damages, dining hours, storage, and more.

**Moving Out**

If you **will not be staying in the residence halls in the fall**, you must vacate your room and properly check-out with your RA before noon on Saturday, August 14, 2010.

If you **will be staying in the residence halls in the fall and you will be staying between August 14 and 20**, you may pick up your fall room assignment key at the Wadsworth Reception Desk starting Friday, August 13. You will have until August 15 at 8pm to vacate your summer room and return your key. You will be charged $14 a night to stay.

If you **will be staying in the residence halls in the fall and you will be leaving between August 14 and 20**, you may choose to store your items in your fall room assignment. On August 10 and 12 from 6:00 PM – 9:00 PM , you will have the opportunity to move items to your room. These are the ONLY available times, and Housing does not have any other storage space for residents.

Please see the “Check-out” section on back for more instructions.

**Questions**

If you have any questions regarding checkout, please see your Resident Assistant, email housing@mtu.edu, or give one of the following offices a call:

- Housing  906-487-2682
- Facilities  906-487-2740
- Dining Services  906-487-2664

**Mail**

Mail received after Saturday, August 15 will be held until the desks reopen on Saturday, August 21. If you will not be returning to the residence halls in the fall, any mail will be forwarded to the home address you have on file with the University. If your forwarding address is other than your home address on file, complete the top portion of your yellow checkout form.

Please notify senders of your change of address. Mail will be forwarded until August 30, 2010. Thereafter, mail will be returned to sender.

**Meal Schedule**

McNair Dining Hall will close after Dinner (6:00 PM) on Saturday, August 14. All 3 dining halls will open on Saturday, August 21.

Meal schedules will be as follows:

**Saturday, August 21**

- **Coffee**: 9:00 AM – 11:00 AM
- **Brunch**: 10:30 AM – 1:30 PM
- **Dinner**: 4:00 PM – 6:00 PM

**Sunday, August 22**

- **Brunch**: 10:30 AM – 1:30 PM
- **Family Picnic (outside)**: 4:00 PM – 6:00 PM

**Monday, August 23**

- **Breakfast (outside)**: 8:00 AM – 9:00 AM
- **Lunch**: 10:30 AM – 1:30 PM
- **Dinner**: 4:00 PM – 6:00 PM (McNair until 7:00 PM)

**Tuesday - Friday**

- **Breakfast**: 7:00 AM – 9:00 AM
- **Lunch**: 10:30 AM – 1:30 PM
- **Dinner**: 4:00 PM – 6:00 PM (McNair until 7:00 PM)

**Reception Desks**

The Wadsworth Hall Reception Desk will be open from 8:00 AM – 8:00 PM daily through August 14 and as follows:

**Sunday, August 15**

8:00 AM – 12:00 PM

**Monday, Aug. 16 - Friday, Aug. 20**

8:00 AM – 4:00 PM

All residence hall reception desks will open on Saturday, August 21 at 8:00 AM.
Fall Opening

Residence halls are scheduled to open on Saturday, August 21, 2010 at 9:00 AM. The first meal served will be brunch at 10:30 AM on Saturday, August 21, 2010. The Campus Café will open Friday, August 27, 2010 at 6:00 PM. Check in details were included in assignment letters, which you should have received by now.

Classes begin Monday, August 30, 2010.

Check-out

Make an appointment to checkout with your RA at least 48 hours before you are planning to check out.

There will be a sheet outside every RA’s door that needs to be filled out by each resident detailing if they will be moving to Fall room assignments or storing items.

The deadline to fill out the sheet will be Sunday, August 8.

Please note if you do not check-out properly, you will be assessed a $25.00 improper check-out penalty. If you do not return your key, there is a $50.00 fee.

Please return your key(s) and the yellow checkout form to the Wadsworth reception desk. If the reception desk is closed, tape the key(s) to the form and place it in the misaddressed mail slot.

Room Cleaning

When you leave, your room must be in the same condition it was when you moved in. All furniture must be present or accounted for on furniture request forms.

Return your bunks into the default configuration. Additional charges will result if facilities must reassemble the bunk correctly.

- Clean desk drawers and surfaces.
- Clean dresser drawers and surfaces.
- Empty closet or wardrobe.
- Clean inside of your room door and whiteboards. Remember to remove all tape marks, stickers, and signs.
- Vacuum your floor.
- Empty wastepaper basket.
- If you leased a refrigerator from Michigan Tech, it must be cleaned and defrosted. Unplug the refrigerator and leave the refrigerator door open. It will be picked up from your room.
- Close and lock your window and door.

You may check out cleaning supplies and vacuums at the reception desk. The desk also has hand carts to assist with your moving.

Items that cannot be compacted (i.e. lumber, fridges, etc.) must not be left in the trash room. Please take these items to the dumpster.

Bike Racks

Remember to take your bike from the outside bike racks when you move.

Damage Billing

An inspection of every room will be made by the Housing & Residential Life staff. All damages, other than normal wear and tear, will be documented and charged to the resident(s). Unless one occupant of your room assumes full responsibility for a charge for damages or missing items in your room, all charges will be equally shared by the occupants of the room. Be sure to clear up any responsibility for damages and missing room items with your RA before you check out.

Good luck with Finals!

Have a Great Rest of the Summer!

Michigan Tech

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