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 13, 2010.

If you **will be staying in the residence halls in the fall and you will be staying between August 13 and 19**, you will need to fill out an Early Arrival request form online. To access the form, visit http://goo.gl/PaVJ0. You will receive confirmation via email with details on where to pick up your keys and when you can move. You will have until August 14 at 8pm to vacate your summer room and return your key. You will be charged $14 a night to stay.

If you **will be living in the residence halls in the fall and you will not be living in the residence halls between August 13 and 19**, you may choose to store your items in your fall room assignment. On August 10 and 12 from 6:00 PM until 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.

**More On Back!**

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**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 Sunday, August 14 will be held until the desks reopen on Saturday, August 20. 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 31, 2011. Thereafter, mail will be returned to sender. UPS and FedEx packages are not able to be forwarded.

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**Meal Schedule**

McNair Dining Hall will close after Dinner (6:00 PM) on Friday, August 12. Wadsworth Dining Hall will open on Saturday, August 20. All 3 dining halls will open on Monday, August 22.

Meal schedules will be as follows:

- **Saturday, August 20 (Wads Only)**
  - Continental Breakfast  9:00 AM – 10:30 AM
  - Brunch  10:30 AM – 1:30 PM
  - Dinner  4:00 PM – 6:00 PM

- **Sunday, August 21 (Wads Only)**
  - Brunch  10:30 AM – 1:30 PM
  - Family Picnic (outside)  4:00 PM – 6:00 PM

- **Monday, August 22 (All Halls)**
  - Breakfast (outside)  8:00 AM – 9:00 AM
  - Lunch  10:30 AM – 1:30 PM
  - Dinner (Wads)  4:00 PM – 6:00 PM
  - Dinner (McNair)  4:00 PM – 6:00 PM

- **Tuesday - Friday (All Halls)**
  - Breakfast  7:00 AM – 9:00 AM
  - Lunch  10:30 AM – 1:30 PM
  - Dinner (Wads)  4:00 PM – 6:00 PM
  - Dinner (McNair)  4:00 PM – 6:00 PM
**Fall Opening**

Residence halls are scheduled to open on Saturday, August 20, 2011 at 9:00 AM. Check-in details were included in assignment letters, which you should have received by now.

The Campus Café will open Sunday, August 28, 2011 at 6:00 PM.

Classes begin Monday, August 29, 2011.

**Check-out**

Make an appointment to check out 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 7**.

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!**

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”Michigan Tech Housing and Residential Life”