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Parking

Remember that driving and parking on grass, dirt, sidewalks, and any unpaved area is prohibited and may result in your vehicle receiving a parking ticket. If someone is driving a vehicle to campus to move you out, please be sure that the driver understands exactly where parking is permitted. In coordination with Parking Services, W&M Police, and Facilities Management, special loading zones will be set up throughout campus during the move-out period. Watch for further details on the Residence Life website or ask the Residence Life staff in your building about these times and locations.

Service Requests

Work order custodial or facilities concerns: <http://www.wm.edu/offices/facilities/workorders/>



Graduate Complex Check-Out

The apartment complex will close at **10AM on on Monday, May 15**, the Monday immediately following Commencement. You must check out of your apartment by this time unless you have signed a summer housing contract or you are on a 12 month contract.

If you are planning to stay for the summer or wish to stay in your apartment past May 15, you will need to complete a summer housing application. Information about summer housing applications are available on the web at:

<http://www.wm.edu/offices/residencelife/rsp/summerhousing/graduate/index.php>.

To ensure a smooth check out, please be sure to follow instructions listed here. Also be on the lookout for additional details to be provided by your GRA. There is a key envelope and drop box available at the 800 building duty office. Once your keys have been returned, a Residence Life staff member will inspect your room and apartment to determine if there are any damages or cleaning issues in the room to be billed. The AD or staff will not inspect the room until it is completely empty.

Checking out 5000 students in a short time is a major task and requires our working together to make it as smooth and fair as possible.



Charges

Regardless of how and when you check out, you can avoid charges by following these guidelines:

- ✓ Discuss with your roommate(s) the Closing Agreement provided on the web and decide who will take responsibility for which areas/tasks in the room. <http://www.wm.edu/offices/residencelife/documents/undergradclosing.pdf>. You may email your AD from your WM email account the information.
- ✓ Assure that all University furniture is present in the room and assembled, including recycling bin.
- ✓ Make sure you pay any common area damage charges to your Hall/Apartment Council representative. This will avoid a \$15.00 administrative charge if you have to be billed by the University.
- ✓ Remove all non-University furniture such as lofts, carpets, chairs, bookshelves, refrigerators, cinder blocks, etc. Do not leave these items in the stairways, hallways, or lobby areas. Remove recyclables, trash, and sweep floors.
- ✓ Remove all posters, tape, stickers and nails from furniture, walls, ceilings, closets and doors. Remove all items from your room door bulletin board.
- ✓ Re-hang/reattach drapes, shades, screens, etc.
- ✓ Close and lock your windows.
- ✓ Return your room and/or apartment keys(s) in the key envelope and drop box available at the area/building duty office.

Sample Charges

Please note: These are estimates of charges. The actual charges may vary (higher or lower) depending on the extent of damages.

\$10.00 + Extra cleaning depending on labor

\$100.00 Repaint ceiling

\$250.00 Repaint room walls (\$75.00 per wall; more than 2 walls will result in an entire room paint-out)

\$40.00 Replace 2' x 1.5' bulletin board

\$50.00 Replace 2' x 3' bulletin board

\$30.00 Replace overhead light cover

\$25.00 Reassemble bed

\$30.00 Disassemble and remove loft

\$10.00 + Remove personal belongings and/or trash: depending on labor

\$110.00 Mattress damaged or missing

\$150.00 Replace desk chair

\$25.00 Replace missing recycling bin

\$20.00 + Replace window blinds: depending on window size

\$90.00 Replace window screen

\$15.00 Replace ceiling tile (one); \$5.00 for each additional required

\$40.00 + Repair damaged or bent ceiling grid for acoustical tiles; depending on time and materials required

\$50.00 Replace smoke detector

\$30.00 Re-attach smoke detector/AV alarm

\$40.00 (per key) Failure to return key by 12:00 noon the Monday after Commencement

\$15.00 Administrative charge for failure to pay Hall/Apartment Council Common Area Damages or Hall/Apt Representative

