

# Crown / Merrill

# Chapel

All Crown/Merrill  
residences close at NOON  
on Friday, June 15th.  
Please make your travel  
arrangements NOW!

# Guide

## Monday, June 11 - Wednesday, June 13

**Step 1:** Sign up for an appointment with your RA **at least 24 hours** before you plan to leave. If your RA is not available, go to the Res Ed Office between 9:00am-7:00pm to have someone on staff check you out. If you are planning on leaving after 10pm please pick up an Express Check-Out Packet. Not checking out with staff will result in a \$50 Failure to Check Out Fee.

Stop by the Res Life Office to pick up your Room Condition Form and a "Move-out pass" for your vehicle. If the time is left blank, you could receive a ticket for violation of the 30 minute policy. This pass will allow you to park close to your building and you'll have 30 minutes to load your car. However, if you park on the grass, in front of a dumpster, leave your car in a fire lane or in an university designated spot, you can be ticketed and/or towed.

**Step 2:** Clean and pack your room or apartment. Dispose of recycling, electronic waste (anything with a cord or circuit like televisions, computer parts, desk lamps), and batteries to the designated locations. Do not put items like couches, canned food, and clothing into the dumpsters. Please take them to the designated locations.

If you live in an apartment, it's recommended that you come up with a chore list. Realize that when the apartment/room is left dirty, all residents will be charged equally.

**Step 3:** Place the "Move-out pass" on the windshield of the car, face up. Load your car within the 30 minute allotted time.

**Step 4:** Vacuum your room, wipe down all surfaces, and make sure you have loaded all of your belongings.

**Step 5:** Have a staff member inspect your space at your appointment time, reviewing for damages. A complete inspection will be done on Friday, June 15 by your CRE and Maintenance staff.

Once you have completed the inspection, put all of your residential keys in the envelope. Sign and date the Inspection Sheet. Give these to your RA.

You're done! Have a great summer!

If you are returning to live at Crown or Merrill in the Fall, you will receive your confirmation/move-in packet during the summer.

# Check Out Instructions

## Thursday June 14th-Friday, June 15th

**Step 1:** Pack and clean your room or apartment.

**Step 2:** Between 10am-8pm on Thursday and 8am-Noon on Friday, if you have not done so already, pick up a "Move-out pass" and Room Condition Form from one of the RAs sitting at the Check Out table at:

- Crown Courtyard (if you are in Crown Res Halls, Faculty Apt, Guest Suite)
- Merrill picnic tables (if in Merrill Res Halls, or Guzman)
- C/M Community Room if you are in the Crown/Merrill Apartments.

**Step 3:** Place the "Move-Out pass" face up on the dashboard of your vehicle. You have 30 minutes to load your vehicle. As most students will be leaving on Friday, we ask that you not start this process until you are absolutely ready to leave. After 30 minutes, your car may be ticketed or towed. You could also be ticketed or towed if you park in front of a dumpster, on the grass, pedestrian walkway, University designated spot, or in a fire lane.

**Step 4:** Once you have loaded your car, find an available RA at the Check Out table to assist you. If you do not check out with an RA, you can be billed for a "Failure to Check Out" fee of \$50.

**Step 5:** With the RA, inspect your room/apt. A complete inspection will be conducted by your CRE and Maintenance staff later that day.

Once you have completed the inspection, put all of your residential keys in the envelope. Then sign and date the Inspection Sheet before returning to the RA.

You're done! Have a great summer!

If you will be returning to live at Crown/Merrill in the Fall, you will receive your confirmation/move-in email in the summer.

# Before you leave, Remember...

Change your address on your Student Portal to reflect where you will be this summer. Information like your billing statement, diploma, and other university business will be sent to this address.

Please update the mail forwarding database at <http://www2.ucsc.edu/crown> or <http://merrill.ucsc.edu/>. Forwarding will begin June 13th. If you do not turn in a forwarding address, all first class mail will be returned to sender.

Contact your catalog and magazine subscriptions with your summer mailing address. These items will not be forwarded.

Flexi dollars still on your account will turn over for the new year. Any unused meals will not be refunded. Contact the Campus Housing Office ([housing@ucsc.edu](mailto:housing@ucsc.edu)) if you have questions regarding flexi dollars.

Separate your recycling! All electronic waste (anything with a plug or circuit) and batteries can be left for pick up in several locations (mailroom, Crown/Merrill apartment drop off). Do not throw these items into the dumpsters.

There are cardboard, plastics, and aluminum drop off spots too. Please do not throw these items into the trash, but recycle instead!

Look into transitional housing if you are planning on enrolling for 2012 Summer Session and need housing for the Spring-Summer transition (Mon., June 18 - Sun. June 24). Forms are available online at the college websites under Housing Info page and should be submitted ASAP

If you have a loft kit, you'll need to dismantle your bed and leave the parts in a pile in your room. You will be charged if this is not done.

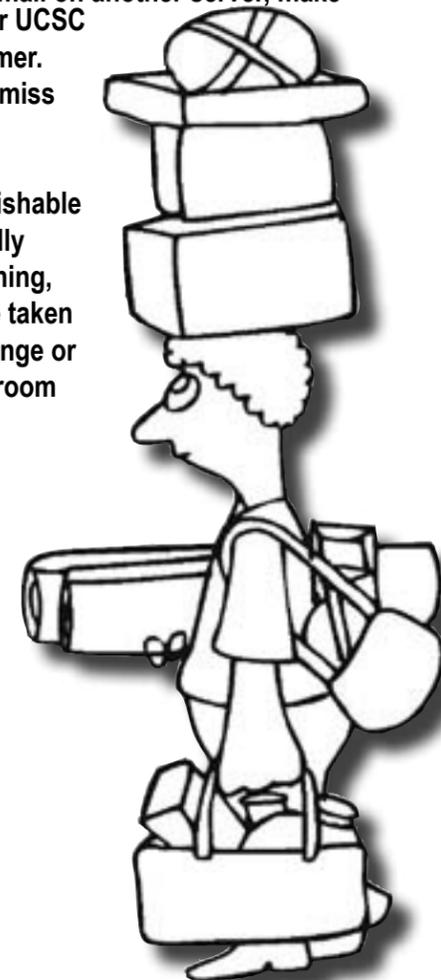
Music Practice Room keys should be returned to the Residential Education Office. Keys not returned incur a \$65 fee.

Will you be leaving before the June 8th paycheck? Leave a self-addressed, stamped, business size envelope with the Administration Office. Otherwise, your paycheck will be returned to Payroll.

If you are seeking off-campus housing for Fall 2012, don't forget to sign a Reference Release Form. These can be downloaded from the Student Housing Services website at <http://housing.ucsc.edu>

If you are on the housing wait list for Fall 2012, please make sure to check your UCSC email. If you receive your mail on another server, make sure to forward your UCSC email over the summer. Otherwise, you will miss updates and offers.

Donations (non-perishable food, unused/partially used toiletries, clothing, furniture) should be taken to your Res Hall lounge or Apartment laundry room



# More move-out tips...

All residences will be inspected and cleaning bills will be split equally among all the roommates. If you share a room/apartment, make a chore list so one person is not responsible for all of the cleaning.

## FOR ALL RESIDENCES:

- Avoid repair or replacement charges! Write Fix-It tickets NOW for things that are broken.
- Remember to empty trash and recycle cans into the proper dumpsters. If we have to empty them for you, you will be billed.
- Do not remove any UCSC property or you will be charged for its replacement. This includes the vacuum cleaner, mattress pads, trash cans, recycling bins, furniture, lamps, etc.
- If you have large items like furniture that you brought with you to campus and you do not want to take with you, please drop all unwanted items off at designated areas. Please do not place large items or E-waste in dumpsters.
- Remember that anything with a plug or circuit is considered to be electronic waste and must be disposed of properly. Look for locations designated within the complex.
- Batteries are also not okay to be thrown into the dumpsters. Please discard them in the designated areas, like the Crown Mailroom, Merrill Res Life Office, and the maintenance shop (Bldg 15) at the Crown-Merrill Apartments.
- Bollards will be locked during move-out, so no vehicles will be authorized to drive on the walkways. Do not block any of the dumpsters as these will be emptied several times during Finals week. Do not leave your unattended car in a fire lane or park in a UCSC designated spot (CRE, Provost, disabled, metered). If you violate any of these directions, your car can be ticketed and/or towed.

### Things that can be recycled/ dropped off:

Household Clothes: Furniture, Kitchen Items, ect

Opened Toiletries: Shampoo, body wash, floss, etc.

Food: Cans, Boxes, and bags of food.

Recyclable Materials: Paper, plastic, metal, and glass.

Look Out for Moveout Stations Near You!

### If you live in the RESIDENTIAL HALLS or GUEST SUITE, you should also:

- Take down your lofted bed, if you checked out a loft kit. Leave the equipment in one location in your room.

- Check the hall closet if you need cleaning supplies and a vacuum

### If you live in the CROWN/MERRILL APTS or FACULTY APT, you should also:

-Clean your apartment, all of it!

- Empty and clean the refrigerator , but do not unplug it. Make sure to shut the door after cleaning it.

-Clean inside windows and mirrors.

- Clean your stove and oven. Please turn off oven and make sure all gas knobs are in the off position.

- If walls or doors are dirty, clean them. Remove all poster putty, thumb tacks, picture/posters, tape, etc. from walls and furniture.

- Remove items and clean all shelves, cabinets and drawers.

- Turn off all lights, fans and heater.

- Close and lock all windows and doors

- If you have switched rooms without approval, please note that you will be charged for any damages to the room in which you were assigned. Please make sure to return to your correct assigned space.

- If you have moved bedroom furniture to the living room, you must return these items back to the bedroom or all residents of that room will be billed.

# Damage & Cleaning Charges

All residences will be inspected starting at noon on Friday, June 15th. Here is a list of possible cleaning and damage charges determined by the campus. Bills will be mailed out in July and August. If you feel you have been charged in error, a written letter of appeal must be submitted to the ACAO for review.

KEY/ LOCK CHARGES	COST
Lock out (after 3)	\$15 each
Lost key - Apt. or Res Hall BR	\$100
Lost key - Music Practice Room	\$65
Lost key - Building or Apt. BR	\$25

FURNITURE & FIXTURES	COST
Bedframe parts	\$50
Bedframe	\$270
Bookshelf	\$150
Chair	\$125
Computer Hub	\$30
Curtains (sliding glass door)	\$200
Curtains (window)	\$100
Desk	\$270
Desk Pedestal	\$180
Dresser	\$288
Light fixture lens	\$50
Mattress	\$135
Mattress pad	\$10
Mirror	\$130
Screen	\$30
Smoke alarm	\$125
Trash Can - bedroom	\$40
Wardrobe	\$550
Coffee table	\$300
Couch	\$550
Dining Table	\$400
Door closer	\$125
End table	\$200
Floor lamp	\$100
Lounge chair	\$300
Love Seat	\$400
Recycling can	\$25
Sliding glass door curtain	\$150
Table lamp	\$100
Thermostat	\$100
Trash can kitchen	\$40
Vacuum	\$200
Window curtain	\$100
Window shade/ blind	\$50

CLEANING	COST
Carpet charge due to excessive stains	\$35 min.
Curtain charge due to excessive stains	\$45 min.
Tier 1 - significant cleaning required	\$15/ person (per area)
Tier 2 - extensive cleaning required	\$35/person (per area)
Tier 3 - no cleaning attempt has been made	full cost
DAMAGES	COST
Adhesive - double back stick tape	\$10 per square
Adhesive - duct tape	\$5 per foot
Burn damage (i.e.: cigarette or incense burns)	\$25 m in.
Burn/ smoke - from fire incident	full cost to repair
Carpet - Full replace (hookah/other major burn)	full cost to replace
Carpet - replace due to unremovable stains	Sq.Yd. - depreciation
Curtain for slider - replace due to unremovable damage	\$100 min.
Curtain for window - replace due to unremovable damage.	\$65 min
Damage related to pet (pet authorized or not)	full cost
Door - missing numbers or peephole	\$40
Door - closet reinstall	\$25
Door - paint	\$50 per side
Door - reinstall closet door - removal not authorized	\$25
Door - sliding glass door frame damage	full cost to repair
Door - sliding glass door replace	\$400 min.
Door - sliding glass door rescreen	\$75 per door
Furniture move - not in proper room	\$25/hour
Furniture - major damage	\$100 min.
Furniture - reassemble bed -	\$25
Wall - anchors	\$20 per anchor
Wall - glow in dark stickers (GIDs)	\$25/hr. for removal
Wall - paint ceiling	\$150 per room
Wall - paint full room	\$375 per room
Wall - paint full wall	\$75 per wall
Wall - posting board replace	full cost to replace
Wall - repair due to excessive damage (dartboard/holes)	\$100 min. per wall
Wax damage	\$50 per item
Window - replace	\$100 min.
Window - screen bent/lost	\$40 per screen
Window - windowsill repair	\$50 min.
MISCELLANEOUS	COST
Failure to checkout	\$50
Late move out	\$100/per day
Misc. hourly charge	\$25/hour

# MOVE OUT CHECKLIST

- Make an appointment with my RA or the Res Life Office to check out. Pick up move-out loading pass and Room Condition Form from Res Life Office.
- Clean and pack my room, recycle any unwanted items in the designated locations.
- Have my room inspected for condition, turn in all of my residential keys, sign and date form.
- Put the move-out pass on my car windshield so that I'm not ticketed or towed.
- Load up my car within 30 minutes.
- Enjoy my summer!

## Crown

## APARTMENT RAs:

## Merrill

### For Building 1

Yaneli Torres  
APT 122

### For Building 2

James Kim  
APT 222

### For Building 6

Kelly Scanlon  
APT 622

### For Building 7

Allyson Zavala  
APT 722

### For Building 9

Liam Townsend  
APT 921

### For Building 10

Demetrio  
Cardemas  
APT 1021

### For Building 12

Tony Dianda  
APT 1222

### For Building 14

Gabby Soria  
APT 1422

### For Building 3&4

Peter Cottrell  
APT 322

### For Building 5 &8

Allison Winger  
APT 522

### For Building 11 &13

Leticia Contreras  
APT 1322

## A DORM RAs:

### For A-1

Lucia Gomez  
RM A-124

### For A-2

Spencer Koobatian  
RM A-224

### For A-2

Erik Swedberg  
RM A-244

### For A-3

Gabryel Gutierrez  
RM A-304

### For A-4

Alex Judd  
RM A-444

### For A-5

Tova Lichman  
A-505

### For A-5

Matilda Morrison  
RM A-525

## B DORM RAs:

### For B-1

Jake Eades  
RM B-124

### For B-2

John Salinas  
RM B-204

### For B-3

Dominick Perez  
RM B-324

### For B-4

Annie Engelhardt  
RM B-404

### For B-5

Allison Sharpe  
Rm B-524

## LOWER QUAD RAs:

### For Descartes

Matt Reed  
RM 306

### For Rutherford

Camila Dixon  
RM 306

### For Galileo

Robin Pisor/Elena  
Scheer  
RM 314/214

### For Gauss

Jeremy Parker  
RM 314

## UPPER QUAD RAs:

### For Galen

America Whitten  
RM 314

### For Maxwell

Ruby  
Williams  
RM 306

### For Leonardo

Allison Burke  
RM 314

### For Harvey

Allison Matthews  
RM 314

## C DORM RA:

### For C

Nakul Deshpande  
C-5

## D DORM RA:

### For D

Marielle Hanley  
D-2