



### **CLOSING DATES**

All university-owned and university-leased housing will close at Noon on Monday, May 18, 2009. All students (including graduating seniors) are expected to be completely moved out of these spaces by that time. This includes apartments in Oakland that are leased by the university.

Although students who are not graduating may have access to their room through Noon on Monday, May 18, it is our general expectation that virtually all non-seniors will have moved out of university housing by Wednesday, May 13. Under university policy, students are expected to leave campus within 24 hours following their last final exam. We strongly request that you comply with this expectation in order to assist us in transitioning housing spaces to summer usage in a timely fashion.

All students are asked to inform their Resident Assistant (RA) of their anticipated date of departure from campus as soon as possible.

**MONDAY, MAY 18, 2009 AT NOON:** University owned and leased housing CLOSSES FOR ALL RESIDENTS. Summer housing begins.

**EXTENSIONS:** Only those residents requesting to stay beyond Monday, May 18, 2009 at Noon need to request for an extension to their housing. The extension request form is located on the Housing and Dining Services website using the Closing Information links on the right side of the page [www.housing.cmu.edu](http://www.housing.cmu.edu). If you have any questions about extensions, please contact Housing and Dining Services at 412-268-2139 or [plaid@andrew.cmu.edu](mailto:plaid@andrew.cmu.edu)

**FINALS STUDY HOURS:** 24 hour quiet hours for finals week begin at 8:00 PM on Friday, May 1 and continue through Wednesday morning, May 13. During this period the emphasis is to maintain a quiet study environment in campus housing and noise should not be audible outside any closed room, suite or apartment.

**CLOSING PROCEDURES:** It is vital that all residents follow proper checkout procedures to enable a smooth transition to summer housing and summer conferences and to avoid costly charges which will be levied for failing to complete the following:

**Remove all garbage** from your room to the hall trash containers. Please see "GARBAGE" on the next page..

**Return and reassemble all furnishings** to their proper locations. Bunk beds must be assembled properly, not flipped. Missing room furniture will be charged to the occupants of a space at replacement cost unless the furniture was properly stored with Housing and Dining Services during the year.

**Remove all personal belongings and vacuum your room/suite/apartment.**

**Remove all non-university furnishings** including personally constructed lofts. Any lofts left will be considered abandoned and removed at a cost to the resident(s).

**Storage** is discussed elsewhere in this memo.

**CHECK-IN 2009:** Please make appropriate plans when making your travel arrangements to return to campus. Returning students are not permitted to arrive on campus before August 20 and early arrivals are not approved unless associated with a University office or orientation activity.

Housing and Dining Services will utilize electronic check-in during fall 2009 check-in which requires the use of your Carnegie Mellon ID+ card. More information will be sent in your assignment letter in July.

**BIKE REMOVAL:** Storage is not available for bikes during the summer months. Do not leave bikes in buildings or on bike racks around the campus. Bikes left within residential buildings and surrounding areas after May 19 will be removed and stored at the owner's expense for a period not to exceed 6 months.

**BUILDING ACCESS:** Please limit the time that you are parked around all buildings to only that time needed to pack your vehicle. Campus Police will be enforcing all traffic regulations and ticketing. In order to avoid violating any traffic regulations, we suggest that you **PACK UP your ROOM**, then **PACK UP your VEHICLE**.

**CLOTHING DONATIONS:** Clear plastic bags are available from front desks (located in Donner, Morewood Gardens, Mudge, Stever, and West Wing) for clothing donations to charity. The filled bags should be left in the designated area in your on campus building. Oakland apartment residents may get plastic bags from their RA's. Oakland Residents may leave the bags in the living room, clearly identified as a donation. The Circle K student organization will be collecting the donations. Please look for advertisements in your buildings and large boxes or bins to collect donations. There will be collection locations within each on campus housing building.

**GARBAGE:** Students are responsible for removing garbage from their living spaces. Garbage should not be swept into hallways, but rather placed in hall containers. Students will be charged via common area damage assessments for "trashing" common areas during closing.

Students are responsible for removing large trash items (non-university furniture, carpets, wood, cinder blocks, etc.) to an appropriate dumpster site. **DO NOT place these items in a trash compactor.** By April 30, additional dumpsters will be placed at:

Donner: behind the building near the compactor  
Doherty: upper parking lot  
Fraternities: near garage  
Hill Area: near Hamerschlag

Morewood Gardens: at the rear of the building  
Mudge: on the service drive at C Tower  
Roselawn Terrace: at the top of the street  
Veronica: behind the building

**CABLE MODEMS:** This applies to residents of Cathedral Mansions, Fairfax, London Terrace, and Webster. All Comcast cable modem equipment should be left in the apartment, connected and in plain sight. This equipment includes the cable modem, the modem power supply, the coax cable, and the Ethernet mini-hub (if loaned from Housing and Dining Services). Missing or damaged cable equipment will be billed according to the insert to this memo, Damage Charge Information.

**MAIL:** If you are leaving campus for the summer, studying abroad, taking a leave of absence, or leaving campus for an extended period of time for any reason but plan on returning, please forward your mail with the University Center Post Office. The Post Office will forward all first class domestic mail, magazines, and packages. Mail forwarding forms can be filled out online at <http://www.cmu.edu/postoffice/forms.html>. Summer forwards are effective until two weeks before classes begin the following fall. All other forwards are effective until you inform the Post Office of your return to campus.

**Graduating Students:** Once you graduate, your mailbox will be released and you must provide the Post Office with a forwarding address **BY JUNE 1, 2009**; otherwise, you will be removed from the systems and your mail will be returned to sender. Forwards for students who graduate are effective for 30 days and it is the student's responsibility to change their address with family, friends, cell phone companies, credit card companies, banks, etc.

**MOVING CARTS:** Moving carts will be available by sign-out at the Morewood Gardens and West Wing service desks. You will be responsible for the cart while it is assigned to you. Because the supply is limited, please use and return them promptly in order to allow all residents access to the carts.

#### **PACKING SUPPLIES AND MAILING SERVICES:**

**University Center Post Office:** Boxes and packing supplies will be on sale and USPS Service will be available at the front window of Postal Services located in the lower level of the University Center. The hours are as follows:

Monday, May 4 to Friday, May 8	8 am - 6 pm
Saturday, May 9	10 am - 4 pm
Monday, May 11 to Friday, May 15	8 am - 6 pm
Saturday, May 16	10 am - 4 pm

**University Center FedEx Kinko's:** Packing, printing, shipping supplies and shipment needs are available at the FedEx located in the lower level of the University Center. Hours of operation are as follows:

Monday through Friday, 8 am - 8 pm  
After hours, contact the Oakland location at 412-687-2752

**REFRIGERATOR PICK-UP:** Representatives from Microfridge will retrieve units on May 19 and 20. You are not required to return the unit but it is your responsibility to defrost, empty and prop open the rental unit and leave it secured in your living space. Units should be left in the same condition as received as Microfridge will bill students for any breach of their original rental agreement. Please do not simply turn off and unplug the unit leaving it to thaw and drip onto the floor. Students will be billed by Housing and Dining Services for any damage caused to flooring materials due to water leaking from the refrigerator.

**ROOM CHARGES:** Please refer to the insert to this memo, Damage Charge Information, for information on billing issues, roommate disputes, the inspection process or damage billing.

**STORAGE:** The following information outlines the procedures for removal and storage of items in university storage spaces. Storage space is available in the following buildings: Doherty, Donner, Hamerschlag, Morewood Gardens, Mudge, Stever House, Resnik-West Wing, Shirley and Veronica. Please note the special conditions below affecting several of the storage areas. After Saturday, May 16, all storage rooms will be closed until your return date in August. You will not have access to storage during the summer.

Each student is limited to storing a maximum of 5 boxes. Only items in boxes may be stored. Boxes must be 20”h x 20”w x 20”d or smaller. When placing your items in storage, you will receive a copy of a storage agreement, which you must present to remove them from storage. In addition, no furniture or loose articles are allowed in storage.

**Storage in all areas will be open from 8 pm to 10 pm on the following dates:**

Saturday	May 2	Sunday	May 10
Sunday	May 3	Tuesday	May 12
Wednesday	May 6	Saturday	May 16
Friday	May 8		

Please note that university storage is available on a first-come, first-serve basis. Adequate space should be available for everyone, but it cannot be guaranteed. For this reason we recommend storing items as early as possible in the storage closing period.

**Special Conditions:**

**Cathedral Mansions, Fairfax, London Terrace, Shady Oak, Shirley, Veronica and Webster Apartments:** There are storage rooms in the basements of Shirley and Veronica for current and Fall 09 residents of the Oakland Community Apartments.

**Henderson:** Storage is available in Henderson basement for current and Fall 09 Henderson residents only.

**Woodlawn:** Storage is available in Woodlawn basement for current and Fall 09 Woodlawn residents only.

For more information on student storage, both on and off campus, visit the Storage webpage at <http://www.studentaffairs.cmu.edu/student-life/storage> or contact the Student Life Office at 412-268-2142.

**SUMMER HOUSING:** Summer Housing is available for students between May 18 and August 9, 2009. The deadline to submit an application is May 8, 2009. For more information and for the Summer Housing application, please visit the Summer Housing Resource webpage at <http://www.housing.cmu.edu>.

**IF YOU FORGET SOMETHING:** Housing and Dining Services and our housekeeping staff will make every attempt possible to recover property left by students. If you do forget something, please contact Housing and Dining Services before May 27, 2009. However, the University is not liable for student property once a student has vacated a room and/or where it is necessary for staff to “pack up” and store student property.

**WHEN RESIDENTS ARE READY TO LEAVE CAMPUS:**

Ensure your room is clean, free of trash and all furniture is in its proper place.  
Open curtains/blinds, close and lock windows and turn off lights.  
Close and lock the entrance door.

NOTE: Students who remain in the residence halls after noon on their designated move out day may be fined \$25 per hour for every hour they remain.

**KEY RETURN:**

**CATHEDRAL MANSIONS, FAIRFAX, LONDON TERRACE, SHADY OAK, VERONICA & WEBSTER HALL:**

HOUSING AND DINING SERVICES, MOREWOOD GARDENS E TOWER: The Housing and Dining Services office is open Monday through Thursday, 8:30 am to 6:00 pm and 8:30 am to 5:00 pm on Fridays. The office will be open for key return 8:30 am to 6:00 pm on Saturday and Sunday, the weekend of May 16 and 17.

MOREWOOD GARDENS DESK: This area is for after-hour key return only. Residents must complete a key return envelope, which is sealed and placed into a secured box until the following morning when a representative from Housing and Dining Services collects them. Receipts are issued upon request.

DO NOT RETURN KEYS TO CAMPUS POLICE

**LIVING AREAS SECURED BY AN ELECTRONIC LOCKS:**

Residents with housing access encoded on their Carnegie Mellon ID+ card should keep the ID card for use next year. The housing access will expire automatically.

Residents in possession of a programmed cardkey (other than the Carnegie Mellon ID+ card) may discard the cardkey upon departure. The housing access will expire automatically.

**FINALS HOURS AND FREE COFFEE!**



THE UNDERGROUND is open 24 hours from 10 am on Sunday, May 3 through 5 pm on Tuesday, May 12  
Free coffee from 8 pm to 8 am, May 3 through May 11

Half-price dessert nights are from 9 to 11 pm on Wednesday, May 6 and Saturday, May 9 (while supplies last)

**SKIBO CAFE:**



May 3 thru May 11 Open 9 am to 2 am, free brewed coffee from 8 pm to 2 am

Half-price dessert nights are from 9 to 11 pm on Tuesday, May 5 and Friday, May 8 (while supplies last)

May 12 thru 16 9 am to 5 pm

May 17 CLOSED

May 18 Summer hours begin (Monday-Friday 8 am to 8 pm; closed Sat. and Sun.)

May 25 Closed for Memorial Day

Other dining location May hours are available at the Dining Services website, <http://www.cmu.edu/dining/>.

**QUESTIONS ABOUT CLOSING?**

The Spring Closing Resource page is available at <http://www.housing.cmu.edu>

Contact Housing and Dining Services at 412-268-2139 or [plaid@andrew.cmu.edu](mailto:plaid@andrew.cmu.edu)

Our office is located in Morewood Gardens E Tower

**HAVE A GREAT SUMMER!!**

**Carnegie Mellon®  
HOUSING AND DINING**

