2004 Spring Semester Closing  
Final Closing - Friday, April 30, 2004 by 6:00 p.m.

General Check-Out Details:

• All residents must check out with a member of Community Development within 24 hours of their last final. All non-extension students should be checked out no later than Friday, April 30, 2004 by 6:00 p.m. (Saturday is a buffer day for us)

• As students leave between Monday, April 26, 2004 and Saturday, May 1, 2004. RAs/CAs will check-out students. RDs will notify Shenykia Jefferson, Administrative Services, immediately via e-mail when rooms are fully vacant in Saint Neumann Hall, C.A.H.J., B.D.G.

• Administrative Services will approve all extended housing requests by April 16, 2004. Each request must be submitted on a Request to Stay Beyond Final Closing Form providing complete, detailed information. Requests that do not include accurate room numbers, phone numbers and e-mails will be denied. Please see Procedures for Housing Extensions.

• Students approved to stay on campus for extended housing, academic or other University related reasons will be reassigned to a temporary location beginning on May 1, 2004, if they live in St. Katharine, St. Neumann, St. Edward, St. Francis, St. Teresa Court, LaSalle Apartments or St. Miguel.

  o Each department should submit a list of students to Administrative Services by 12:00 noon on Friday, April 16, 2004, including names of students, ID #, room numbers and reason for extension. Temporary assignments will be available for distribution on Friday, April 30, 2004. Move in will occur on Saturday, May 1, 2004, except for students living in St. Neumann, who must move-out by Friday, April 30, 2004.
  o Athletes needing to stay on campus beyond April 30, 2004 will need extended housing and coaches must submit the Request to Stay Beyond Final Closing Form. If these students do not live in B.D.G. or C.A.H.J. already, they'll be assigned to St. Bernard, St. Denis and St. George.
  o Food Services, College Ambassadors, Commencement Team, Commencement Week and other special groups will be temporarily assigned to St. Cassian, St. Albert, St. Hilary and St. Jerome, if they do not live in North Halls.

• St. Cassian, St. Albert, St. Hilary, St. Jerome, St. Bernard, St. Denis and St. George will be used for extension housing. Saint Neumann will only be used for Commencement Week Housing.

  o All RAs/CAs (except for St. Neumann) may remain in their current room assignment until 12:00 Noon on May 2, 2004. RA’s from St. Neumann will be reassigned.
  o Guest apartments should be reserved for non-Senior RA staff from St. Neumann.
General Check Out Details *continued*

- Students needing to stay an additional night due to late exams and rides home, may request permission to stay by completing a Request to Stay Beyond Final Closing Form. Requests must be submitted in writing by Friday, April 16, 2004. Students should read the Extension Procedures and complete the on-line form on mylasalle under Administrative Services to be considered.

- A letter listing all students approved for extensions from the Head of each department will be required to have this fee waived and should be submitted by the deadline date along with your completed Requests to Stay Beyond Final Closing Form. Students arranging late flights should confirm their flight schedule with Administrative Services.

- Summer students wishing to reside on campus over the summer months must submit Application/Contract for Housing to Administrative Services by April 16, 2004. Only those students who are registered for Summer Session classes will be granted housing. These residents will be relocated to a temporary assignment in St. Cassian, St. Albert, St. Hilary or St. Jerome from May 1, 2004 to May 8, 2004. **Move-in for Summer Session I** will be on May 8, 2004 from 9:00 a.m. to 12:00 p.m. Classes begin on May 10, 2004. Students wishing to stay during the week of May 1, 2004 to May 8, 2004, will need to pay $25.00 per night. These students will move into their Summer Housing assignment in St. Miguel on May 8, 2004.

- As with any “closed” vacation period, no guests may be permitted during the nights of the extended housing period (April 30 - May 8) for any resident undergraduate. In addition, students granted extensions in North Halls are required to follow the campus’s Alcohol-Free policy. (All rooms in North Halls during this period must remain dry.)

- Due to lack of usage in recent years, Commencement Week STORAGE for seniors will not be available. The **Superior Moving and Storage Company** will be available for non-senior students for storage needs over the summer.

- For temporary housing needs (BDG, CAHJ and Neumann), Housekeeping will broom-sweep rooms and change mattress covers as information comes from Administrative Services. A copy of the Extension List will be provided on April 19, 2004 to Mike Gilbert and Jim Murphy so rooms can be identified available for cleaning on May 1, 2004.

- A **Donation Trailer** will be available for students to donate clothing or small furniture. The trailer will be in the parking lot next to the Hayman Center on Thursday, April 29, 2004 through Saturday, May 1, 2004. A member of our Division will need to be available to stand with the trailer and lock it up at the end of the day. Hours of operation will be posted at the donation trailer. Someone from the Division will need to help in overseeing the donations. (Donations are being sent to the St. Vincent De Paul Church in Philadelphia)
Commencement Week Housing:

- Graduating resident and non-resident seniors are all permitted to stay in St. Neumann Hall from May 1, 2004 at 10:00 a.m. to May 10, 2004 at 5:00 p.m. for Commencement Week. In the event there is additional housing needs outside of this amount, the overflow of students will be housed in C.A.H.J. Students who need housing for this week will need to contact Mark Badstubner in Community Development at ext. 1916.

- Administrative Services will make all Commencement Week housing assignments between April 16, 2004 and April 23, 2004. Commencement Week assignments will be distributed to students through e-mail on April 26, 2004. All seniors must be out of the apartments and townhouses by 12:00 Noon on Saturday, May 1, 2004. Failure to do so will result in loss of Commencement Week housing.

- Commencement Week residents should be packed and ready to check out by 12:00 Noon on Monday, May 10, 2004.

Summer Session I Residents:

- These residents will be able to move-in to their Summer Session I assignments on Saturday, May 8, 2004 at 10:00 a.m. Check in will occur in the St. Miguel Community Center from 10:00 a.m. – 1:00 p.m. by a member of the Summer staff.
Gate Coverage/Loading Zones/Parking Restrictions:

- Gates and doors will be left unlocked during specific hours to provide easier access to load cars.

- **Security Desk Receptionists** will be used to monitor all gates and doors. The front North Halls gates (Godzilla Gate) and the Hilary/Albert Quad will be monitored by the North Halls SDR. The King Kong Gate, at the back of Saint Katharine, will be monitored by another SDR.

- St. Miguel, Godzilla (North Halls) and King Kong (St. Katharine's) will be opened and staffed during these days and times for the closing of the 2003 - 2004 academic year:
  - Monday, April 26, 2004 9:00 a.m. - 5:00 p.m.*
  - Tuesday, April 27, 2004 9:00 a.m. - 5:00 p.m.*
  - Wednesday, April 28, 2004 9:00 a.m. - 5:00 p.m.*
  - Thursday, April 29, 2004 9:00 a.m. - 7:00 p.m.**
  - Friday, April 30, 2004 9:00 a.m. - 9:00 p.m.**
  - **Saturday, May 1, 2004 10:00 a.m. - 2:00 p.m.*
    (Commencement Week Move-In from 10:00 a.m. - 12:00 p.m.)

* - If any staff opens a gate any other time, they must stay at the site until the gate is closed. First tell students to move their property to the gate then unlock it. After items are out, lock the gate.

** - On these days, an additional person will be needed for coverage at the gate at North Halls off of Olney Avenue and the back door at St. Neumann.

- No cars will be permitted within any residence complex or adjoining sidewalks. The Philadelphia Police will post Olney Avenue with “No Parking” signs Wednesday, April 28, 2004. These areas will be loading zones only. The Blue & Gold Parking Lot will be closed to use for loading cars. Students will be given 30 minutes to load their cars.

- Security will supervise the North halls and Blue & Gold loading zones:
  - Monday, April 26, 2004 9:00 a.m. - 5:00 p.m.
  - Tuesday, April 27, 2004 9:00 a.m. - 5:00 p.m.
  - Wednesday, April 28, 2004 9:00 a.m. - 5:00 p.m.
  - Thursday, April 29, 2004 9:00 a.m. - 7:00 p.m.
  - Friday, April 30, 2004 9:00 a.m. - 9:00 p.m.
  - **Saturday, May 1, 2004 10:00 a.m. - 2:00 p.m.*
    (Commencement Week Move-In from 10:00 a.m. - 12:00 p.m.)

- Cars will be parked diagonally into the Olney Avenue curb when loading on the north side.

- The St. Miguel parking lot right outside of the building will be posted as a loading zone from Wednesday, April 28, 2004 until Saturday, May 1, 2004.
Managing Move-Out:

- RA/CA should put a RA/CA Move Out Schedule on their door of times they are available to check students out from April 26, 2004 to May 1, 2004. Checkout Duty Sheets should be prominently displayed on RA/CA doors.

- Students on their floor should schedule a time with their RA/CA. If they cannot schedule a time or they are not ready at their time, they should use the RA/CA on duty.

Checking Students Out:

- “Check-Out” Duty Coverage will be as follows:

  - **Monday**, April 26: By appointment with RA
  - **Tuesday**, April 27: One Staff Member per area from 9 a.m. – 9 p.m.
    - Miguel staff will assist TC/LA
  - **Wednesday**, April 28: One Staff member per area from 9 a.m. – 9 p.m.
    - Miguel staff will assist TC/LA
  - **Thursday**, April 29: 9am – 9p.m. (At least 2 or 3 staff members)
    - Miguel staff will assist TC/LA
  - **Friday**, April 30: 9a.m. -9p.m. (all staff on check out duty)
    - Miguel staff will assist TC/LA
  - **Saturday**, May 1: 9 a.m. – 2 p.m.
    - All staff on check out duty, completing final inspections and performing closing duties

The following staff members should report to Miguel to assist with senior check out:
- 4 staff from CAHJ in Miguel
- 2 Staff from BDG in Miguel
- Neumann RA staff will assist with Commencement Week Check-In.

- The Checkout Duty RA/CA needs to be available to check students out of their room by completing the Final Inspection Form. The April RA/CA staff in-service on April 6, 2004 at 9:05 pm will cover inspection procedures in more detail.

- When the Checkout RA/CA is in another room doing a check out, he/she must post a sign on his/her door indicating where they can be found.
When checking out a student during exam week:

- Confirm the room has been “broom swept” and that personal property has been removed and discarded in dumpsters.

- For LaSalle Apartments, Teresa Court Apartments, Manor Apartments, St. Edward and St. Francis, indicate under “key” box on the Final Inspection Form whether a key was returned. **This is very important!** Residents will be charged for replacing keys and the installation of a new core. **All keys must be returned to Administrative Services on or by Thursday, May 6, 2004.** Administrative Services will provide Community Development with key bags and stickers to keep keys organized by April 26, 2004.

- If there are any items of property left behind or any sign of visible damage (i.e. broken windows, defaced walls, etc) mark them under the appropriate category on the Final Inspection Form.

- Any apartment, townhouse or residence hall room needing additional cleaning will be charged a minimum fee. A list of charges from Community Development and Physical Facilities with specific charges is available. There is an excessive cleaning charge for rooms not left in decent condition.

- **For rooms that have a great deal of trash, Community Development will take a digital photo of the damage. RA/CA staff note this on the inspections and let your RD know immediately.**

- Provide trash bags and direct student to dumpsters. Bagged trash should not be placed in dumpster but should be placed by the entrance to a residence hall building. No trash or personal property is to be thrown out windows.

- RAs can get brooms, dustpans, and trash bags from any Community Development Offices.
  - **PF:** Trash bags, dustpans and brooms should be delivered to CD no later than Friday, April 23, 2004. They should be delivered to the following locations:
    - North Halls Office for BDG, K, CAHJ
    - Miguel SDR area for SM, TC, LA
    - Neumann RD office for Neumann
    - Manor RD Apartment for Manor
    - E/F RD office for E/F
When checking out a student during exam week: continued

- RA/CA staff should sign the Final Inspection Form upon completion of the room inspection and note the date and time of the student’s departure. Return the Final Inspection Form to the location designated by your RD. RD’s should return all forms to Administrative Services no later than May 6, 2004.

  - IT IS VERY IMPORTANT THAT STAFF DO NOT TELL STUDENTS THEY WILL OR WILL NOT BE CHARGED FOR DAMAGES! STAFF SHOULD TELL STUDENTS THAT RD STAFF WILL BE DOING FINAL ROOM CHECKS AND THEY COULD BE ASSESSED MORE DAMAGES THAN THE RA/CA HAS NOTED ON THE CHECK OUT SHEET.

  - At check out, students should receive postcards from the Community Development staff informing that charges pertaining to room inspections will not happen until after check out. The perception is that students think that since they participate in the room inspection that clears them from damage billing and the RA/CA staff must inform them otherwise.

- Supervisors will check-out their own RAs/CAs before departure on May 1 or May 2, 2004.
Express Check Out
Not available to apartments, townhouses or residents of St. Edward and St. Francis.

- If a student wishes to leave without going through a check out/room inventory procedure with a member of the Community Development Staff, he/she can complete an Express Check Out Form, available in Administrative Services or on the web portal.

- On this form, the student should note the date and time of departure and acknowledging Community Development's right to assess the room condition (and bill) without their being there for the room inventory and inspection.

- Forms must be returned to one of the Community Development Offices, RA or RD at the time of check-out.

- All trash and personal property must be removed or put in a dumpster.

Trash:
- The Checkout RAs/CA should make regular rounds of their area to insure things are going smoothly and trash is being removed from the building.

- Signs should be posted as to “Where to stash your Trash” by RA/CA Staff.

- At the end of move out all trash must be out of the hallway. Any trash left in the hallway, the RA/CA will have to move out. If they notice trash accumulating in the hallway, they should stop checkout until it is removed.

- We will not bill the floor for stuff left in the hallway, the RA/CA will have to move it out! If available, RAs/CA who are not on checkout duty and not studying should checkout residents of their floor.

  - Extra Dumpster needs: (Delivery for Wednesday, April 21, 2004)
    - St. Edward and St. Francis 1 dumpster
    - St. Neumann 1 dumpster
    - St. Miguel 3 dumpsters
    - North Halls 2 dumpsters
    - The Ogontz Manor 2 dumpsters (April 26, 2004)
    - LaSalle Apartments 1 dumpster
    - St. Teresa Court 2 dumpsters
Carts:

- PF should deliver carts to all residential areas by Monday, April 26, 2004. Carts from North Halls will be stored in SK and carts in St. Miguel will be stored in the SM Community Center.

- The RA’s on the last hour of checkout duty should gather carts and put them in a secure location.

- The 9:00 a.m. on-duty RA’s should get the carts out of each game room. Students cannot use carts after the time slots listed above. Do not get a cart out for them.

- The SDRs will collect IDs in return for a cart. IDs will be returned when the cart is returned.

Property Found/Left Behind

- Any and all personal property left behind will be discarded, and there will be a $25.00 assessed to the resident(s).

- It should be noted that if a RA/CA finds property of potential value, the procedure is to notify the RD. Phone calls will be made to the resident to inform them of the found property. Lost and Found Forms are available through Administrative Services and should be completed with any item of value that is recovered during check-out.

Summer-Long Storage

- Superior Moving and Storage will be on campus on Monday, April 26, 2004 and Tuesday, April 27, 2004 from 8:00 a.m. – 4:00 p.m. in the Haymen Center Parking Lot.
- La Salle cannot store student property on campus.
- Superior Moving and Storage’s contact person is Mark Brenfleck, (215) 289-2700.
Damage Billing:

- On May 3, 2004 and May 4, 2004 the RD staff conduct Damage Billing inspections for rooms that have problems indicated in the final inspection sheets completed by RA/CA staff.

- RDs will receive all initial inventory inspection sheets from their area to assist with comparing the inspection forms to determine if damage billing is necessary.

- RDs should review all completed Final Inspection Forms. Rooms that have damages noted that may be the student’s responsibility will have to be inspected on May 3 and May 4th by professional staff. CD staff will work in teams to complete these inspections, beginning with Miguel/TC/LA and Manor on May 3rd, then residence halls on May 4th. Once inspected, RDs will compile a list of charges for their area (utilizing format given). ** The exception is Neumann/CAHJ and BDG, as damage inspections will occur throughout move out week so that it is complete before Commencement Week students and temporary students move in.

- In addition to billable damages, RDs will need to compile information from the final inspection sheets for wear and tear maintenance requests (format will be given to RDs).

- All Damage Billing lists and Wear and Tear lists are due to Stacie Shaver by May 6, 2004.
**Miscellaneous**

**COMCAST CABLE BOXES**

- Comcast representative will be on campus April 26, 2004 and April 27, 2004 at the Miguel Community Room and North Halls Courtyard (Bernard Lounge if raining) from 11:00 A.M. - 3:00 P.M. for students to return their cable boxes.
- It is solely the student's responsibility to return their box. Boxes not returned will be charged to the subscriber ($420.00 digital box and $225.00 analog box). Any boxes found left in the room should be returned to Administrative Services.
- Students will need to contact Comcast (215-673-6600) in order to have their service disconnected.

**Rented Refrigerators and Micro-fridges must be returned clean on April 26, 2004:**

- Truck outside Community Development on Olney Avenue from 4:00 p.m. - 6:00 p.m.
- Truck outside Neumann, 6:00 p.m. - 6:30 p.m.
- If students need assistance, they should ask at the truck.
- **Quality Products and Services** can be reached at 610-696-2200.
In summary, RA’s & CA’s will:
• Complete the Final Inspection Form
• Process express checkouts
• Cover checkout duty and checkout floor residents as available
• Guarantee that all trash and property is removed from their buildings

In Summary, RDs will:
• Ensure appropriate check out coverage by staff for your area.
• Notify Administrative Services immediately, as living units become vacant in:
  o Saint Neumann Hall, Sts. BDG, Sts. CAHJ
• Compile a list of Wear and Tear for assigned area utilizing inventory forms. Submit this list to Stacie Shaver by May 6, 2004.
• Compile list of damage billing information utilizing inventory forms. Submit this list to Stacie Shaver by May 6, 2004.
• Return all inventory forms, keys and misc. to Administrative Services by May 6, 2004.

In Summary, PF will:
• Order extra dumpsters and ensure appropriate removal schedule.
• Deliver Carts to residential areas by April 26, 2004
• Deliver trash bags, brooms and dust pans to assigned areas by April 23, 2004.
• Pick up all items by May 6, 2004

In Summary, AS will:
• Deliver all inventory forms (initial and final) to RDs by April 26, 2004.
• Arrange for Comcast and Microfridge Co. to be on campus. Advertise to students.
• Arrange for summer storage company to be on campus. Advertise to students.
• Ensure appropriate Gate coverage through SDR staff.
• Give key packets and stickers to CD staff by April 26, 2004