

# It's time for the Great Move-Out

Donate what you don't need to our community!

## DONATIONS ACCEPTED

Place in labeled donation carts in your hall.



**All items must be CLEAN, DRY, and in WORKING CONDITION.**

We accept bedding and linens, clothing and shoes, housewares (decor, electronics, dishes, lamps, school supplies, etc.), toiletries and cleaning supplies (OK if opened if mostly full), food (must be sealed and non-perishable), etc.

**Donation carts will be placed during week 9.**

### RECYCLING



Place in recycle carts & outdoor cardboard bin.

### TRASH



Place in outdoor dumpster or compactor.

### LARGE FURNITURE



Contact your RD to coordinate a pick-up. Do not place at or in dumpster.

[tiny.cc/donation-how](https://tiny.cc/donation-how)

Sponsored by Surplus Property, Campus Recycling, and UHDS



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## The Move-Out Process

1) **SIGN UP:** Starting May 30, 2023, schedule a checkout appointment with a UHDS staff member via housing portal. **You must sign up for a room inspection appointment by June 9, 2023 at 5PM.**

2) **CLEAN:** Move all belongings out and completely clean the room prior to your room inspection appointment (step-by-step cleaning instructions at [tiny.cc/s62xtz](https://tiny.cc/s62xtz)). If you have excess belongings to get rid of, consider donating them. If you have a UHDS-provided MicroFridge in your room, it must be emptied, defrosted, and cleaned prior to your room inspection appointment.

3) **ROOM INSPECTION:** After your room is empty and clean, a staff member from your residence hall will inspect your room. If your room is not empty and clean at the time of your appointment, you will be asked to complete those tasks before you can check out. If you are not prepared for your room inspection, or you do not complete a room inspection, you may be assessed a \$50 Improper Checkout Fee.

4) **CHECK OUT & TURN IN YOUR KEY:** Turn in your key at your Service Center within 30 minutes of your checkout appointment. If your Service Center is closed, turn in your keys to the RA on duty or the staff member who completes your room inspection. If your key is not returned, you will receive a \$75 rekey charge (If you live in a suite and don't return both keys, you will be charged a total of \$150).

5) **CHECK YOUR ACCOUNT:** Check your housing portal for any charges or fees based on the condition of your room or move-out. Any charges related to damage, cleanliness, or missing keys will be billed to your student account by July 1, 2023.

**more info: [tiny.cc/moving-out](https://tiny.cc/moving-out)**

For alternative formats or accommodations related to a disability, please contact Kaylee Smith of Materials Management at 541-737-7391 and/or [kaylee.smith@oregonstate.edu](mailto:kaylee.smith@oregonstate.edu).



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