

Updated COVID 19: Housing Move Outs and Key Return Guide

If you are currently on campus and wish to move out or you left campus but left your belongings behind and now wish to collect them, please follow the directions below:

Students who wish to move out with the aid of off campus helpers or have left belongings on campus and wish to retrieve them may do so between Wednesday, May 29 - Monday, June 15, 2020.

In order to ensure the health and safety of our residents and support social distancing, we are limiting the number of students and helpers who move off campus per building per day. Please carefully read and follow these next steps:

- Sign up for a move out time slot for your building when dates become available (see below). **You will have from 9 am to 8 pm on your chosen date to move your belongings out of your residence.** If you need more than one day, please sign up for multiple days. Please note if you are returning to campus to move out, your card access will be set to the dates you sign up for.
 - a. [Orchard Meadow](#)
 - b. [Warren Olney](#)
 - c. [Mary Morse](#)
 - d. [Ethel Moore](#)
 - e. [The Townhouses](#)
 - f. [Underwood Apartments](#)
 - g. [Ross House](#)
 - h. [Larsen House](#)
 - i. [Ege & White](#)
 - j. [Prospect Hill Apartments](#)
- Appointments must be signed up for at least 24 hours in advance.
- **For Students Coming Back to Campus to Collect their Belongings:**
When you come to campus to move out, check in with the Department of Public Safety (DPS) at the front gate. You will not be allowed on campus without a scheduled move out appointment. You will only be allowed to bring a maximum

of two people to assist you with the move. **If you or your helpers are not feeling well or if you have a fever, please do not come to campus.**

● **For Students Currently on Campus Wanting to Move Out:**

You will only be allowed to bring a maximum of two people to assist you with your move. You will need to collect your helpers from the front gate when they arrive. DPS will only let them onto campus if you signed up for a move out appointment and you are present to collect them. **If you or your helpers are not feeling well or if you have a fever, please do not come to campus.**

In order to ensure the health and safety of our residents on campus, students and those assisting with moving are required to adhere to the following protocol for the duration of time on campus:

- I. Students are limited to bringing two (2) additional people with them to campus to assist with their move out
- II. Maintain a minimum six-foot distance from one another at all times
- III. Wear a face covering at all times while in and around the residence halls
- IV. Frequently wash hands with soap and water for at least 20 seconds, or use hand sanitizer
- V. Cover coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands)
- VI. Only enter and exit your assigned residence hall through the door designated for moving out
- VII. Only utilize the common bathroom designated for visitors and students moving out
- VIII. Adhere to all guidance from Public Safety and Campus Officers

You will be doing an express checkout as RAs will not be able to conduct regular check out appointments. Please see the Express Check out form [here](#).

- Remove all personal belongings from room/apartment/porch/common areas. (Check the bathroom, behind curtains, and laundry areas)
- Remove all posters, wall and window decorations. Remove tape from walls.
- Have all room furnishings assembled and in the room.
- Wipe out drawers and clean closets.
- Clean sink, sink area and mirror.
- Sweep the floors, including underneath the bed.
- Empty and clean waste basket(s); put trash in the external dumpsters/toters.
- Take out recycling and compost. Place in appropriate Recycling/Compost dumpster/toter. Clean your compost bin.

- Return all dishes, silverware and glassware belonging to Bon Appetit, including from the Tea Shop and Founders Commons.
- CLOSE and lock all windows then close window shades, blinds and curtains.
- Turn off lights. Turn your heat off.
- Lock all doors when you leave, including the porch room door.
- Independent Living Housing must also: Clean bathrooms (toilets, sink, tub/shower, vanities, medicine cabinets, floors, etc.).
- Independent Living Housing must also: Clean kitchen (sink, refrigerator, freezer, cupboards and drawers, stove and oven, microwaves, floors, etc.)
- Independent Living Housing must also: Clean and vacuum living room and other common areas. Don't forget closets.

REMINDER: All keys must be returned to HMDS. Please return keys at the external after-hours drop off HMDS bin at the Sage Hall Entrance AND email housing@mills.edu to inform us that you have done so.

Proper Disposal and Recycling of Items During Move out:

- The Mills Reuse Depot **CANNOT** take any more donations of reusables at this time. **PLEASE DO NOT LEAVE DONATIONS AT THE REUSE DEPOT OR ANYWHERE ON CAMPUS (INCLUDING COMMON AREAS IN RESIDENTIAL HALLS.)** There are no staff to process these items. You also may be endangering your fellow students and staff.
- **You are responsible for removing your items from campus.** If you have reusable items that you'd like to donate, you must do so off campus. Please review the following off-campus donation organization resource list: <https://rb.gy/ggtrw>.
- Please utilize our landfill and recyclable waste systems in or outside of your building to dispose of trash and recycling. **Residents are prohibited from abandoning personal belongings in or around the residence halls or other areas on campus.** This is a violation of the Student Code of Conduct and may lead to a conduct hearing and/or fines.
- Please put old food scraps and soiled paper into the green compostable containers on campus. Watch this video if you need a reminder of what is recyclable or compostable on campus: <youtu.be/dhjCFqjeDMY>.
- Landfill items, including personal hygiene, socks and undergarments, heavily-used bedding and pillows, etc., are considered landfill waste and should be bagged and placed in outdoor dumpster containers.
- For electronic waste and items, like batteries and light bulbs, please take these items with you and recycle them at your destination. The E-waste sites on campus are closed for health and safety reasons this spring.

Storage on Campus:

Due to all the unforeseen moving parts of this pandemic Mills will be accomodating storage on campus for this summer. **If you are unable to take all your belongings with you between May 29 and June 15, 2020 you will be permitted to store your belongings on campus.** Please fill out the following [form](#) letting us know you need storage on campus, for how long and any other details Mills needs to know.

Mills plans to leave student belongings in their current location until the shelter in place (SIP) is lifted. Mills staff may need to perform Health and Safety inspections on your room. They will dispose of all food items and perishables that could attract pests or cause damage in the space. Mills will offer a two week “pick up” period once the SIP is lifted. After that all items that have not been collected will be packed up by Mills staff and stored in a secure location on campus until you are able to setup a collection appointment with HMDS at housing@mills.edu. Mills will store items on campus until August 25th. If items are not collected by that time, a \$500 storage fee will be applied. If your belongings are not collected by August 31st, they will be donated or disposed of. If you have extenuating circumstances around moving, please let HMDS know at housing@mills.edu

Returning Housing and Academic Keys:

You can return keys two ways:

By Mail:

Please return your keys by mail, as the campus is currently closed. You should tape the keys to a sheet of paper and fold it over, so they will not fall out and get lost if the keys poke through the envelope while being processed through the post office's sorting machines. Add a note with your full name, and banner number and try to mail them in a padded envelope when possible. It is also recommended that you purchase tracking and that you mail your keys back when it is safe to do so. Mills is not responsible for keys that get lost in the mail. Please mail them to:

Mills College

Attn: HMDS

5000 MacArthur Blvd

Oakland CA, 94613

We recommend that you also email HMDS at housing@mills.edu to let us know you have mailed your keys.

If you are already on campus or have signed up to pick up your belongings you can return keys by drop off:

Please return keys at the external after-hours drop off HMDS bin at the Sage Hall Entrance AND email housing@mills.edu to inform us that you have done so. Please make sure your keys are in a secure envelope (note: each key DOES NOT need its own envelope, multiple keys can fit in an envelope) with your name and Banner number on it so HMDS can identify your keys. Please **DO NOT** try to come to campus to return keys unless you are a student that has signed up for a move out time slot and are returning keys during that time or you are student, staff or faculty member returning to campus on a Mills College sanctioned return day to drop off items.