

# May Check-Out 2021

## MILLS COLLEGE

RESIDENTIAL LIFE  
AND  
HOUSING MANAGEMENT AND DINING SERVICES

### **THANK YOU...**

for living on campus this academic year! We hope you enjoyed your experience.

As you prepare for finals, here is important information about closing that all students are responsible for knowing.

### **A Guide for Residents**

**If you have any questions, please contact:  
Residential Life at [reslife@mills.edu](mailto:reslife@mills.edu)  
Housing Management and Dining Services at  
[housing@mills.edu](mailto:housing@mills.edu)**

## CLOSING TIMES

### **12:00 noon, Friday, May 14, 2021**

All residents in the following buildings **MUST** move out:  
Ethel Moore - Orchard Meadow - Warren Olney -  
Prospect Hill - Courtyard Townhouses

### **12:00 noon, Sunday, May 16, 2021**

Latest time anyone who is not going to stay on campus for Summer 2020 can stay on campus.

Only students who have received prior approval will be allowed to remain in the halls until this time.

### **Need to stay past 12:00 noon on Friday, May 14, 2021**

Email [housing@mills.edu](mailto:housing@mills.edu) by 4:00pm on May 7 to request an extension. Requesting an extension does **not** guarantee that you will be able to stay.

A fee of \$62 per night will be charged to your student account if your extension request is granted.

You may **NOT** remain in your current residence hall beyond 12:00 noon on May 16, even if an extension is granted. Summer residents will stay on in their current space till they have to move into the summer residence hall on May 19th.

Take **EVERYTHING** when you leave. There is a \$100 fee for any re-entry into the halls after your checkout deadline.

# HOW DO I CHECK OUT?

## EXPRESS CHECK-OUT

1. Complete the check-out card by indicating the “Express Check-Out” option, sign, date, and tape the card to the front of your door. **If you do not sign the check-out card, and tape it to your door with blue type, you may be charged an Improper Check-out Fee of \$100. You will receive a check-out card from your RA; if you do not, please get one from your RA or online at the Mills College Housing website.**
2. Return ALL keys as well as your red campus access pass to Housing Management Dining Services through the overnight drop box at Sage Hall. Place your keys into a key envelope; write your name, ID number and a list of enclosed keys on the envelope; and place the sealed envelope into the night drop box. Envelopes will be available at the night drop box. The night drop box is located at the left-hand front entry to Sage Hall, when facing the building.

## PREPARING YOUR ROOM

- 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, nails and tacks 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 clean, including underneath the bed. Vacuum carpet, if applicable. (There are vacuums in your Residence Hall—please inquire with your RA—but vacuums are not provided in Independent Living.)
- Empty and clean landfill, recycling and compost waste bin(s).
- Indoor waste rooms will be closed. Sort and dispose of your waste in the appropriate bins or dumpsters outside of your building. Recyclables go in the BLUE containers, Compost go in the GREEN containers, landfill goes in BLACK/GREY containers.
- CLOSE window shades, blinds and curtains, and have all windows closed and locked.
- Turn off lights. Turn your heat off.
- Lock all doors when you leave, including porch room door.
- All keys should be returned to HMDS, or to your RA if you are doing a walk-thru, in the proper envelope.

### **Independent Living Housing Must also complete the following:**

- Clean bathrooms (toilets, sink, tub/shower, vanities, medicine cabinets, floors, etc.).
- Clean kitchen (sink, refrigerator, freezer, cupboards and drawers, stove and oven, microwaves, floors, etc.).
- Clean and vacuum living room and other common areas. Don't forget closets. (Note: Independent Living residents are responsible for providing their own vacuums.)

**Note: Failure to complete any of these steps may result in fines including a \$100 fine for improper check-out.**

## HOW TO AVOID CHARGES/FEES

- Thoroughly clean your room/apartment/porch/suite
- Schedule walk through with RA OR do Express Check-Out
- Complete a check-out card
- Vacate the halls and return all keys prior to your check-out deadline

## POSSIBLE CHARGES/FEES

**Listed below are a few of the reasons you might be assessed a fee when checking out:**

- Fee for entering the halls after the check-out deadline: \$100.00
- Failure to return keys to HMDS by check-out deadline: \$25–\$100 per key
- Rooms not thoroughly cleaned: \$35–\$100 cleaning fee
- If you leave any trash in or around your room: minimum \$50 hauling fee
- Improper Check-out fee of \$100, if you:
  - leave campus without having an RA check you out of your room or completing a signed Express Check-out procedures;
  - stay in your room/apartment past the designated time on the day you were instructed to leave; or,
  - miss your original check-out time and do not reschedule or cancel it in advance.

Room Damage is assessed by ResLife staff and charged to your student account by HMDS. Please see the Mills College Residential Agreement for a list of room repair charges.

### **NOTE TO THOSE WITH ROOMMATES/ APARTMENTMATES/PORCHMATES/SUITEMATES:**

Common area damage and cleaning charges will be assessed and divided among all roommates/porchmates/suitemates. It is important that you meet with your roommates/porchmates/suitemates to discuss how you plan to clean the common areas in your suites/apartment/porch.

# IMPORTANT NOTES

## Waste

All waste must be placed in the bins or dumpsters outside of your building. Please help us with cross contamination and sort your waste carefully between the landfill, recycling, and compost containers. Additional waste receptacles will be placed at most residence halls to accommodate higher demand

Please note that electronics such as computers, batteries, lightbulbs, paint, cleaning supplies, etc. are considered hazardous waste and must be disposed of properly, i.e. cannot be thrown away in the landfill bins or dumpsters. Here is a [link](#) for recycling, reuse, and proper disposal options throughout Alameda County. Check in with your RA if there is collection of these types of items on campus currently. Fines for any hazardous waste left in any campus waste area will be billed to individual or building residents.

## Donations

**The Reuse Depot is expecting to only be able to accept limited donations, and appointments may be needed. For the most up to date information, visit the Reuse Depot's instgram profile: @millsreusedepot**

The Reuse Depot staff would like to urge students to donate to Goodwill or other organizations, some of which are still collecting. [Here](#) is a link to alternative donation organizations in the Oakland area. We recommend students contact organizations before traveling to ensure that they are still collecting as service availability changes often.

**Please be aware that any items left in rooms or common areas after 12:00 noon on May 16, 2021, will be donated or discarded, and that fines will be assessed if items are left in places other than the designated donation locations.**

## IMPORTANT NOTES, CONT'D

### Mail Forwarding

In order to receive mail over the summer you must complete a mail forwarding form at the Mail and Copy Center and pay a fee of \$25 per month. If you have questions regarding the Private Mailbox (PMB) contract please contact the Mail and Copy Center at 510.430.2149. It is your responsibility to change your permanent address and summer address with the M Center or through the Mills College website at [www.mills.edu](http://www.mills.edu) (see the email sent by the M Center for details).

### ID Cards

Please bring back your Mills ID in the fall. There is a \$20 replacement fee.

### Storage

There is no storage on campus. Please contact off-campus storage options. All off-campus companies that bring containers to campus must stop for directions at the front gate. A Public Safety Officer will direct the company to the designated storage drop off space. Containers placed in unauthorized spaces will be towed at the owner's expense. All storage containers must be removed from campus within 72 hours. No pick-ups or delivery trucks will be allowed on campus on May 15, and all storage containers must be picked up by 5:00 pm on Monday, May 17. Storage containers may only be picked up and delivered between 9:00 am and 5:00 pm, Monday through Friday.

### Fall Opening

Residence Halls will be open to continuing students at 9:00 am on MONDAY, AUGUST 23, 2021. All students must have their Financial (Student) account with the College CLEARED prior to being issued keys to their room in August. Please check with the M Center to ensure your account is in order.

**If you have any questions, please contact:  
Your Resident Assistant  
Residential Life at [reslife@mills.edu](mailto:reslife@mills.edu)  
Housing Management and Dining Services at  
[housing@mills.edu](mailto:housing@mills.edu)**