

BENNINGTON COLLEGE

MOVE-OUT CHECKLIST

We are providing you with the following checklist to ensure you have a smooth departure from campus. Remember: you need to vacate your College residence by **12:00 pm on Friday, May 31, 2019**. Remaining on campus past this deadline will result in a conduct violation and a fine of \$200.

- **Return your key in the provided envelope with your name on it to the drop box located in Student Life or Campus Safety.** Mailed keys will not be accepted. You will receive an electronic receipt via email by Friday, June 14. If you do not return your key by **12:00 pm on Friday, May 31** you will be charged **\$100** to replace the lock.
- **Make sure all the original college furniture is in your room and returned to its original condition (assembled).** This includes a bookshelf, dresser, desk, chair, wardrobe, bed frame, mattress, and mirror.
- **Sweep and clean your room.** You will avoid a charge of \$50 or more and your housekeeper will thank you for it!
- **Put all of your garbage in plastic bags and dispose of it in the dumpsters on your street.** Leaving trash in your room will result in individual room charges. Additionally, leaving trash in and around your house (including the exterior) will result in house charges to be split between all residents.
- **Defrost your fridge at least 24 hours before you store it or leave.** An improperly defrosted fridge can leak and cause water damage. How to defrost your fridge: dispose of any perishable food items remaining in your fridge, unplug your fridge, prop the door open and lay a towel inside the bottom to soak up excess moisture, and leave your fridge to defrost overnight.
- **Remove all personal items from common areas including bathrooms, kitchens (especially the fridge), common rooms, hallways, and public closets/phone booths. Please note that free piles are prohibited.** Any items left in a common area will be discarded and the house will be charged for the removal of trash.
- **Leave the window shades up to prevent condensation and moisture build-up on the windows.** Moisture build-up creates mold. Replace the window screens if you have removed them.
- **Close and lock all windows and doors upon leaving.** Locking entrances to your room will ensure that others do not enter your room, cause damages, or remove furniture.
- **Store your vehicle.** If you are returning in the Fall, you may store your vehicle on campus by completing a Long-Term Vehicle Parking Permit available through Campus Safety (due Wednesday, May 29).
- **Make sure you haven't left anything that you will need behind.** Check the drawers/cabinets in your room, check the boxes you are storing, and check your friends' rooms. You will not be given access to any spaces on campus to retrieve personal items.
- **Take a video or photos of your room before you leave.** You may use photos to dispute damage charges during the damage appeal period in the spring.
- **Change your forwarding address with the campus Post Office.** Over the summer, mail will automatically be forwarded to each student's home address. If you would like your mail to go to a different address, let them know!
- **Wait in the DownCaf if you can't leave by the deadline.** Students who are unable to depart campus by 12:00 pm on Friday, May 31 may avoid disciplinary action by waiting in the DownCaf with their belongings.

College staff will conduct walk-throughs in all houses and rooms. Staff will generate Room Condition Reports (RCRs) during the walk-throughs of houses and compare them to the RCRs submitted at the start of the term/year. Any costs associated with the repair and cleaning of rooms will be added to the student's bill. Questions? Ask a House Chair or email housing@bennington.edu or studentlife@bennington.edu.