



## UCDC SCHEDULED MOVE-OUT DATE:

**Your SIS contract end date by 1:00 pm**

**Check-Out Location:** You will check out at the Security Desk (**open 24 hours**) on the first floor. When you check out, you must be completely packed and out of your assigned space. **Please allow about 10 minutes to complete the move-out process.** (Please note that you cannot be signed in as a guest until 15 days after the end of your contract.)

**Returning Access Items:** Turn in your key, access fob, and ID card when you check out at the Security Desk. The codes on your items must match the original codes on your check-out form, unless you received replacement items during your time in the Center. You must return the exact items that you were issued when you moved into the building. If the codes do not match or if you do not turn in all items, you will be charged an **improper check-out fee of \$100**, plus the cost to replace the lost items. You may replace lost items at the Residence Life Office on the 4<sup>th</sup> floor (during normal business hours) before you begin your move out process.

**Late Flights/Travel:** See "Late Departures" in the next section.



## EARLY AND LATE DEPARTURES (SPECIAL EXCEPTIONS WITH PRE-APPROVAL)

You are required to fully meet all internship and academic requirements prior to your departure. This includes (but may not be limited to) fully completing your internship, attending all scheduled class and faculty meetings, and meeting applicable assignment deadlines. Please notify Residential Services only if you are leaving the Monday before your scheduled move-out date.

**UC STUDENTS:** You must contact your assigned Program Administrator in DC to be pre-approved to depart and end your internship early. Additionally, you must provide verification to your PA that all academic requirements (as it concerns your internship and courses) have been met and discussed with applicable faculty and staff (Program Administrator and/or the UCDC Administrator of Academic Services).

**NON-UC STUDENTS:** Check in with your on-site and/or on-campus DC program coordinator to make sure you are permitted to end your internship and/or academic program early.

**Early Departures:** If you are leaving before 8:00 am on Saturday, you may check out at the Security desk beginning the Monday prior to your scheduled move-out date. Please follow the instructions above for checking out and turning in your access items. If you are approved to leave **before Monday**, please email [residentialservices@ucdc.edu](mailto:residentialservices@ucdc.edu) so we can properly prepare for your departure. *If you are leaving between Monday and Saturday, you do not need to email Residential Services. Please follow all directions related to academic requirements though.*

**Late Departures:** If your travel arrangements aren't until later in the day, you may leave your luggage in the lobby until you depart for your next destination. **You must still check out by Saturday at 1:00 pm, at which point you will no longer have access to floors 2 - 11.** UCDC will not take responsibility for your items, but Security will allow you into the lobby to access your luggage if you exit the building. You may not go to any of the upper floors of the building (2-11) once you check out. You are not required to give notice for this type of late departure because it does not alter your actual move-out day and time.

**Extended Contracts:** If you have an approved contract extension (that you have accepted in SIS), follow all the above check-out instructions on your scheduled move-out date. You may also want to keep any documentation confirming your extension for your personal records.



## RESIDENT SURVEY

Let us know about your experience, what we should maintain, and what we can do better for future residents.

Survey link: <https://www.surveymonkey.com/r/UCDCfa18>







## CLEAN THE APARTMENT & BEDROOMS

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Discuss cleaning responsibilities with your apartment mates. The apartment must be clean when you leave:

- Clean kitchen counters, sink, stove, oven and refrigerator
- Wash dishes and place in cabinets
- Vacuum the entire apartment
- Return all furniture to its original location
- Take out all trash, recycling, and excess food items

**Cleaning Fees:** A full cleaning checklist is/will be provided to you in your apartment mailbox on the 4<sup>th</sup> floor. If you do not clean all areas on the list, you will be charged an additional cleaning fee.

**Damage Fines:** If there is damage to the apartment, you will be held responsible and charged accordingly.

**Missing Items:** You will be held financially responsible for any items missing from your apartment.



## DONATE ITEMS

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Donation bins are at the end of each hallway, just past the trash chute. You may leave:

- Unopened nonperishable goods
- Bedding (sheets, blankets, etc.)
- Clothes & Shoes
- Other unused/gently used items in good condition

**Extended Contracts:** Donation bins may not be available if you have a later check out date. Please plan accordingly.



## UPDATE YOUR ADDRESS, CHECK YOUR MAILBOX, AND SHIP ITEMS HOME

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The Washington Center is a commercial building, which means the US Postal Service will not accept mail forwarding requests from the Center. Our office is unable to forward your mail, so plan accordingly. Cancel/forward subscriptions and update your address for any online retailers you use.

Be sure to check your mailbox before moving out. Any items left at the center will be returned to the sender.

Arrange to ship your packages home. You may borrow a flatbed cart from Security (with your UCDC ID) to transport your box(es) to your selected mailing center. Packages **cannot** be sent from the Washington Center.

### Closest mailing centers:

- FedEx: 1612 K St. NW (near Farragut West Station) **OR** 1512 14<sup>th</sup> Street NW
- UPS Store: 1127 Connecticut Ave NW (Mayflower Hotel, 2<sup>nd</sup> Floor) **OR** 1030 15<sup>th</sup> St. NW
- US Post Office: 1800 M St. NW **OR** 1050 Connecticut Ave NW (Washington Square Station)



## FINES

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The following fines may be imposed during the check-out process:

- Late check-out: \$25 for every 15 minutes after the end of your check-out period
- Improper check-out: Starts at \$100
- Not turning in access items (keys, fob, ID card): \$100 + cost to replace the item
- Damages, cleaning, missing items: Varies, based on cost of items and extent of labor

Thanks for being a part of UCDC! We hope you've had a great experience!