

Residence Hall - Spring Closing Procedures

Step 1: Residents will pick up their checkout envelope from their mailbox on DATE. They will deliver this in-person to a staff member (RA, Hall Secretary/DA, the RA On-Call).

- DO NOT accept the envelope unless a student moves out. Once the envelope is turned in, the student will lose access to their room and the residence hall.

Step 2: When you accept an envelope from a student, do the following:

- Sign, date, and list the time on the envelope in the section “Signature of Staff Member Receiving Envelope.”
- Complete the steps in the “Hall Closing Spreadsheet.” Enter the checkout date, if their key has been returned, check the student out of StarRez, and enter your initials.
- To check a student out of StarRez:
 - Search the student’s name. Click the link on their UID.
 - In the boxes in the top right of the screen, click “Entry Actions.” Check Out should be an option that populates automatically (if it doesn’t, click on booking on the left side of the box and then click check out). Click “OK.” Next choose “fix” for the checkout date and “ignore” if there are other messages that pop up.
 - Only check the student out if they leave between April 29th and May 13th.
 - Before the 29th, Hall Secretary will need to send paperwork.
- Remove the key from the envelope. Write the room number and an “M” on the key with a sharpie and hang it on the appropriate hook in the key box.
 - If there is no key, send Hall Director & Hall Secretary an email sharing the resident’s name and room number.
- Put the envelope in the RA’s mailbox.

Step 3: Checking the Room

- Get a room access card from Hall Secretary/DA at the desk.
- Thoroughly check the room. You should be observing every surface and opening all cabinets/drawers.
- IF APPLICABLE: Bag & Tag abandoned items from the room. Use the number tags/log in the office. Bring found items to SPECIFIED LOCATION.
- Sign as the “RA Checking Room” on the envelope.
- Put the envelope in the appropriate box (by room number) in the office: “Damages” or “No Damages.”
- Complete the Room Check Report form.
 - You should be doing this for all rooms, not just the ones with damages.
- Complete the steps in the “Hall Closing Spreadsheet.”
 - Check the box that the room has been checked. Note if there were any damages.

Important Notes

- It’s critical that you are completing the Hall Closing Spreadsheet as you check rooms. This is what will be used to determine what residents are still here and who needs to move out.
- The “Stay Late Approved” column will be completed by Hall Director as residents are approved to stay past 7:00pm on May 13. All Stay Lates *should* be submitted by May 1.