Important Information for Students Leaving during the semester from the Office of Residential Life

First and foremost we want to wish you the very best during your time away.

Below you will find important information about moving out, the return of your room key to the Facilities Management Office and some things to think about in the future.

CHECKLIST OF THINGS TO DO BEFORE AND AS YOU LEAVE:

1) Please leave your room in the condition you found it. Students are responsible for leaving their room in the condition they found it at the beginning of the year. Please clean up and remove all trash before leaving. If Housekeeping finds that you have left your dorm space in an unsatisfactory condition you will be charged accordingly.

2) If you have loaned or stored any College furniture, it is your responsibility to reclaim it and put it back in your room before you leave. Please be aware that you will be charged for any damage to the room and its contents, including missing furniture that you did not report to Facilities Management (in the Room Condition Report) when you moved into the room.

3) Please note that if you have belongings in campus storage they, too, will need to be collected at this time as students going on leave are not permitted to store anything in campus storage.

4) Please close and lock your window(s), turn out all lights, and lock your individual room door when you leave.

5) Please send an email to hc-reslife@haverford.edu when you have completed your move out.

YOUR ROOM KEY

When you are finished moving out, please return your key to the Facilities Management Office.

If you do not know where it is, you can find it using the online campus map.

If you need to return your key outside of regular working hours (M-F 7:00 am - 3:30 pm), please place your room key in a sealed envelope with your name on it (do not include your dorm room #) and drop it through the slot located under the window of the Facilities Management Office just outside and to the left of the pedestrian gate. Key envelopes are available outside and to the left of this window. Please do not leave your key at Campus Safety and do not give your key to someone else to return. You are responsible for its return and you will be charged if it is not returned when you move out.

LOOKING AHEAD

When you begin thinking about returning, please visit the Office of Residential Life website: www.haverford.edu/reslife. There, you will find information about the Mid-Year and Spring Room Draws, and information specifically for Returning Students.

If you have questions, please do not hesitate to contact us at hc-reslife@haverford.edu or Marianne (Smitty) Smith, Director of Residential Life and Assistant Dean of the College (msmith@haverford.edu) or Nathan (Nate) Diehl, Coordinator of Residential Life (ndiehl@haverford.edu).

RESIDENTIAL LIFE OFFICE INFORMATION

Residential Life Website: www.haverford.edu/reslife
Residential Life email: hc-reslife@haverford.edu
Residential Life Telephone: 610-896-1298
Residential Life Fax: 610-896-4960
Mailing Address: Residential Life Office
Chase Hall, 2nd Floor
370 Lancaster Avenue
Haverford, PA 19041-1392

Again, wishing you the very best.

Marianne (Smitty) Smith Nathan (Nate) Diehl
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