

ROOM-CHANGE



PennState
Housing



ALL HOUSING CLOSES @ 4:00P SATURDAY, DECEMBER 17



Process

You and/or your roommate are changing rooms for the spring semester. You must check-out of your room by 4 p.m. on Sat. 12/17. Complete room checklist & sign (back) All students are responsible for the condition of their assigned space. **A new roommate may be assigned to the vacated space - move furniture back to original location & keep all personal belongings on occupied side.** A courtesy inspection may be requested at departure by contacting your Housing Area or Resident Assistant (RA) during these times:

- **Monday - Wednesday:** 8 a.m.-4 p.m. (Housing), 4 p.m.-7 p.m. (RA)
- **Thursday - Sunday:** 8 a.m.-11 a.m. (Housing), 11 a.m.-7 p.m. (RA)



Storage

Your new spring room is currently occupied by another student, and may not be available before you leave. Please contact the Housing area of your Spring assignment for storage options in-between fall and spring; please call in advance.

- Valuable items, such as electronics cannot be stored.
- Items must be in a box or container (taped shut), or a suitcase.
- Items must be clearly labeled with your name, spring room/building, PSU ID, and phone number.
- If your new room is ready, you can sign-out a loaner key at the area Commons Desk between 8 a.m. and 2 p.m., Dec. 12-17



Questions?

ROOM ASSIGNMENTS: ✉ assignmentoffice@psu.edu ☎ 814-865-7501

HOUSING AREAS:

East..... ✉ easthousing@psu.edu ☎ 814.865.1791
South & Eastview ✉ southhousing@psu.edu..... ☎ 814.865.2391
North ✉ northhousing@psu.edu ☎ 814.865.9521
Pollock & Nittany..... ✉ pollockhousing@psu.edu ☎ 814.865.4321
West..... ✉ westhousing@psu.edu ☎ 814.865.9526
White Course..... ✉ wchousing@psu.edu..... ☎ 814.865.6025









Complete Back & Return

*Thank you for being part of the Penn State family.
We hope that you have enjoyed your on-campus living experience.*

ROOM CHECKLIST



Students are responsible for the condition of their assigned space. Roommates need to develop a plan for cleaning and returning room, suite, or apartment to its original move-in state. Each student must complete the checklist, sign name, date and indicate the side of occupancy. For the side of occupancy, 1 = Left or Door side, and 2 = Right or Window side. Each roommate may request a courtesy inspection at time of departure; this is encouraged for the last roommate to depart, when your space is empty. Contact your Housing Area or RA for courtesy inspection.

		Comments:
	Clean MicroFridge/Refrigerator/Freezer/ Microwave* exterior and interior. Defrost. Keep plugged in & turned on!	<input type="checkbox"/> <i>*Most common damage charge incurred.</i>
	Clean and empty your drawers and closet; exterior and interior. Room must be empty! <i>All furniture returned & assembled.</i>	<input type="checkbox"/>
	Clean Bathroom & Kitchen (if applicable). Remove all personal property.	<input type="checkbox"/>
	Remove décor, tape residue and putty from furniture, walls, and doors. Do not remove Command Strips from dry wall.	<input type="checkbox"/>
	Clean your floors. Vacuum and/or mop. Cleaning supplies available at Commons Desk.	<input type="checkbox"/>
	All trash must be removed to the designated collection point*.	<input type="checkbox"/> <i>*May be outside your building.</i>
	Lights off. Lock windows & doors. Return Key (in key envelope)* & form to Commons Desk.	<input type="checkbox"/> <i>*Optional key return confirmation available</i>
	Update permanent address* at www.lionPATH.psu.edu .	<input type="checkbox"/> <i>*Be sure to change your shipping address on websites that you use. Packages will not be forwarded.</i>

By signing below, I indicate I completed the checklist and understand my roommate(s) and I, regardless of the first or last resident to move out, are responsible for charges incurred from damages or cleaning, which may be assessed by Housing during a final inspection AFTER move-out; not completed during courtesy inspection.

BUILDING:	ROOM/APT. #: SIDE: <input type="checkbox"/> 1 or <input type="checkbox"/> 2
PRINT NAME:	PSU ID#:
SIGNATURE:	MOVE-OUT DATE & TIME: