

# IT'S TIME TO SHINE

## SEMESTER ROOM CLEARANCE

Your room **MUST** be cleaned after your last exam!

The common areas must be cleaned before anyone can leave from their assigned hall. This means that these areas must stay clean during checkout. No one will be allowed to leave if these areas are not kept neat and clean. If anyone leaves before the area is clean, it will be considered an improper checkout.



### **HOW TO CHECK-OUT:**

You will need to schedule a time with your RA for a checkout time. The items below are to be completed prior to your checkout time. Your RA will meet you at your room to complete your room clearance. Remember you will need to be ready to leave when the RA comes at the appointed time.

### **CHECK-OUT / CLEARANCE-LIST OF THINGS TO DO:**

1. Mattresses must be stripped and leaning against the wall.
2. Bed frame must be swept out and cleaned.
3. Micro-fridges **must be** defrosted with a towel underneath.
4. Desk must be cleaned and dusted.
5. Bathroom must be cleaned thoroughly. All personal items must be cleared from the bathroom.
6. Toilet and showers must be cleaned thoroughly.
7. Sink must be cleaned thoroughly.
8. Bathroom floors must be swept and mopped.
9. Clean and dust windows and blinds.
10. Room floors must be swept and mopped or vacuumed.
11. Nothing can be left on the floor.
12. All trash must be removed from the room.
13. **There will be a charge for any damages.**
14. **YOUR RA MUST CHECK YOU OUT!** IF YOUR RA IS NOT CONTACTED BEFORE YOU LEAVE, YOU WILL BE FINED \$50 FOR IMPROPER CHECKOUT. THERE WILL BE ABSOLUTELY NO EXCEPTIONS. YOUR KEY MUST BE TURNED IN TO THE RA ONCE YOU CHECK OUT. FAILURE TO TURN IN YOUR ROOM KEY WILL RESULT IN A FINE OF \$50.

### **Remember:**

The University is not responsible for any items left. Please take your valuables home with you over the break. Anyone changing rooms for next semester needs to remove all items out of their current room before the Christmas break.

***You MUST make an appointment with your RA.***

## Check-out Procedures

Checkout procedures are:

- Set up a checkout time with your RA (See below).
- Your RA will come to your residence hall and check to ensure that all trash has been removed from residence hall and common areas (including dressers, desk, bed frames, etc.), that the residence hall is **clean**, that nothing is on the floors, and that there are **NO** damages. **Anyone changing rooms** must remove all personal items from the room. If you are not ready at the appointment time, you will have to set up new appointment time, **NO EXCEPTIONS**.
- You will turn in your key and sign your check out form with your RA at this appointment.
- You are now checked out and may leave campus and begin your Christmas Break.

*\*Graduating seniors and those **officially** participating in graduation will be able to sign up for check out times on Thursday, December 10, 2020.*

## WHERE TO FIND YOUR RA

**REMEMBER AN RA MUST CHECK YOU OUT | THEY HAVE EXAMS TOO—SCHEDULE A TIME**

### Sign-Up on the designated Doors:

#### Females:

Middle Howard.....	Howard 38
Top Howard .....	Howard 56
Trustee .....	Trustee 102
Self .....	Self 102
Top Simpson.....	Simpson 22
Bottom Simpson.....	Simpson 3
Top Horton-Tingle .....	Horton-Tingle 31
Bottom Horton Tingle.....	Horton-Tingle 5
Top Roberson .....	Roberson 30
Bottom Roberson.....	Roberson 5
Brashier.....	Brashier 5B
Top VanDiver .....	VanDiver 23
Bottom VanDiver.....	VanDiver 5
Top Martin.....	Martin 23
Bottom Martin .....	Martin 3
Unit C, JR Howard.....	Unit C 12
Hartness, Cline .....	Hartness 8
Chinquapin 10, 12 .....	Chinquapin 12 room 4
Chinquapin 14, 100.....	Chinquapin 100 room 4
Chinquapin 4, Tigerville Duplex.....	Chinquapin 10 room 3

#### Males:

Unit E, D .....	Unit E 7
Unit F .....	Unit F 7
Unit G .....	Unit G 9
Anthony .....	Anthony 6
1st Floor Bruce .....	Bruce 111
2nd Floor Bruce .....	Bruce 200
3rd Floor Bruce.....	Bruce 310
Top Georgia .....	Georgia 23
Bottom Georgia.....	Georgia 8
Top Marshall .....	Marshall 23
Bottom Marshall.....	Marshall 6
Crusader Court 1-7 .....	CC 3A
Crusader Court 9-15.....	CC 15A
Crusader Court 17-23.....	CC 19A
Crusader Court 25-31.....	CC 25A
Wood A .....	Wood A room 6
Wood C, D, E .....	Wood C room 6
Chinquapin 135, 153, 163.....	Chinquapin 163 room 3

Set-up an appointment ASAP.

### In case of emergencies contact the staff in these areas:

Simpson, H-Ting and Self.....	443-684-8291	Anthony, Units D, E, F, G and Chinquapin Houses.....	864-354-0123
Unit C, JR Howard, Cline, Hartness and Koinonia Houses.....	303-803-0195	Bruce and Koinonia Houses.....	704-314-5279
Howard, Trustee, Roberson.....	843-259-6752	Crusader Court.....	606-627-0085
Braisher, VanDiver, Martin, Roberson.....	843-340-9104	Marshall, Georgia.....	864-477-9527

**HAVE A WONDERFUL AND SAFE CHRISTMAS BREAK!  
CONGRATULATIONS TO OUR 2020 GRADUATES!**



**NGU**  
*Christ Makes the Difference*

OFFICE OF  
STUDENT ENGAGEMENT