It’s time for the Great Move-Out
Donate what you don’t need and help our community!

DONATIONS ACCEPTED
Place in labeled donation bins on the ground floor.

DIRECTIONS:
All items must be CLEAN, DRY, and in WORKING CONDITION.
We accept bedding and linens, clothing and shoes, housewares (decor, electronics, dishes, lamps, school supplies, etc.), toiletries and cleaning supplies (OK if opened if mostly full), food (must be sealed and non-perishable), etc.

IT’S IN THE BAG!
Grab bags from your hall’s front desk if needed to sort and carry your donations.

WOOD & FURNITURE
Place on ground next to outdoor dumpster.

RECYCLING
Place in recycle bins & outdoor cardboard bin.

TRASH
Place in outdoor dumpster.

http://tiny.cc/donation-how-tos
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**The Move-Out Process**

**STEP 1: SIGN UP**
You can now schedule a room inspection appointment with a student staff member (ALA, CRF, or RA) in your residence hall via MyUHDS and must do so by June 8 at 5 p.m. Your RA will have more information about this process during your end-of-year floor meeting.

**STEP 2: CLEAN**
Your room must be empty of all personal belongings and trash, and cleaned prior to your checkout appointment (see other side for where you can donate items you don't want). For more information about the cleaning requirements, visit: http://uhds.oregonstate.edu/housing/moving-out-uhds-facilities

If you have a UHDS-provided microfridge in your room, this must be emptied, defrosted, and cleaned.

**STEP 3: ROOM INSPECTION FOR CHECKOUT**
After your room is empty and clean, a staff member from your residence hall will inspect your room for damages.

If your room is not empty and clean at the time of your appointment, you will be asked to complete those tasks before you can have your checkout appointment.

If you do not move out by your stated time, you may be assessed a $50 Improper Checkout Fee.

**STEP 4: TURN IN YOUR KEY**
After the inspection with the hall staff is complete, return your key(s) to the Service Center. If the Service Center is closed, you must turn in your key(s) to the RA on Duty or the staff member who completes your room inspection. If your key(s) is not returned, you will receive a $50 rekey charge.

For alternative formats or accommodations related to a disability, please contact Andrea Norris of Campus Recycling at 541-737-5398 and/or andrea.norris@oregonstate.edu.