Residence Hall Spring Semester Closing Notice:

As you make your plans to vacate the residence halls, these are the closing procedures you will need to know:

Students must vacate the residence halls within twenty-four hours of the completion of their last scheduled exam or by 10:00 a.m., Friday, May 7th, 2021, whichever is earliest. If you are involved in commencement, you may stay until 10 am, Saturday, May 8th ; however, **YOU MUST contact the Neighborhood Service Office to be added to the Late Departures List- 252-328-4044.**

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24-Hour Quiet Hours

** 24-Hour Quiet Hours start Tuesday, April 27th at 9 p.m. and go until we close on May 7th at 10 a.m.

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Checkout Procedures

Due to COVID 19 and staffing we will have a “contactless checkout.”

Your hall staff will inspect your room after your departure, and you will be held financially responsible for any missing or damaged items, cleaning, or unreturned keys. Failure to do this will result in a $25 charge for improper check-out, $120 for a room/suite lock change, and $30 for key fobs. Our current Neighborhood Service Office is located in Ballard East Residence Hall. DO NOT LEAVE KEYS IN ROOM. Do not take your keys home with you!

- Please document your room with photos if you have concerns about future damage billing.
- Due to limited staffing PLEASE check your room for personal possessions before you return your keys- staff will not be able to store or mail items.
- PLEASE make sure BOTH beds are assembled in your room, if it is normally a double room. **Unassembled beds will be charged $25.**

Students can bring two guests to assist with move out. No overnight guests. Guest should self-screen for COVID-19 symptoms  [https://news.ecu.edu/coronavirus-updates/community-expectations/](https://news.ecu.edu/coronavirus-updates/community-expectations/)

Neighborhood Services Office Hours
Monday through Friday, 9am-8pm and Saturday and Sunday, 12Noon-8pm

Starting Thursday, April 29 - “After Hours” Key Drop Off in the Ballard Hall -Sounds lobby (across from the NSO) 8pm-12am and 6am-9am

Spring 2021 NSO Hours will end at 12 noon Saturday, May 8th.

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Furniture

PLEASE make sure BOTH beds are assembled in your room, if it is normally a double room. Unassembled beds will be charged $25.

All furniture, including beds, must be assembled and left in the original check-in condition at check-out. Unassembled beds or furniture will result in a $25 charge to occupants. Beds should be bunked if possible (but not required) but are required to set up with the bed frame and headboards in place. If you have bunk pins that are not being used, they can be dropped by the container located by your hall coordinator’s office.

** If you have a rented loft - you may leave the loft in the room, and your bed lofted. College Products will pick up all lofts after students leave for break. DO NOT move your loft into the hallway or other public area. Questions about loft returns can be made to College Products:  [http://www.collegeproducts.com/](http://www.collegeproducts.com/) **

Microwave/Refrigerators

You will be charged the replacement or cleaning cost if the Microwave-Refrigerators is missing, damaged or not cleaned. Do not defrost your refrigerator un-supervised and/or allow water to drain on the floor. Remove all food items from the refrigerators and wipe the inside of the unit down. If the unit is off or unplugged leave the refrigerator door open. Charges for an uncleaned Refrigerators is $30, and an uncleaned Microwave is also $30.

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Mail Delivery

The last mail delivery to the Neighborhood Service Office will be on Friday, May 7th, 2021. Students who want to have their mail forwarded to their summer addresses must complete the Change of Address form online at usps.com. You can update your campus address on the ECU Pirate Port site. To ensure delivery of your magazine subscriptions, please notify the publisher of your forwarding address two weeks in advance. Bulk mail, magazines, and newspapers will not be forwarded by the university. Packages that are not picked up from the Neighborhood Service Office by May 8th, 2021 will be returned to the sender.
Cleaning Requirements

If you are leaving before your suitemates (in Scott and Ballard), you should coordinate the cleaning efforts before you go. Cleaning/damage charges will be split between suitemates/roommates.

To avoid a cleaning charge after checkout, please observe the following:

Furnishings

• Empty and clean all closets and drawers. The University is not responsible for personal belongings left in the room.

• Place all furniture in original location. Un-stack dressers, beds should can be bunked if possible, and be fully assembled.

• Wipe off desk with wet cloth; use rubbing alcohol to remove ink.

** Microwave-Refrigerators are to be thoroughly cleaned and unplugged and defrosted- PLAN AHEAD. Refrigerator doors should be left open. Do not allow water to drip on the floor. **

Floors

• Mop and/or sweep the floor or vacuum carpets (vacuums can be checked out from the NSO-but plan ahead), but do not sweep anything into hallways. ALL trash should be removed from the room.

Walls

• Remove all posters, nails, tape, stickers or other adhesive decorations.

• Clean marks off the walls.

• Be careful in removing “3M Command Strips” They can still damage walls- try heating the strip with a hairdryer before removing it from drywall:

Video TIPS for 3M Command Strips

• What do you do if your command strip snaps?

  https://www.youtube.com/watch?v=v0pg-AzhxRI

• How do you remove command strips/hooks?
Doors

• Remove posters, staples, and tape on the door or the bulletin board outside your room.

Windows

• Close and lock the window(s).

• Remove any stickers from the windows.

• Be sure screens are in place.

• Open shades or blinds.

Hallways and Breezeways

• No trash, discarded personal belongings, carpet, lumber, building materials, or other items are to be left in hallways, suite areas or breezeways. All trash should be taken down to the dumpster. Building materials should be placed beside the dumpster. Trash in hallways will be billed to the students’ responsible or billed to the floor or hall.

Suite Bathrooms

• Remove all personal belongings.

• Cut off all faucets and showers.

• Remove all trash.

• Clean bathroom to move-in condition (Scott Hall, and Ballard suite rooms)

Ballard East and West (suite rooms) and Scott Hall Residents

Suite common areas are the responsibility of the entire suite. If you are leaving before your suitemates, you should coordinate the cleaning efforts of the bathrooms before you go. All furniture should be placed in the location found at check-in.

In all halls - turn lights off when checking out from your room & please turn AC units on low fan, and 74 degrees or medium cool. Do not turn the AC unit off completely.

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Safety and Security

During the closing weeks of school, many things are misplaced or may disappear.

- Your room door and suite door should remain locked at all times.
- Items packed for moving should not be left unattended. Do not pack your belongings in your car and leave them overnight. Car break-ins are a particular problem at this time of year.
- Keep an eye on small electronics, laptops, text books and other small valuable items.
- Be mindful to people attempting to enter your hall without a key or escort- do not let people “surf in” with you. Do not assume they helping someone move or are allowed to enter.

Report suspicious behavior/people to the ECU police at 252-328-6797.

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Bicycles

Just a reminder that bicycles should be taken home for summer. If you plan to keep you bike on campus for summer school or forgot your bike and plan to pick it up – email Parking@ecu.edu to prevent it from being removed from the bike rack. Just a reminder all bicycles should be registered. https://parking.ecu.edu/bike-permits-impounds/

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Campus Dining

Todd Dining Hall close at the end of the day on Thursday, May 6, 2021

Other Dining Location Break Hours can be found at http://www.ecu.edu/dining

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HAVE A SAFE SUMMER VACATION! Good luck on exams!

If you still need summer housing please contact us at housing@ecu.edu there are still spaces available!