

SPECIAL POINTS OF INTEREST:

- Closing is right around the corner. Make sure to check out the closing information on page 2 to avoid any charges!
- Still have questions about closing? Check out page 4 for to review some of the frequently asked questions!

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Quality of Life Survey Update

Dear Prairie Place Residents,

Thank you to all of the Prairie Place residents who took the time to respond to the Quality of Life Survey! 52 of our residents completed the survey. Over the next few weeks we will be analyzing the responses submitted and using information provided by students to help us create department goals for the 2018-2019 school year.

As you know, students had an opportunity to enter their name and email address at the end of the survey in order to participate in a drawing to have \$25 placed on their myONECARD. We are happy to announce that the following students were selected in the drawing:

- * Ciara Golden
- * Jeremy Williams
- * Simone Thomas
- * Vincent Churchill

Thank you again for participating in the survey!

Sincerely,

University Housing



**Prairie Place is
closing at 9AM on
Tuesday, May 8th!**

Prairie Place Closing Information

Academic Year Contract Students

Prairie Place will be closing at 9AM on Tuesday, May 8th for the Spring semester. If you have an Academic Year Contract, you **MUST REMOVE ALL BELONGINGS** and properly checkout by 9AM on May 8, 2018. Please read through the steps below to make you sure you properly checkout and avoid any charges!

1. Figure out when your last day of classes are and talk to a parent/guardian/friend to plan a time to move out.
2. Sign-up with an RA for a time to completely move out. Sign up sheets are next to the Prairie Place office! (You must sign up at least 24 hours in advanced to avoid an improper checkout fee)
3. Pack up all belongings and place in car/truck/vehicle ready for departure.
4. Return any bed pins, ladders, or bunk supports to the Prairie Place office or front desk.
5. Once all items have been removed, clean the apartment to return it to its original state. (Dirty apartments will be charged a cleaning fee!!!).
6. At the scheduled time you signed up for, let the RA know your room is ready for inspection and the RA will retrieve your Room Condition Report (RCR) and go through a preliminary inspection of the room.
7. Once the RA has filled out the RCR, turn in your room key and mailbox key.
8. Have an enjoyable summer and be safe!

*Please note: University Housing staff will do a final damages assessment after residents have vacated. Also, all personal garbage and recycling should be taken **OUTSIDE** to the appropriate large bin receptacles (located in the gated lot).

12 Month Contract Students

Prairie Place residents that have a 12 Month Contract **DO NOT NEED TO MOVE OUT OF THE BUILDING**, but Prairie Place staff will be checking your space during spring closing for the following items:

1. Cleanliness
2. Damages
3. Room/Mailbox Key Checks

More information is provided on the following pages about what items should be cleaned.

Clean Up!

What should I clean for spring closing?



Make sure to clean the following, if applicable:

- Individual bedroom: including windows, window clings, wiping down dressers, desks, emptying garbage, sweep/vacuum, etc.
- Bathroom: including toilets, sinks, floors, counters, drains, shower walls, etc.
- Living room: Ensure all furniture has been properly returned, sweep/vacuum, wipe down tables, counters, blinds, windows, window clings, posters, etc.
- Kitchen: Empty refrigerator/freezer, clean and empty sinks/dishwasher, counters, sweep/mop, stove/oven top, cabinets emptied and cleaned, etc.
- Please note any damages to the space or furniture will be assessed by hall staff and charged to the student account.

Donation Boxes

Did you discover any items that you would like to donate after cleaning your space? If so, please drop your donations in the designated boxes in the front lobby or by the elevator.

Boxes will be available for the following items:

- Canned/nonperishable foods
- Items of clothing (clean)
- Blankets/sheets (clean)
- Electronics

**All items will be donated to the GSU4U food pantry, the GSU Career Closet, or a local donation center*



Frequently Asked Questions

Where can you throw away garbage or recycling?

Outside in the Gated Lot, there will be large trash receptacles!

Where do I drop off my Express Checkout Envelope?

To the front desk! Make sure you have filled out the front and put your keys inside. Don't forget to seal the envelope!

Do I have to do an Express Checkout?

Nope! You can do a "regular" checkout with a RA staff member by signing up for a checkout time on the sheets by the front desk.

Can I leave as soon as my finals are done?

Absolutely! Just make sure you avoid improper checkout charges by properly checking out of Prairie Place; either by signing up for a checkout time at the Prairie Place office, or by completing an Express Checkout!

What are the times I can sign up to check out with an RA?

Any time during checkout week, but only during the allotted times on the signup sheets! You can sign up to check out with any RA!

Do I have to sign my guests in to help me move out?

Yes! Make sure to sign in all guests, regardless of how long they plan to stay!

Still have questions?

Please contact the
University Housing office
at housing@govst.edu
for assistance.

