

End of the School Year Move-Out Guidelines.

Houseman will order a big dumpster the last week of the school year.

- Dust off dresser and desktops
- Clean out all drawers
- Pick up trash and hangers
- Remove all tape, hooks and nails from the walls
- Sweep floor, closet and under bed
- Account for all furniture; drawers and chairs
- Close and lock all windows
- Leave no personal belongings in the room or facility closets
- Turn in room key
- Give notice to appropriate person about anything damaged or not functioning properly
- Empty personal trash cans and unwanted belongings into the dumpster
- Make sure that there is a clear path to your window.

Keep in mind that the alumni will use the brothers' rooms during Reunion Weekend.

Permission to store items may be requested from the House Manager. Otherwise, items left in the summer will be discarded. If permission is granted to store items, please follow these procedures: - Belongings shall be boxed, sealed, and labeled. Items to be stored that cannot be boxed must be approved by the House Manager. - All items stored in the chapter house for the summer are stored at your own risk. - All items left by a graduates will be discarded and shall be charged \$100 disposal fee. All unclean rooms will be charged a \$100 cleaning fee. There is a \$100 fee for all smoke alarms that have been dismantled.

IF YOU ARE PLANNING TO PAINT YOUR ROOM, REMEMBER NOT TO PAINT THE SPRINKLER HEADS! DO NOT HANG ANYTHING ON THE SPRINKLER PIPES.

Steward

Please follow the following procedure:

End of the Semester and Break -Kitchen Lock Down

1. Throw out any perishable food in the refrigerator (dairy products, meat, fruit and vegetables)
2. Empty the trashcans.
3. Clean all dishes
4. Clean all of the sinks
5. Wipe down tables and stools
6. Sweep floors
7. Clean the stove, grill, fryer, and oven
8. Turn off lights
9. Lock the pantry and inventory the food- send the list to Ellen
10. Lock kitchen doors
11. Empty and clean the milk and juice machines.