Hampshire College
Residence Life and Housing
Presents...

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HOW TO
MOVE OUT
GRACEFULLY
Clean and empty of personal belongings

All Hampshire furniture present including trash bins.

No matter what your space looks like now...

This is how it must look after you move out.
Get cracking on packing!

When in doubt, throw it out – or donate...

Waiting until the last minute is a big mistake. In past springs, the five colleges gave so much to local donation centers that by May, they had to say, “no more!” to lots of good stuff. Donating now ensures that your belongings will wind up in a good home and not in a dumpster.

You are responsible for donating, recycling and swapping your unwanted belongings. There will be donation locations on campus. Check email and the daily digest for locations. Items dumped in random places makes a lot of extra work for custodians. Please don’t dump!

Where should you take your stuff? Take it to:

Amherst Goodwill - 183 University Drive
Northampton Goodwill - 81 Bridge Street
Hadley Salvation Army - 310 Russell St
Northampton Salvation Army - 27 Brewster Ct

Planet Aid drop boxes locator link - http://www.planetaid.org/find-a-bin

There will also be designated donation locations on campus.
Storage off campus: We strongly encourage students to use off-campus storage. Please note that we are not endorsing these companies, but only providing contact information to make your search easier. It is still your responsibility to check out the facility before storing your items there.

All College Storage
Student owned, insured, door-to-door storage.
www.allcollegestorage.com
888-676-9930

A-Z Storage Rentals Inc.
www.a-zstoragerentals.com/
181 Northampton Road
Easthampton
413.587-8944

Boomerang Storage
(door to door service)
www.boomerangstorage.com/
59 Bardwell St,
South Hadley
413.586.2666

Cold Spring Self Storage
www.coldspringselfstorage.com
159 Bay Road,
Belchertown
413.323.0001

Community Self Storage Inc.
22 Industrial Drive,
South Hadley
413.552.0300
Storage on campus is limited to 3 medium size items per person (think suitcase, 2x2 foot box and microwave oven). It is first come first serve until space is filled. Area offices in Prescott and Dakin/Merill will post access hours soon.
What tools will I need?
1. boxes
2. broom,
3. vacuum
4. mop
5. sponges
6. spray bottle - mix your own green cleaner with white vinegar, and water. Borax is a good green scrubbing cleanser as well (and cheap!). Area offices may have vacuums and brooms to loan you. Just ask.

What needs to be clean to avoid charges?
Everything. Floors, walls, cabinets, fridges, stoves, ovens and furniture.
We always account for general wear, but rooms and common areas should be...
1. free of personal belongings and debris
2. vacuumed and swept
3. have clean surfaces

Where will I find the time?
This week...
If each member of your mod cleans for a half hour you’ll be done in no time.
BAM!
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Where can I find boxes?

1. Loading docks like the ones behind a dining common, library and mall.
2. Atkins, near the doors.
3. UPS – new ones to buy at 6 University drive, Amherst.
4. You might get lucky asking at Hamp offices, liquor stores & supermarkets.
How do I clean a fridge?

1. Take everything out.
2. Spray with cleaner – (vinegar, water and grapefruit seed extract is awesome)
3. Wipe clean with wet sponge. (If you remove shelves and drawers, do so carefully)
4. Wipe off anything you are putting back in the fridge so you don’t ruin the work you just did.

How do I clean the cabinets?

1. Take everything out.
2. Wipe with damp sponge or cloth.
3. Bring non-perishable food, dishes, and pots and pans to the Amherst Survival Center in North Amherst or another local food pantry.
How do I clean an oven?

**Green clean method:** Martha Stewart suggests this as the simplest and most effective way. Martha also recommends donning rubber gloves (Presumably to keep your hands spotless for serving hors d’oeuvres)

1. Coat all the oven surfaces with a paste of baking soda and water.

2. Let it work overnight Hang a sign to make sure no one turns the oven on. (Seriously, baking soda paste explodes everywhere when oven gets hot.)

3. Use a scrubby sponge to clean completely. (This is messy and you will need to rinse the sponge often.)
Can I leave furniture in my common area?

In mods, non-upholstered common area furniture in good condition such as kitchen chairs and tables, can remain in the mod common area at your own risk. If it is broken or deemed unsafe by Facilities & Grounds it will be removed. All upholstered couches and chairs will be removed, so if you wish to keep any that are in good condition for next year, please make off campus storage arrangements. If you leave these items behind, you will be charged $50 for disposal.

Dorm lounges should have NO personal belongings left in them. If you leave your Hampshire room furniture in the common area, you will be charged for it being missing from your room.
What’s the deal with screens?

1. Ensure they are securely in windows.
2. If they are missing, damaged or can’t go back in the window, put in a work order.

Missing or damaged screens = $60 charge.

What if everything doesn’t get clean?

Here’s what we charge to...

- Clean your fridge = $50
- Clean your oven = $50
- Clean a dirty common area (including your porch or balcony – $100-300
- Move your stuff = $50
- Paint/patch your walls = $50 - $350

Find a complete list of cleaning, damage repair and missing furniture charges here:

http://www.hampshire.edu/housing/general-charges-for-student-damages
When do I absolutely, positively, without exception, no excuses, have to be off campus?

**Houses close**

**Sunday, May 15th at 10am**

Keys must be returned to the HOO by ten a.m.

Late keys = $100 charge

Cumulative late stay charge: $50 per every half hour that student remains after closing.

Late stay fee will be charged to anyone found on campus after ten, even if keys are returned on time.

Continuing students are welcome back on September 5th, 2016