

# Residence Hall Move Out

In an effort to keep everyone safe and healthy, a coordinated sign-up process has been developed which will limit the number of individuals in the residence halls at any time. We anticipate the process will be completed by the end of June. We appreciate your patience and flexibility as it is important that everyone follow the process that has been developed. Your participation in health and safety precautions is expected.

**For the safety of everyone, if you are not feeling well at the time of your scheduled check-out, stay home. If you have been exposed, or in contact with a confirmed case of COVID-19 over the last 14 days prior to your scheduled visit, do not come to campus.**

## First Step in Preparing for Move Out

1. Complete the Google document [here](#). This must be completed by May 15, 2020. Students will not be permitted on campus without this registration.

## Second Steps in Preparing for Move Out

1. A confirmation link will be sent to you to sign up for a check-out time
  - Checkouts are scheduled to happen between 9:00am and 8:00pm daily
  - If you need to reschedule your move out time, contact [langeline@misericordia.edu](mailto:langeline@misericordia.edu)
  - Go to your residence hall at your specified time
2. Bring boxes and other moving supplies with you to campus at your assigned time.
3. Bring your student ID and residence hall keys with you.
4. You should anticipate spending no more than 2 hours packing and moving your belongings. We suggest that you think through a packing plan before you arrive.
5. Bring no more than one other person to help you pack and move.
6. Masks and social distancing of 6ft will be required. We also suggest that you bring gloves and disinfectant wipes with you. Hand sanitizer is available in the residence hall.
7. A limited number of moving carts will be available in the resident hall lobby. If you plan to use the carts bring sanitizer wipes. We also suggest that you bring dollies, etc. that you may need.

## Last Steps ...Move Out

1. All students in MacDowell, McHale, Gildea, Alumnae/McGowan must enter through the North Gate. Townhouse students can use Townhouse Road. Students on Lake Street or Machell will go directly to the building.
2. Please adhere to your scheduled move out time.
3. Stairwell doors will remain unlocked during the move out.

4. Lounges and all common areas of the building will be locked.
5. ID cards will not be needed for use of the elevator
6. No personal belongings, trash, or other items should be left in the residence hall room.
7. Take all trash and recycling out to the dumpster outside the building.
  - o Important: Please do not place futons or large furniture items in dumpsters. Place them on the side of the dumpster. This causes clogs in the trash truck.
8. Large items and furniture should be taken with you.
9. Microfridges should be emptied. Do not clean or unplug.
10. Turn all lights off. Close and lock your room door.
  - o Express Checkout Forms will be taped to your door to return your keys
    - o Complete the form and take your copy
    - o Place your key(s) in the envelope provided. If you are not returning to on-campus housing for the 2020-2021 academic year, please place your mailbox key (if you have one) in the envelope as well and then seal the envelope.
    - o Return to Designated drop off in the lobby of your building or specified areas for the Townhouse Complex and White House
11. Key envelopes will be attached to each room door.
12. Your mail and packages from the University Post Office will be in your room.
13. Athletic equipment will be collected.

**May 13, 2020 – Office of Residence Life**