

Traditional Halls

Improper Checkout Fee (\$75.00) - Students are given clear and explicit instructions on how to properly and appropriately notify Campus Life or Residence Hall staff when departing campus. Students may utilize one of the following options to properly check out of residence hall housing:

- (1) Complete an in-person checkout with a Campus Life staff member,
- (2) Complete and return an Express Checkout Envelope found at residence hall front desks or
- (3) Return your residence hall key to a Campus Life staff member located in the Campus Life office in AUC 161 during operating business hours

Students who fail to properly checkout using any of the previous mentioned methods will be charged for an improper checkout by our staff. This includes:

- Students who leave keys behind in their residence hall rooms
 - Students who move-out of housing mid-semester and go through either the Housing Cancellation form or PLU withdrawal process will receive an email from RLIF@plu.edu with their move-out date; residence hall staff will automatically check rooms if keys/checkout has not been submitted by their move out date — keys found in the students room without an Express Checkout envelope will be charged an improper checkout fee
 - Students who are scheduled move-out at the end of a semester will have their rooms checked during Semester Hall Closing by residence hall staff — keys found in the students room without an Express Checkout envelope will be charged an improper checkout
- Students who give keys to their roommate to return to Campus Life Staff
- Campus Life staff will not accept gchats, texts, or emails to Campus Life or residence halls staff as notification of checkout by the student in place of one of the previous mentioned checkout methods

Improper Checkout fees may also be applied if a student schedules an in-person checkout and:

- Is over 15 minutes late to the checkout appointment without notice to the resident assistant
- Attempts to cancel or reschedule their appointment less than 15 minutes before their scheduled time
- Needs to reschedule their checkout appointment more than one time

**Students who contact the RA to reschedule an appointment due to unforeseen or uncontrollable circumstances will not be penalized unless multiple appointments are missed or negligence is evident. This is to be determined by Campus Life Professional Staff.*

Late Checkout (\$75.00) - Students are notified of semester closing dates and times using communication methods, including but not limited to: email via Campus Life, Community Directors and Resident Assistants, signage, and bulletin board postings. Students who have not taken the appropriate steps to request an extended deadline for move out and are found in their rooms after the closing deadline are subject to a late checkout fee. This fee is subject to increase depending on the student's official move out time as confirmed by residence hall staff.

Dirty Room Fee (\$100.00) - Students *should* be wiping down surfaces, vacuuming or sweeping floors and emptying out trash/recycle bins when moving out. Dirty room charges may be applied to:

- Excessive dust, dirt, hair or small trash affecting multiple areas of the room (by or under beds, desks, drawers, etc.)
- Sticky surfaces or residue left on desks, chairs, counters, or bookshelves
- Excess dirt, hair, powders, or residue in desk or dresser drawers

- Large amounts or bagged trash left in the room, including not emptying garbage or recycle bins – *this is subject to be combined with item removal fees listed below*
- An unpleasant smell or aroma affecting part of or the entire room
 - Students with emotional support animals that have unpleasant smell may be subject to an increase in the dirty room fine depending on the level of cleaning needed

Item Removal Fees (\$75.00 per load) - Students should be removing all items, including trash, from their room; students leaving debris in their room and not taking responsibility to reclaim significant items are held responsible for item removals.

- Any item(s) that require removal from the room including personal belongings, trash, or additional PLU furniture not assigned to the room, will be charged for item removal
- Item loads are considered the amount one person can comfortably remove for disposal
 - If a couch takes 4 people to remove, the student would be charged \$300 (\$75.00 per load X 4)
- Item removals for items that cannot be determined which roommate left behind will be split evenly between room occupants, unless ownership can be determined to an exact individual

Students leaving behind significant items (multiple items of clothing, medication, academic supplies, baggage, etc.) will be contacted by Campus Life staff notifying them of left behind items, with the opportunity for students to pick up left behind items and have item removal charges taken off their account; Campus Life staff will give students a deadline to reply and pick up items before fines are non-refundable. It is up to Campus Life staff to determine the significance of items left behind and Campus Life is not responsible for recovering items that were left behind and disposed of.

Move-In Formation (\$50.00 per bed) - Students are instructed to lower their beds to the lowest setting when moving out, including beds that are raised with or without an additional loft kit.

- Students will be charged for a move-in formation for any instance that the bed is not on the lowest setting, including beds that are flipped upside down (most common for tooled-beds)
- Students whose beds are lofted with an additional loft kit that is either not-delofted or have left the additional loft kit pieces in their room will be charged for **move-in formation**
 - Students whose additional loft kit pieces that require return to the loft kit room by staff, will be charged **two item removal fees** in addition to any other item removal fees for items left in the room
- Students using tool-free beds (**Ordal/Pflueger/Tingelstad**) should ensure that both sets of hooks on side rails are correctly attached to headboard pieces to ensure stability of the bed

Missing Keys (\$100.00 per key) - Students are responsible for returning any keys issued to them by PLU to access residential spaces; key codes for returned keys should match Campus Life's records for the corresponding door core

- Students assigned to **Harstad, Hinderlie, Kreidler, Pflueger or Tingelstad Halls** should be returning one PLU issued key for their residence hall
- Students assigned to **South Hall** should be returning up to three keys
 - Single occupant units (Studios/1 Bedroom lofts) should return two keys: (1) front door entrance key and (2) mail key
 - Multi-Bedroom units should return three keys: (1) front door entrance key, (2) individual bedroom key and (3) mail key

- Students assigned to **Ordal and Stuen Halls** are not issued physical keys *unless due to a faulty card reader*; students issued physical keys and are still in possession of them when moving out should return keys to staff members or via an Express Checkout Envelope

Room Damage - Fee amount determined by Campus Life Staff - Students are responsible for reporting damages to Campus Life staff in a timely manner at the beginning or during the academic year to be addressed and fixed by the University. Damage found after a student moves out is subject to charge based on Campus Life's assessment of damage. Damages may include:

- **Beds and Mattresses** - Damage to headboards, sideboards, or bed deck boards; significant tearing to mattresses
 - *Students should **not** be charged for headboards or parts that may be coming apart due to wear and tear of pieces; headboards that are loose/damaged should be replaced by hall staff*
- **Desks/Drawers** - Damage to the exterior of drawer/desk or drawer rails
- **Wardrobes/Vanity** - Damage to interior or exterior of wardrobes, broken hanger bars on the interior of the wardrobe, cracks to mirrors or vanities
- **Floors** - Missing or cracked tiles
- **Walls/Ceiling**
 - Drill holes that are larger than a penny
 - Chipped paint that is either (a) larger than 5-inches in size or (b) in a pattern that corresponds to removed adhesive spanning over half a wall (such as command hooks)
 - Cracks, dents or holes
 - Damage to outlet covers
 - **Difficult or Non-Removal Items** - Items that use or require strong adhesive and must be removed by hall staff (such as mirrors, command hooks, etc.) will be documented and the student potentially charged for both item removals for left behind items and potential damage from attempted removal
- **Light Fixtures** - Cracking, chipping or missing light covers
- **Windows/Blinds** - Screens should be attached to all window openings; blinds should not be bent and operational
- **Smoke Detectors** - Smoke detectors should not be tampered with in any way; a functioning smoke detector will have a blinking red light

South Hall Shared Spaces

Campus Life expects that it is the responsibility of all apartments occupied to ensure that shared spaces throughout the apartment are empty (all personal belongings removed) and cleaned prior to the last resident departing campus. Fines found/submitted by Resident Assistants after the last occupant of the apartment has moved out are split amongst all apartment occupants unless one or more occupants claim responsibility for specific fines.

All of the following fines listed are assessed for each shared space throughout the apartment; kitchen, living room and bathroom(s); fines that appear in more than one space are charged separately per affected area.

Dirty Area - all shared spaces throughout the apartment should appear clean; floors should be properly vacuumed or swept, all counter or table tops should be wiped down, kitchen appliances should be wiped down with no residue. Dirty room charges may be applied to:

- **Living Rooms (\$100.00)**
 - Excessive dust, dirt, hair or small trash affecting multiple areas of the room
 - Large or excessive staining affecting carpets or upholstered furniture
 - Sticky surfaces or residue left on dining tables, chairs, or bookshelves
 - An unpleasant smell or aroma affecting part of or the entire room
 - Students with emotional support animals that have unpleasant smell may be subject to an increase in the dirty room fine depending on the level of cleaning needed
- **Kitchen**
 - **Floors, counters, cabinets, etc. (\$100.00)** - Sticky surfaces or residue left on countertops, drawers, cabinets, or sink
 - **Dirty Fridge (\$50.00)** - Spilled food or beverage, residue, or dirt
 - **Dirty Stove or Oven (\$50.00)** - Spilled or baked on food, residue or dirt
- **Bathrooms**
 - An unpleasant smell or aroma affecting part of or the entire room
 - **Vanity (\$75.00)** - Excessive dust, dirt, hair or small trash affecting the countertop, drawers, or cabinets
 - **Toilet/Shower (\$100.00)**- Excessive staining, dust, dirt or hair on the interior or exterior of the toilet or shower

Item Removal Fees (\$75.00 per load) - Students should be removing all items, including trash, from shared spaces; students leaving debris in their room and not taking responsibility to reclaim significant items are held responsible for item removals.

- Any item(s) that require removal from the room including personal belongings and trash will be charged for item removal.
 - *It is up to Campus Life staff to determine the significance of items left behind and Campus Life is not responsible for recovering items that were left behind and disposed of.*
- **Additional Furniture** - Furniture that is left behind will result in a minimum \$75.00 item removal fee dependent upon the number of staff required to move furniture pieces out; this includes additional PLU furniture taken from lounges
 - Personal furniture left behind will be automatically removed and disposed of by Campus Life; students will not have the option to retrieve left behind furniture to remove item removal fines

Shared Space Damage Fee - Fee amount determined by Campus Life Staff - Students are responsible for reporting damages to Campus Life staff in a timely manner at the beginning or during the academic year to be addressed and fixed by the University. Damage found after all apartment occupants moves out is subject to charge based on Campus Life's assessment of damage. Damages may include but not limited to:

- **All Spaces**

- **Floors** - Missing or cracked tiles
- **Walls/Ceiling**
 - Drill holes that are larger than a penny
 - Chipped paint that is either (a) larger than 5-inches in size or (b) in a pattern that corresponds to removed adhesive spanning over half a wall (such as command hooks)
 - Cracks, dents or holes
 - Damage to outlet covers
 - **Difficult or Non-Removal Items** - Items that use or require strong adhesive and must be removed by hall staff (such as mirrors, command hooks, etc.) will be documented
- **Light Fixtures** - Cracking, chipping or missing light covers
- **Smoke Detectors (\$250.00)** - Smoke detectors throughout the apartment should not be tampered with in any way; a functioning smoke detector will have a blinking red light

- **Living Room**

- **Upholstered Furniture** - Rips, scratching, or excessive pilling of upholstery will result in students being charged to have furniture reupholstered
- **Windows/Blinds** - Screens should be attached to all window openings; blinds should not be bent and operational
- **Dining Table or Chairs** - Excessive chipping to the top or underside of the table
- **Missing Furniture (\$75.00-\$200.00)** - All proper living room furniture should be present in apartments during inspection. Furniture that has been removed and is not present will be charged based on the furniture piece

- **Kitchen**

- **Kitchen Counters** - Burn marks or significant water damage
- **Cabinets and Drawers** - Peeling finish or significant water damage
- **Refrigerator**- Broken door shelves, drawers or refrigerator shelves