

Spring Move-Out

As another academic year draws to a close, we've prepared this newsletter to help you move out of your on-campus housing accommodation!

Official Closing

All on-campus housing accommodations will officially close at **noon on Sunday, May 1, 2022**. It is highly recommended that you make arrangements to vacate your residence no later than 24 hours after your final exam. Your entire living area must be clean and vacant at that time.

Please note that the Pittsburgh Marathon will be taking place through Oakland on Sunday, May 1. No access will be granted during this scheduled time.

Graduating seniors may have an extension to stay in their rooms until graduation. Qualifying students should reach out to Panther Central to request the late departure.

All other residents' key cards will be deactivated after noon on Sunday, May 1, 2022.

Cleaning Your Room or Apartment

University residence hall and apartment-style accommodations are used during the summer. Because of this, you may not leave any personal items in your room or apartment over the summer. Please remove all personal belongings, including furniture and trash. Please make sure to double bag any trash bags provided by the University. If you live in a residence hall, sealed bags of dry trash and flattened cardboard boxes may be left in your room. Any items that are left behind in your room will be considered trash and will be discarded. All wet and food-related garbage must be placed in the appropriate trash rooms before you leave. If you live in an apartment, you must take your trash to the trash area of your building. Unwanted dorm essentials, clothing, food, and electronics can be donated at Clutter for a Cause collection stations across campus from April 27 – April 30. Refer to the checklists in this brochure for specific cleaning instructions. You must leave your room or apartment in a clean and orderly condition.

Microwave and Refrigerator Collection:

If you rented a MicroFridge, it will be picked up after you have vacated your room. Please remember to clean your MicroFridge and leave it unplugged with the doors open. Should you have any questions, please call MicroFridge at 1-800-525-7307.

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Room Inspection

We will inspect all rooms and apartments after they are vacated on Sunday, May 1, 2022. You may be assessed for any damages incurred or extraordinary cleaning required. We will immediately discard any personal articles left behind, and you may be charged for the disposal costs. If you reside in Ruskin Hall, be sure to leave your cable box and remote in your room. For Centre Plaza residents, please leave your cable box, remote, and internet modem. All students will be assessed a charge if these items are removed from their rooms.

Wristbands

Students will be permitted to have guests assist with move-out from April 28-30. Wristbands for guests will be issued at all cart stations for move-out. Please Note: You must accompany your guest to the guard station and provide your Pitt ID in order for your guest to receive a wristband. These wristbands are only valid for the times the stations are staffed. All other times, the guest must be signed in by the resident.

Check Out Form

After you have moved out of your non-campus accommodation, you need to let us know! Follow these directions or scan the QR code to access the check out form and complete your move-out process. Remember, do not complete the form until you have finished moving out. Look for QR codes posted in your residence hall to make accessing the form easy!

Moving Carts

Moving carts will be available to help make your move-out experience as stress free as possible. In order to utilize a cart, you will be required to sign out and return your cart to the cart station when you are finished. Please read further for cart station locations and times.

Moving carts will be available for self-sign out April 28-30, 2022. Cleaning supplies will be provided to sanitize the carts.*

* Residence Inn Bigelow will have carts available at the front desk.

MOVE-OUT LOCATIONS AND TIMES

Where: Litchfield Towers (*Towers Lobby*), Lothrop Hall (*Lothrop Main Lobby*), Sutherland Hall (*Sutherland Rear Entrance*), and Schenley Quad (*near McCormick Hall*)

When: Thursday, April 28 -Saturday, April 30, 2022 from 9 a.m. to 4 p.m.

Apartment-Style Accommodations

Bouquet Gardens Residents: Carts will be available from the Bouquet J Welcome Attendant Thursday, April 28- Saturday, April 30, 2022.

Ruskin Hall Residents: Carts will be available from Welcome Attendant Thursday, April 28- Saturday, April 30, 2022.

Centre Plaza: Carts will be available from Welcome Attendant Thursday, April 28- Saturday, April 30, 2022.



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Parking

Beginning on Thursday, April 28, 2022 University Police will be on duty to direct you to available parking areas for **loading purposes only**. The following parking areas are available Thursday, April 28-Saturday, April 30, 2022 from 8 a.m. to 5 p.m.*

*Watch for street closure signage for the Pittsburgh marathon from the night of Saturday, April 30 - Sunday, May 1.

RESIDENCE HALL

Bouquet Gardens

PARKING LOT

SN Lot
(Bouquet Street)

Forbes Hall

Forbes Avenue
(front of Forbes Hall)

Fraternities

U Lot
(University Drive)

Lothrop Hall

Lothrop Street

Nordenberg

University Place
& Thackeray

Panther and Irvis Hall

U Lot
(University Drive)

Ruskin Hall

Ruskin Avenue,
RA Lot

Schenley Quad Halls

University Place, North
Bouquet & Thackeray

Sutherland Hall

U Lot, Sutherland Rear
Entrance (loading in the
front circular driveway is not
permitted)

Towers A and B

Forbes Avenue Meters,
North Bouquet & Thackeray

Tower C

BQ Lot
(Bouquet Street)

Residence Inn University Medical Center

Residence Inn
Parking Lot
(See Front Desk)

Centre Plaza

Parking along Centre Plaza

Clutter for a Cause

Donate clothes, electronics, and dorm furnishings that you don't want to take home with you at Clutter for a Cause collection stations across campus from April 27 - 30, 2022.

Bicycles

The University will be repairing bicycle racks this summer. Please take your bicycle when you leave campus. Any bike that is not removed will be considered abandoned and will be disposed of by the Parking Office.

Mail

If you live in a residence hall, Bouquet Gardens, Ruskin Hall or Fraternity complex, remember to submit your forwarding address online at: <https://www.pts.pitt.edu/student-forwarding-address-request>

If you live in Centre Plaza or Forbes Craig, you should complete and mail a forwarding address form. You can obtain a form at the local post office. You also can go to any post office or www.usps.com to fill out a forwarding address form.

If you do not leave a forwarding address, your USPS mail/packages will be returned to the sender.

Fed-Ex, UPS, DHL, Amazon and Laser Ship packages will not be forwarded, they will be returned to the sender.

We will not hold mail in mail rooms.

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Key Return

Students currently using University IDs to enter their living accommodations do not have to return their IDs upon departure. Please keep your student ID, as you will need it when you return to campus next term.

All residents should lock their rooms and/or apartments when exiting.

If you have been issued a room, apartment, or mailbox key for your residence hall or apartment-style accommodation, consider the following:

- **Centre Plaza:** Key envelopes will be delivered to your apartment prior to finals week. Before leaving campus, please place your apartment, room and mail keys in the key envelope and return them into the key drop box located in the lobby. If you currently have a Centre Plaza parking permit or garage key, please place those items in the key envelope as well.
- **Residence Inn Bigelow:** Upon departure, please return your room key to the front desk. You will be required to fill out your information on a sign off sheet so that staff is aware of your check out and key return.

You will be assessed a \$20 fee for each key not returned, including keys to rooms, apartments, mailboxes, and garages.

Panther Central

WE'RE AT YOUR SERVICE.

Farewell, graduates. May fortune smile on you. And we hope all the returning students have a safe, enjoyable, and productive summer. See you in the fall! Hail to Pitt!

For more information on housing, dining, and Panther Card services, visit Panther Central at pc.pitt.edu or chat with us online.



Litchfield Towers Lobby | Sutherland Lobby

412-648-1100

panthercentral@pitt.edu

pc.pitt.edu | [@PantherCentralPitt](https://twitter.com/PantherCentralPitt)

Checkin' it Twice

APARTMENT-STYLE ACCOMMODATION DEPARTURE CHECKLIST

Kitchen

- Clean countertops, sinks
- Wipe out cabinets, wash exteriors
- Sweep, mop floors
- Defrost and clean refrigerator

Stove

- Clean burners, under burners
- Clean burner rings, drip pans
- Clean oven, broiler pans
- Clean grease from surrounding walls

Bathrooms

- Clean tub and faucets
- Clean sink, faucets
- Clean toilet

General

- Clean all mirrors
- Sweep and vacuum floors
- Remove all personal items
- Dispose of trash properly
- Turn off all lights
- Lock windows and doors
- Place keys and parking passes in marked envelopes; deposit in designated locations
- Keep air conditioning on *(if applicable)*

Centre Plaza and Ruskin Hall

- Leave cable box, remote, and cable together in an obvious and noticeable place within the apartment
- For Centre Plaza residents ONLY:* Please leave your modem behind as well in an obvious and noticeable location

RESIDENCE HALL/FRATERNITY

REMEMBER TO COMPLETE THIS LIST.

- Remove all personal belongings
- Garbage removed
- All appliances unplugged *(coffee pot, etc)*
- All food removed
- Clean MicroFridge/microwaves
- Unplug and open Microfridges
- Clean and leave University-owned refrigerators plugged in
- Dry trash and flattened cardboard boxes may be left in your room
- Take wet and food-related trash to your trashroom
- Windows closed and locked
- Lights turned off
- Doors shut and locked upon departure
- Residence Life departure doorhanger placed outside of your door
- Turn in key to University personnel *(if applicable)*
- Contact Resident Assistant to report any room damages *(fraternity and sorority residents contact Panther Central)*