

UNIVERSITY OF PITTSBURGH

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, April 28, 2019**. 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.

Graduating seniors may stay in their rooms or apartments until noon on Monday, April 29, 2019. **Seniors who reside in residence halls must inform their RD if they plan to stay this extra night and seniors who reside in apartment-style and fraternity buildings must contact Panther Central.** All other residents' key cards will be deactivated after noon on Sunday, April 28, 2019.

Cleaning Your Room or Apartment

University residence hall and apartment-style accommodations are used during the summer for conferences and other programs. 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. 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 CSI at 1-800-525-7307.



Spring Move-Out

Room Inspection

We will inspect all rooms and apartments after they are vacated on Sunday, April 28, 2019. 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 or the Forbes-Craig Apartments, 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

Wristbands for guests will be issued at all cart stations for move-out. Please Note: You must accompany your guest to the cart 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, guests must be signed in by the resident.

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.

LOCATIONS AND TIMES

Where: Litchfield Towers (*Towers Lobby & Garage*), Schenley Quad (*Between McCormick & Amos*), Lothrop Hall (*Lothrop Main Lobby*), Forbes Hall (*2nd Floor*), Irvis and Panther Halls (*outside location between both buildings*) and Sutherland Hall (*Sutherland Rear Entrance*)

When: Thursday, April 25-Saturday, April 27, 2019 from 9 a.m. to 7 p.m. and Sunday, April 28, 2019 from 9 a.m. to noon.

Apartment-Style Accommodations

Bouquet Gardens Residents: Carts will be available in the Bouquet Gardens J lobby Thursday, April 25-Saturday, April 27, 2019 from 9 a.m. to 7 p.m. and Sunday, April 28, 2019 from 9 a.m. to noon.

Centre Plaza and Ruskin Hall Residents:

Carts will be available in the lobby of each building Thursday, April 25-Saturday, April 27, 2019 from 9 a.m. to 7 p.m. and Sunday, April 28, 2019 from 9 a.m. to noon.

Forbes-Craig: Carts will be available in the garage by the elevators Thursday, April 25-Saturday, April 27, 2019 from 9 a.m. to 7 p.m. and Sunday, April 28, 2019 from 9 a.m. to noon.

Spring Move-Out

Parking

Beginning on Thursday, April 25, 2019 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 25-Saturday, April 27, 2019 from 9 a.m. to 7 p.m. and Sunday, April 28, 2019 from 9 a.m. to noon.

RESIDENCE HALL

Bouquet Gardens

PARKING LOT

SN Lot
(Bouquet Street)

Forbes-Craig

Forbes Craig Garage
& Dithridge Street

Forbes Hall

Forbes Avenue
(front & rear entrances)

Fraternities

UD Lot
(University Drive)

Lothrop Hall

Lothrop Street

Nordenberg

University Place
& Thackeray

Panther and Irvis Hall

UD 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 &
Towers Garage

Tower C

BQ Lot
(Bouquet Street)

Wyndham

Wyndham Parking Lot
(See Front Desk)

If you need to park your car for an extended period, please contact the Parking Office at 412-624-4034.

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, Forbes-Craig, Ruskin Hall or Fraternity complex, remember to submit your forwarding address online at www.pts.pitt.edu/mailexpress/student/mailforwardrequest.php.

If you live in Centre Plaza, you should complete and mail a forwarding address form. You can obtain a form at the local post office or the Litchfield Towers mail room. 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 mail will be returned to sender. We will not hold mail in mail rooms.

Spring Move-Out

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.
- **Forbes-Craig Apartments:** Key envelopes will be delivered to your apartment prior to finals week. Please place your mailbox keys, parking permits, garage keys, and/or garage transmitters in the key envelope and drop them off in the drop box located in the lobby before leaving campus.
- **House 5:** Key envelopes will be delivered to your room prior to finals week. All residents should place their room keys in a key envelope and return them into the key drop box located by the Welcome Attendant in Irvis Hall before leaving campus.
- **Wyndham:** Upon departure, please return your room key to the front desk at the Wyndham. You will be required to fill out your information on a sign out sheet so that the 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 call 412-648-1100.

PANTHER CENTRAL

✉ panthercentral@pitt.edu    @panthercentralpitt



Litchfield Towers Lobby • 3990 Fifth Ave • Pittsburgh 15260
Sutherland Lobby • 3725 Sutherland Dr • Pittsburgh 15260
412.648.1100 • www.pc.pitt.edu

✓ 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, Forbes-Craig Apartments, 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 COMPLEX DEPARTURE CHECKLIST

- 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)*