Storage 2013 Preparation Guidelines

(Welling Townhouse)

Dear Welling Townhouse resident,

In preparation for FWT 2013, the following are guidelines which you should follow closely to assure a smooth departure from campus. Your house will be College housing for students who are working on campus during FWT or in the local area. Therefore, we have made provisions for you to store your room belongings (with some exceptions) in the basement of your house in designated storage rooms. You may only store in the main room of the WTH basement - no belongings may be kept in the boiler room area.

Items should be stored neatly in the basement, without prohibiting access to any doors or other fire egresses. The deadline to store your belongings is noon on December 15; the deadline to be checked out of College housing is also noon on December 15. .

You will also receive a copy of the RCR that you (or Office of Student Life staff) filled out at the start of the fall term. Before leaving campus, you should fill out the “departure” side of the form and leave it on the desk in your room.

After student houses close on December 15, rooms will be checked against the room condition report you submitted at the start of the term. Any items left in rooms will be donated at the College’s discretion. Any damages in student rooms will be noted and added to the room damage bill you will receive at the end of the academic year. At the start of the spring term, you will complete a new room condition report to note the state of your room upon re-occupancy.

As your house will be used over FWT, you will need to turn in your key upon departure. You can do so at the following times and locations:

Key Room (by the laundry room in Commons):
Wednesday, December 12 - 9:00 am - 3:00 pm
Thursday, December 13 - 9:00 am - 3:00 pm
Friday, December 14 - 9:00 am - 3:00 pm
Saturday, December 15 - 8:00 am - 12:00 noon

Campus Safety:
All other times.

As you are aware, this is a new check out process for the fall term. We will solicit your feedback at the start of the spring term to help shape the process for future years.

Best of luck wrapping up the term!

Sincerely,
The Office of Student Life

Storage guidelines:
No furniture of any kind may be stored in these storage spaces.
All items stored must be labeled with resident name and room assignment.
All items stored must fit in the allotted space. Each room will need to have a clear access path for fire safety reasons.
Fully defrost your refrigerator before storing. Improper defrosting can cause damage to your and other's belongings.
No flammable or combustible items of any kind may be stored. This includes aerosol cans, paint thinner or any other flammable materials.