Hampshire College
Residence Life and Housing
Presents...

HOW TO
MOVE OUT
GRACEFULLY

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Hoo LOVES YOU!
Housing Operations Office
No matter what your space looks like now...

This is how it must look after you move out

All Hampshire furniture present & accounted for

Clean and empty of personal belongings
Waiting until the last minute is a big mistake. Last spring, the five colleges gave so much to local donation centers, that by early May, they had to say, “no more!” to lots of good stuff. Donating now ensures that your belongings will wind up in a good home and not in a dumpster.

You are responsible for donating, recycling and swapping your unwanted belongings. Items left near laundry rooms or in donut centers will be thrown out. That makes a lot of extra work for custodians. Please don’t dump!

Where should you take your stuff? Take it to:

Amherst Goodwill - 183 University Drive
Northampton Goodwill - 81 Bridge Street
Hadley Salvation Army - 310 Russell St
Northampton Salvation Army - 27 Brewster Ct
Planet Aid drop boxes locator link - http://www.planetaid.org/find-a-bin
Swapshire (student run online swap) - http://hamp-swapshire.appspot.com/
Storage off campus: We strongly encourage students to use off-campus storage. Please note that we are not endorsing these companies, but only providing contact information to make your search easier. It is still your responsibility to check out the facility before storing your items there.

All College Storage
Student owned, insured, door-to-door storage. Includes free boxes and tape.
(www.allcollegestorage.com)
413.658.4463
804-350-1073 (Jorell Watkins is your Hampshire representative)

A-Z Storage Rentals Inc.
(www.a-zstoragerentals.com/)
181 Northampton Road, Easthampton
413.527.9640

Boomerang Storage
59 Bardwell St, South Hadley
(www.boomerangstorage.com/)
413.586.2666

Cold Spring Self Storage
159 Bay Road, Belchertown
413.323.0001
(www.coldspringselfstorage.com)

Community Self Storage Inc.
22 Industrial Drive, South Hadley
413.552.0300

Damon Road Self-Storage
106 Damon Road, Northampton
413.586.4487

MAStorage
(mastorage.com/)
Mullen Mobile Storage
Northampton
(www.mullenco.com/minis)
866.888.6221

Snows Enterprises
746 Bay Road, Belchertown
413.256.4940 (office)

Spaces for Rent
94 Industrial Drive, Northampton
413.584.3379

Stadium Storage - 413.586.6908
2 locations:
Amherst
   Self-Storage: 1270 Federal St (Route 9)
Belchertown
   Stadium Storage: 333 Rocky Hill Road, Hadley
(www.amherstselfstorage.com/)

Stuff It Storage
222 Russell St. (Route 9) Hadley
413.586.5120

Sunderland Self Storage
5A Clark Mountain Road, Sunderland
413.665.7668

**Storage on campus** is limited to 3 medium size items per person (think suitcase, 2x2 foot box and microwave oven). It is first come first serve until space is filled. House offices in Prescott and Dakin/Merill will post access hours soon.
What tools will I need?

1. boxes
2. broom
3. vacuum
4. mop
5. sponges
6. spray bottle - mix your own green cleaner with white vinegar, and water. Borax is a good green scrubbing cleanser as well (and cheap!).

House offices may have vacuums and brooms to loan you. Just ask.

What needs to be clean to avoid charges?

Everything. Floors, walls, cabinets, fridges, stoves, ovens and furniture.

We always account for general wear, but rooms and common areas should be...

1. free of personal belongings and debris
2. vacuumed and swept
3. have clean surfaces

Where will I find the time?

This week...

If each member of your mod cleans for a half hour you’ll be done in no time. 

BAM!
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Where can I find boxes?

1. Loading docks like the ones behind the dining common, the library and the malls.
2. Atkins, near the doors.
3. UPS – new ones to buy at 6 University drive, Amherst.
4. You might get lucky asking at Hamp offices, liquor stores & grocery stores.
How do I clean a fridge?

1. Take everything out.
2. Spray with cleaner – (vinegar, water and grapefruit seed extract is awesome)
3. Wipe clean with wet sponge. (If you remove shelves and drawers, do so carefully)
4. Wipe off anything you are putting back in the fridge so you don’t ruin the work you just did.

How do I clean the cabinets?

1. Take everything out.
2. Wipe with damp sponge or cloth
3. Bring non-perishable food, dishes, and pots and pans to the Amherst Survival Center in North Amherst or another local food pantry.
How do I clean an oven?

Green clean method: Martha Stewart suggests this as the simplest and most effective way. Martha also recommends donning rubber gloves (Presumably to keep your hands spotless for serving hors d’oeuvres)

1. Coat all the oven surfaces with a paste of baking soda and water
2. Let it work overnight (Hang a sign to make sure no one turns the oven on. Seriously, baking soda paste explodes everywhere when oven gets hot.)
3. Use a scrubby sponge to clean completely. (This is messy and you will need to rinse the sponge out often.)
Can I leave furniture in my common area?

In **mods**, furniture which is in good condition such as couches, chairs, tables and lamps can remain in your mod common area at your own risk. If it is broken, torn or deemed unsafe by Facilities & Grounds it will be removed.

Dorm common areas should only have furniture provided by the College. Lounges should have NO personal belongings left in them.

Your space should have the furniture originally listed on your room or common area contract. **If you leave your Hampshire room furniture in the common area, you will be charged for it being missing from your room.**
What’s the deal with screens?

1. Find them.
2. Carefully put them back in windows.
3. If they are missing, damaged or can’t go back in the window, put in a work order.
   (You may be charged depending on the circumstances and condition of the screen).

What if everything doesn’t get clean?

Here’s what we charge to...

- Clean your fridge = $50
- Clean your oven = $50
- Clean a dirty common area (including your porch or balcony – $100-300
- Move your stuff = $50
- Paint your walls = $50 - $350

Find a complete list of cleaning, damage repair and missing furniture charges here:
http://www.hampshire.edu/housing/4239.htm
When do I absolutely, positively, without exception, no excuses, have to be off campus?

Houses close
Sunday, May 19th at 10am

Keys must be returned to the HOO by ten a.m. to avoid a $100 late stay charge.

Late stay fee will be charged to anyone found on campus after ten, even if keys are returned on time.

Continuing students are welcome back on September 2nd, 2013.