

Residential Life

University of Maryland, Baltimore County
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1000 Hilltop Circle, Baltimore, MD 21250

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reslife.umbc.edu

Subject: Follow-Up Residential Life Moveout Instructions**Date: March 25, 2020**

Dear Residential Student,

We hope you are doing well and having a good start to the distance-learning period. We want you to know that Residential Life staff are committed to working with you during this challenging time, including during the upcoming move-out process. We are working to make this process as timely and as smooth as we can for you, while observing social distancing precautions and maintaining rigorous standards for sanitizing spaces and equipment.

How to check out of your room:

- Appointments for move-out will be scheduled between 9 a.m. and 5 p.m. on Friday, April 3 through Thursday, April 16, and each move-out window is for two hours. These dates include Saturday, April 4, Sunday, April 5, and Saturday, April 11. Given that there are religious holidays that fall during this period, please know that we will work with you to make sure the move-out process does not conflict with your observance.
- Please complete the “COVID-19 Moveout Sign-Up” application in Residence (www.umbc.edu/go/housing) in order to be directed to your community’s specific sign-up sheet.

To address the current climate regarding COVID-19, we want to share additional move-out guidelines to help protect your health and safety, and the health and safety of our community and beyond:

- Residents are limited to one other person to assist them in the community.
- When signing up for a time, please coordinate with your roommate(s) to ensure that you pick different move-out times.
- While a limited number of moving carts will be available in each community, we encourage residents to bring their own items to assist them with moving out, such as dollies, handcarts, etc.
- If carts provided by UMBC are used, they must be returned to the lobby or other central area for use by others.
- We will have hand sanitizer available in lobbies but you are welcome to bring personal protection supplies with you.
- Carts, handrails, elevators, and door handles will be wiped down by staff between move-out windows. We will also provide wipes for you in hall lobbies.
- While the number of people in the community will be limited during your move-out window, if you do encounter others during this time please use safe social distancing practices.

As a reminder, for a successful move-out, you should:

- Remove all personal items from your bedroom and common areas.
- Remove and dispose of all trash in a trash room or a dumpster. There is a \$25 charge per bag for removal.



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- Return University-provided furniture to its original location. If you can do this safely, unbunk your bed and remove furniture from the closets.
- Turn the thermostat to a moderate setting. Apartments should be set at 72 degrees, "Cool," and "Auto."
- Turn off water and make sure faucets are not dripping.
- Turn off lights and bathroom exhaust fans.
- Close and lock all windows and doors.
- Close all blinds.
- Leave your Resident ID on your desk upon check-out.
- Hillside Apartment residents: Leave your room key on your desk.
- Shut and lock all bedroom and apartment doors.
- Complete an [online express checkout form](#) to let us know you have completed your move-out process.

In addition, we encourage you to change the address for any mail or packages that you were receiving at UMBC as soon as possible. As of March 13, there will be no additional deliveries of mail for UMBC residents and any packages will be returned to their sender.

We also want to remind those resident students participating in research who may need to pick up lab materials to contact their research advisor to make arrangements.

Thank you for your partnership during the move-out process. The Residential Life central office will be physically closed as long as the University is requiring staff to telework; however, should you have questions, staff will continue to monitor email (reslife@umbc.edu) and respond to the chat feature on our website at www.reslife.umbc.edu, Monday through Friday, 8 a.m. to 5 p.m.

If you need additional assistance at this time, support services across campus are available, including the [Counseling Center](#), the [Academic Success Center](#), the [Career Center](#), and [Financial Aid](#).

We wish you all the best for the remainder of your semester, and hope you and your families remain safe and healthy.

Sincerely,
John Fox
Director of Residential Life