

Residence Hall Move-out Guideline

※ Important notes

- During the final exam period, room check-outs can only be done at designated times.
(Before booking transportation (flights), please check “2. Early Move-out” to ensure a smooth check-out process.)
- If even one person in the room checks out, the common areas (living room, bathroom, entrance, veranda, etc.) be cleaned together with roommates as they are subject to check-out inspection.
- If the room is not cleaned or all belongings are not placed in the hallway during the check-out inspection, the check-out cannot be processed.
- In the case of buildings 7 and 9, the gray waterproof mattress cover is a dormitory item and must be placed on the mattress at check-out.
(If it is stained, wash it in advance and place it on the mattress; it cannot be replaced at the administration office.)
- Except on official move-out day (Wednesday, July 24), entry of outsiders (including parents) is not allowed.
- Administrative office hours are from 9 AM to 6 PM (lunch break from 12 PM to 1 PM).

1. Official move-out date

○ Move-out procedure

Move-out procedures	Make a reservation for the check-out inspection conducted in each building during the reservation period→ Clean the room, restore all items to their original state, and place all belongings in the hallway→ Check-out inspection → Move out
Move-out inspection hours	2024. 7. 24.(Wed.) 10 AM – 2 PM
Note	<ul style="list-style-type: none"> - Once a move-out inspection reservation is made, the room inspection schedule cannot be altered for personal reasons such as weather conditions or bus schedules. - You can find the reservation method for the check-out inspection on the noticeboard. - If the room inspection is not passed before 2 PM due to not inadequate cleaning, etc., it will be considered a "delayed move-out".

2. Early move-out

○ Check-out available times: 11 AM – 12 PM

○ Check-out procedure




Date	Move-out Procedure
Until June 23 (Tue.)	Do not need to fill in the Vacancy Notice → Make a reservation for the check-out inspection conducted in each building during the reservation period → Clean the room, restore all items to their original state, and place all belongings in the hallway → Check-out inspection→ Complete the check-out process.

3. Note when having a room inspection

- Ensure that cleaning up is thorough, and all items in your room must be returned to their original condition.
- The common areas (living rooms, toilets, entryway, terrace, etc.) are also subject to inspection.
- The move-out procedure must be overseen by dorm building staff.
- Switch off all power (lights, air conditioners, and heaters) except for the refrigerators when leaving the room.
- Even if you clean up your room, moving out without a room inspection will be recognized as an unauthorized move-out.




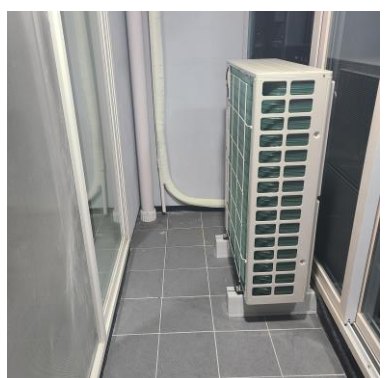

4. Room cleaning checklist

o Room Inside

Category		Cleaning Checklist
	Desk - Under, above, Bookshelf, drawer	<ul style="list-style-type: none"> - Remove the drawer under the desk and clean the floor - Clean up dust, trash, hair, and stains ※ Open all wardrobe and shelves when having an inspection
	Bed – Above, side, drawer insider	
	Floor	
	Wardrobe inside	
	Common area - living room, corridor	
	Gray waterproof mattress cover	<ul style="list-style-type: none"> - (Buildings 7, 9) The gray we provided should be covered ※ Fine for contamination or loss: 15,000KRW
	Refrigerator	<ul style="list-style-type: none"> - Clean up inside and outside - Clean up behind of refrigerator - Defrost the freezer
	Entryways and shoe rack	<ul style="list-style-type: none"> - Clean up dust, trash, hair, and stains from entryways and shoe rack inside

o Bathroom and common area

※ Clean up with brush and cleaner(Clorox, Bathroom cleaner, etc.)

Category		Cleaning Checklist
	<p>Toilet bowl - Outside, inside, back</p>	<p>- Keep the toilet seat lid open after cleaning</p>
	<p>Tiles on the floor and wall</p>	<p>- Remove mold between tiles with a suitable cleaning agent</p>
	<p>Shelf, Mirror, Bathroom sink</p>	<p>- Remove stains and water spots</p>
	<p>Shower curtain</p>	<p>- If there is mold, visit the management office and replace it in advance.</p>
	<p>Drain</p>	<p>- Remove hair and trash from the drain - Take out the drain trap after cleaning ※ There are two drains under the sink and under the shower - Reinsert the drain cover after inspection.</p>
	<p>Hallway, living room</p>	<p>- Clean up dust, hair, trash, and stains</p>
	<p>Veranda</p>	<p>- Cleaning of fallen leaves, trash, etc. ※ Applicable to the entire buildings 7, 8, and 9.</p>
	<p>Window frame</p>	<p>- Cleaning of window frames and balcony door frames</p>

5. Move-out Fines

List	Amount	Note
Unauthorized Move Out	50,000 KRW	If you move out without submitting a move-out report, you will: <ul style="list-style-type: none"> - Receive probation for the next semester - Incur a fine of 50,000 KRW and face a ban on living in the Residence Halls until the fine is paid - Additional fines may be imposed for poor cleaning after the room condition check - Be subject to 5 penalty points in the next move-in semester
Late Move Out	30,000 KRW~	If you move out after the move-out hours, you will: <ul style="list-style-type: none"> - Receive a fine of 30,000 KRW and face a ban on living in the Residence Halls until the fine is paid - Be subject to 5 penalty points in the next move-in semester - Remove all items to avoid inconveniencing the next residents when you move out
Poor Cleaning	30,000 KRW~	<ul style="list-style-type: none"> - Claim for actual expenses for cleaning services - Cannot live in the Residence Halls until the fine is paid
Damages or Loss of Equipment	Depends on the item	(Buildings 7, 9) The fine for contamination or loss of mattress cover is 15,000KRW
Extra Energy Consumption	Depends on the amount exceeded	Energy consumption will be limited to 100KW per month. Each exceeded KW over the average monthly usage (100KW per month) will be charged at 80 KRW.

6. Where to borrow the cart

○ How to rent a card: Submit your ARC card or student ID card

○ Rental Time and Place

Time	Place		
	Building 7	Building 8	Building 9
9 AM to 6 PM on weekdays excluding lunch time from 12-1PM	Main gate	cooking facility at the B1	Administration office

2024. 7. 8.

CNU Residence Halls