

**University of Pikeville**  
**COVID-19: Residence Hall Move Out Information**

We know this is a very challenging time for everyone and want to make this process as simple—and safe—as possible.

- Please know, there is NO HURRY for students to move out of their residence halls. Your belongings will be secured in your rooms as they were when you left for Spring Break. Our goal is to have your belongings out of the residence hall by June 1, 2020.
- An intentional sign-up process has been developed which will limit the number of individuals in the residence halls at any time. It is important that everyone follow the process that has been developed so that we reduce exposure in an effort to keep everyone safe and healthy. We're asking everyone to be as flexible as possible.
- If you are not feeling well at the time of your scheduled check-out, stay home. If you have been exposed, or in contact with a confirmed case of COVID-19 over the last 14 days, do not come to campus.

**First Steps: Preparing for Move Out**

1. Sign up for an arrival time to check-out
  - a. Sign up for a move out time using <https://housing-moveout.youcanbook.me>
    - i. 10 Checkout time slots per building are scheduled per hour between [9:00am and 4:00pm daily](#) until April 3rd (next Friday).
    - ii. If you need to reschedule your move out time, please go back to your confirmation email and click the link to “Reschedule” and change it there.
  - b. A step-by-step [instruction guide](#) is available to walk you through how to sign up and reschedule.
2. Bring boxes and other moving supplies with you to campus at your assigned time.
3. Bring your student ID and residence hall keys with you.
4. You should anticipate spending **no more than 3 hours** packing and moving your belongings.
5. Please help us reduce the number of people moving out by **bringing no more than one other person** to help you pack and move.
6. Moving carts will NOT be provided. Bring dollies, etc. that you may need.

**Second Steps: Move Out Checklist**

1. Arrive at the marshaling area (HPE Parking Lot) to check-in for the move out process at your designated appointment time. Public Safety will release you from the HPE Parking Lot to allow you to head to your room.
2. Arrive at your residence hall at the time you signed up to move out.
3. No personal belongings, trash, or other items should be left in the residence hall room.

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4. Take all trash out to the dumpsters.
  - a. Please do not place futons or large furniture items in dumpsters. Place them on the side so they don't clog the trash.
5. Large items and furniture should be taken with you.
6. Return the residence hall room to the standard layout.
7. Turn your lights off. Close and lock your room door.

### **Third Steps: Express Checkout**

To decrease the likelihood of spreading COVID-19, the University of Pikeville will be conducting Express Checkouts for all students departing their rooms. Residence Life Team will evaluate any damages to your room no sooner than 48 hours after your departure. The following **MUST** also occur within your three hour time block:

1. Only students (not individuals assisting) should visit your designated front desk locations for each building:
  - a. **Wickham Hall:** Student Lounge
  - b. **Condit/Derianna Halls:** Condit Lounge
  - c. **Kinzer Hall:** Ground Floor Kinzer Lobby
  - d. **Gillespie:** Student Affairs Office, Admin Ground Floor
  - e. **Page/Spilman Halls:** Page Lounge, ground floor
  - f. **College Square:** Ground floor of first building
2. Fill out the information on the front of the Express Checkout envelope, put your keys inside the envelope, **front desk staff will seal the envelope.**
3. Swipe your ID at the designated location (above).

### **Fourth Steps: Important Reminders**

1. Empty all mail from your mailbox and pick up any packages at the Wickham Hall Mailroom (Within Student Lounge). Change of Address form is available at mailroom.
2. Depart Campus, finish your semester strong, and enjoy your summer!
  - a. Returning Students:
    - i. Check UPIKE emails & [website](#) for Updates
    - ii. [Select Next Year's Housing Assignment](#)
    - iii. Review any holds on [WebAdvisor](#)
    - iv. [Pay Balance or Make Arrangements with Business Office](#)
    - v. [Register for Fall Classes](#)
  - b. Graduating Seniors: Students are encouraged to celebrate with us at either our December 2020 or May 2021 ceremony. More details to follow at a later date.