

Relocation Instructions - Berg Hall Residents

September 26, 2018

As you begin to think about preparing to be away from your room in Berg Hall for the next 3 weeks, we ask all residents to carefully read the information below and follow the instructions for how to retrieve your belongings from your room and prepare for the relocation.

Please examine all personal items in your room for any mold/mildew spots.

Any item that has mold or mildew on it will need to be left in your room.

Please take a picture of the item(s).

Send the picture and a description (with replacement cost if possible) of each item to rlife@marymount.edu. Please send this information to us by Monday, October 1st.

We will work with each of you to either have the item cleaned or provide reimbursement for the replacement of the item.

1. What to Pack

You will need to pack a bag of personal items needed to take with you to your temporary space, including *all* medications, computer, textbooks, clothing, bedding, and any valuables - plan for 3 week time frame to stay in the temporary space. You will not have access to belongings left behind until notice has been given that the cleaning is completed and you are able to return to the floor.

We encourage you to wash your clothes once you get to your temporary space.

2. Remaining Items

Any items left in your room will be packed and stored. Stored items will be returned to student rooms after the floor has been cleaned and cleared for reentry.

You and your roommate(s) must complete a packing inventory listing all of the major items that you are leaving in your room. You can be as detailed as you'd like, but we recommend listing any electronics you are leaving in your room.

Please take down posters or other items hung on walls or furniture.

We appreciate your continued patience as we address this situation. If you have any questions or concerns, please contact the OCRS main office at (703) 284-1608. You can also email us at rlife@marymount.edu.