

UCSF Fresno Last Day Checkout Information

Returning checked-out items:

Please leave your rotation items in the student lounge/quiet space (Room 133, code 231) the day your rotation ends. An “outgoing email” will be sent before the rotation ends with instructions for check out. All items must be returned at the end of the rotation or you may be charged a fee and/or your grade/evaluation could be held back. Please reference the “assigned item sheet” for replacement costs if items are not returned at the end of the rotation.

Check out from student housing (Riverview Garden or Palazzo at Campus Pointe):

You must check out before **12:00 noon the day after your rotation ends** – unless the UME office has approved an extension. If you move out of the apartments later than noon, you will be charged a \$100 late fee.

Housing:

While we do hire a janitorial service for heavy cleaning in each apartment at intervals throughout the year, it is expected that each student leaves the apartment free of dirty dishes and garbage at the end of their stay.

In addition, all personal items, including food, bedding, and clothing, must be removed from the apartment prior to departure.

Note: If you have moved furniture in your apartment, please return it to the position in which it was found upon your arrival, or you will be charged a fee (minimum fee of \$50 – could be higher depending on amount of moving involved).

You will also receive emails to complete checkout surveys evaluating your experience at UCSF Fresno with preceptors, staff, and faculty. Please complete those before leaving Fresno.

Please bring the following items with you to check out:

1. CRMC badge (photo ID)
2. UCSF Fresno badge (photo ID)
3. Pager (if you received one)
4. CRMC parking permit (if you received one)
5. Additional mask fit items (CAPRs/PAPRs if you received one)
6. Housing items:

Riverview Garden Apartments: Apartment keys (2) and electronic gate opener are to be returned to the student lounge (at checkout). Please leave apartment items in an envelope labeled with your first and last name. Please keep apartment keys on the assigned key ring.

Palazzo at Campus Pointe: Apartment keys (2) and access card and parking sticker are to be returned to the student lounge (at checkout). Please leave apartment items in an envelope labeled with your first and last name. **Please lock your bedroom door upon departure.**

7. Complete online surveys before checkout (sent via email)

WE HOPE YOUR STAY IN FRESNO HAS BEEN GREAT!

HAVE A SAFE TRIP HOME!