

## Step 4: Planning

During your campus stay, summer conferences and camps are responsible for any damage done to, and/or loss of, University property belonging to your assigned residences. If damage is found during your program's stay or immediately after your program's departure by the Housing team, you will be notified immediately and your program will be charged accordingly. If you witness damage during your program's stay, it is best to report this immediately to your Conference Housing Service Center, as well as your Conference Account Manager.

To protect your program against any pre-existing damage in the residence(s), it is strongly recommended that you perform a walk-through prior to your program checking into its assigned residence(s), especially if your program is a Youth program. Please speak with your Conference Account Manager if you'd like to request a walk-through before your participants/staff arrive.

The following is a list of common damages. Charges for repair/replacement vary so an estimate will be provided as needed. It may be helpful to keep these damages in mind when performing your initial walk-through:

- Blind repair
- Broken window
- Broken or missing window screen
- Custodial Standard rate
- Custodial Overtime Rate
- Excessive cleaning (Level II and Level III)
- Light cover (missing or broken)
- Mattress (missing or damaged)
- Reset bed (e.g., disassembled, flipped bed)
- Wall damage (paint and patch)

Other fines to be aware of:

- Candles and halogens
- Pets (fee upon discovery and additional daily fee until removed)
- Tampering with fire and building access equipment

The residences should be left in the same condition as they were found. If university furniture is moved or relocated be sure your participants or staff return all of these items to their original location(s) before your conference departs (in order to avoid charges). All trash should be placed in the supplied trashcans. Excess trash can result in your program incurring charges for excessive cleaning (as listed above).

If you have any questions about housing damage charges and fines, please contact your Conference Account Manager.