

Preparing For Departure

Pre-Departure Meetings

I plan to meet with each apartment in order to schedule a series of meetings to better ready ourselves for departure. The meeting topics are as follows:

1. Packing – we will pack your suitcases and check their weight and size. This will include checking the size and content of your carry-on.
2. Cleaning – we will walk around the apartment together and make certain that it is clean and ready for you to leave.
3. Expenses – we will meet and discuss any remaining expenses you may have. This includes apartment utilities and medical.

Ideally, you can be ready for all these meetings ahead of time and they will go super smoothly. Below are some tips to prepare for them and make our lives much easier as you get ready to head home. You are all upstanding young men and I'm looking forward to working with all of you as this process progresses.

Packing – begin by dividing your possessions into two piles.

Pile 1: this should be things you plan to take home on the airplane; computers, clothing, bathroom essentials, etc.

Pile 2: this pile should consist of everything else: items too heavy or cumbersome to fit into your suitcase; text books, large souvenirs, etc.

Make certain you can fit pile one into two suitcases and your carry-on. Each suitcase **MUST** weight less than 50 pounds (23kg). I will bring a scale on a visit in the few weeks prior to leaving so we can pre-pack and check the weight. Be aware – a carry-on is not another suitcase but is intended to be a small bag or back-pack with some things you may need on the flight: snacks, computer, magazines, a book, etc.

Pile 2 will be further divided. You may choose to take some of it home at which point we will discuss shipping options. You may choose to donate some of pile 2 to a local religion organization or perhaps Goodwill. Finally, you may just want to throw it away. Be aware – nothing in pile 2 will be going on the plane or to the airport. It will all be managed prior to our departure day whether its being donated, trashed or shipped.

Once you're comfortable packing your suitcases and carry-ons, it will make our departure days that much smoother. What we don't want is to find ourselves on hands and knees in an airport terminal digging through bags and getting rid of junk making them too heavy for the airline to accept or too big to go through security!

Cleaning – this step is very important. It's essential that all six apartments are spotless and sterile so that the DCCCD does not get charged for our mess after you have left. While I have no doubt you understand the basics of cleaning, I will include a list of places that will be inspected prior to leaving. This list is NOT comprehensive. If you can think of a place that I didn't mention – clean it! I guarantee the apartment complex will be FAR more thorough than I will be.

1. Bathroom – this is a big one.
 - a. Toilet: seat, under the seat, the bowl, the tank, behind the toilet
 - b. Tub: the tub itself, tiles, the drain, the shower head
 - c. Sink: the drain, the faucet, the counter top around the sink
 - d. Floor: behind the toilet, in front of the tub, check under and carpets you may have laid down, behind the bathroom door, mop the floor
 - e. Under the sink: if you have cabinets check under the sink
 - f. Mirror – cleaned w/Windex or something similar
 - g. Towels – all linens should be donated to the organization of your choice

2. Kitchen – also important.
 - a. Begin by removing EVERYTHING from the refrigerator.
 - b. Refrigerator: old food, stains, spills, pull out any drawers and check in and under them for spills, icebox/freezer, dump out ice
 - c. Sink: see “bathroom”
 - d. Cabinets: open every cabinet, especially where food was stored, and check for spills or residue, check for dishes and utensils, remove liners
 - e. Dishwasher: run it on empty once to make sure its clean
 - f. Stove: clean the surface, clean the metal inserts under the heating elements, check inside the oven for baked on food
 - g. Counters: clean with a rag/sponge and disinfectant
 - h. Floor: see “bathroom”
 - i. Any remaining kitchen ware (plates, silver, etc) should be donated

3. Living Areas
 - a. Pickup: do a once over making sure you pickup any large items that don't belong in a vacuum, especially bits of metal
 - b. Vacuum: cover every square inch of space to make sure all small particles and dirt are picked up, a carpet cleaning powder may be a smart choice: available at Target or Wal-Mart, sprinkle it on before vacuuming to help remove odor and any tough to get dirt
 - c. Intensive Clean: anything not picked up by the vacuum needs to be treated with a spray like Resolve Carpet Cleaner, follow the instructions as best as you can to remove any stains
 - d. Furniture: check behind furniture to make sure you leave nothing behind

4. Bedroom
 - a. Bed: be sure to check under the bed for any trash or personal items
 - b. Closet: make sure the closet is clear of everything including hangers; hangers should be donated as well as linens
 - c. Floor: see “living areas”
5. Additional Furniture – any furniture you borrowed or purchased that was not rented by the school should be either returned to its owner or donated to Goodwill or another organization that needs it. We will do this the week of departure so decide ahead of time what you want to donate.
6. Mail – be sure that you tell the post office to forward your mail to your home address and change your address of residence with DCCCD so any future information (transcripts, etc) gets where it need to go.
7. Trash – trash cans should be empty before you leave.

I'm sorry if some of this seems obvious. It's my job to make certain we're all prepared to leave and this means leaving the apartments as clean as they were when you moved in. If you keep this in mind as you prepare, you cannot go wrong.

Expenses

This should be relatively simple. Just be sure you've paid out your necessary utilities. Another consideration is if you visited a doctor while here and still have and outstanding payment owed. This can be a pain and you don't want it following you home! We'll meet and discuss this so we can manage it before we leave.

I hope this packet helps you get ready for our pre-departure meetings. Ideally, when we do meet, you'll be able to pack your suitcases and carry-on and show me, generally, what is going where from pile two: donate, trash, ship. You should also be in the process of or (even better) be finished with your intensive apartment cleaning. Finally, you should know what kind of expenses you may have outstanding so we can talk about how to clear them up. Please don't hesitate to email me if you have questions. We'll schedule our meetings for July and work them around your class schedule so be looking for that email soon.

Donny Behne
Eastfield Project Coordinator
Departure Specialist
1behne1@att.net