LEVERETT HOUSE 2018 MOVE-IN INFO!

Please take the time to familiarize yourself with this information so that move-in is as smooth as possible. Thank you in advance for making this a great year in Leverett House!

IT IS STRONGLY RECOMMENDED THAT YOU CHECK THE LEVERETT WEBPAGE BEFORE CONTACTING THE BUILDING MANAGER OR THE TUTORS. MOST QUESTIONS CAN BE ANSWERED BY THE WEBPAGE

When Can I Move in?
SOPHOMORES ONLY can move in at 9am on Wednesday, the 29th of August. This is a special day for all the sophomores to become familiar with Leverett. JUNIORS AND SENIORS, the house opens on Thursday August 30th. If you used college boxes, they should be brought to your room before you move in.

Can I move in early?
No student can move in before the 29th unless they have been approved by OSL. Students with approved early arrivals must confirm that with their respective program coordinators. No student will be approved for arrival before August 25th without special approval by the college dean's office.

Where do I pick up my key?
Room key will be distributed in the Building Manager’s office located in the Leverett Library at 28 DeWolfe. You can pick up and sign for your key with the guard after 4PM.

When can I eat?
The dining hall opens Saturday, September 1st for lunch and dinner!

When can I send packages?
Leverett starts receiving packages to the package depots on Wednesday 8/22. The Depots are in the Mac Quad until September 19th to handle the overwhelming number of packages sent at the start of each semester.
IMPORTANT REMINDERS!

Decorating your suite
No nails, tacks, picture hooks, tape, or other objects/adhesives that create holes in a surface may be used. You also CANNOT paint your room/suite. College-provided poster gum or molding hooks and picture wire are available for use in the Building Manager's office.

Recycle your boxes!
As you are unpacking your boxes, please make sure you are flattening them and taking them down to the recycling bins. DO NOT LEAVE THEM IN THE HALLWAY!

Anything broken when you move in?
Inspect your suite when you move in. If you find that anything is broken and/or not functioning when you move into your room, please follow this link to submit a work request: http://leverett.harvard.edu/wiki/Building_Manager%27s_Office

YOU WILL BE RESPONSIBLE FOR ANY EXCESSIVE DAMAGE WHEN YOU MOVE OUT

Where will I get Mail after the 19th?
After September 19th the package depots will close, and all packages will be in the Leverett library near the guard office in the Tower courtyard. Be prepared to show your HUID and sign when picking up packages.
Your mailbox combination is located on the Leverett Facebook: below your photo there is a link that will email you your mailbox combo.

Safety
Never hide your key above your door, leave doors ajar, keys on door frames, etc. Doing this puts your neighbors at risk as well as yourself. There have been robberies in the past and we want to ensure the safety of you and your neighbors. Never let anyone 'piggyback' into dorm buildings behind you; we live in a Metropolitan city and should exercise caution.