MOVE IN 2010

Key Dates

8/28/10: Saturday- Leverett House opens. Students can begin moving in starting at 9 AM

Parking

There are parking monitors to assist during move-in and direct you where to park. Please limit your parking time to 20 minutes, so others can drop off briskly.

Checking In

When you arrive on campus, come to the Building Manager's office to get your room key and a welcome letter that contains important information. You can pick up your key at the Building Manager's office even if you arrive after hours. You can also get toilet paper, trash bags, molding hooks, and Harvard-approved adhesives at the Building Manager's office. Check the website for answers to most frequently asked questions before contacting Paul as move-in is an extremely busy time.

ID Cards

You should have your ID card with you. If you do not, you need to go to ID services in Holyoke to obtain a new one. The Building Manager's office does not have temporary ID for you.

Storage Hours

Items can be removed from storage during move-in according to the following schedule:

- August 27th (Fri) Approved early arrivals only: 2 - 4PM
- August 28th (Saturday) - August 31st (Tuesday): 10AM - 4PM
- September 1st (Wednesday) 12 – 4PM

Maintenance and Room Issues

When you move in, please do a thorough check of your room and make sure there is no damage. If there is damage, report the issues in detail to the building manager.

If you move in and find that you have electrical, plumbing, or other maintenance issue that is NON-EMERGENCY ONLY, please submit a work order request (found on the Leverett Facilities page: http://leverett.harvard.edu/wiki/Facilities page by logging in with your Harvard ID and pin).
Mail and Packages

Leverett House will not accept any mail before August 23, 2010. It is important to remember to use your mailbox number as your permanent address and mailing address. If you mailbox number is 1, then your mailing address will be: 1 Leverett Mail Center, 28 DeWolfe Street, Cambridge, MA 02138.