

# CHRISTMAS BREAK CHECKLIST 2021

Students **RETURNING** to the Same Room

## **BEFORE YOU LEAVE:**

- **DISPOSE** of all perishable food and compost in room
- **REMOVE** all trash – take to the dumpster
- **DEFROST AND UNPLUG** your mini refrigerator  
\*\*Please note: Use a towel while you are defrosting mini refrigerators. DO NOT defrost in bathrooms\*\*
- **UNPLUG** all electrical equipment
- **CLOSE & LOCK** windows, shades/curtains
- **TURN OFF** your lights
- **LOCK** your door
- **TAKE** all valuables with you (strongly recommended)
- **TAKE** all plants & fish (strongly recommended)
- **VACUUM** floors
- **SIGN UP** for FalconCare (if you have not yet)

Please note: Do **NOT** adjust the heat, Facilities will make necessary adjustments

## **IF YOUR ROOM HAS A VACANCY:**

- **PREPARE** for a new roommate
- **CLEAR** one side of the room
- **REMOVE** all items out of one closet, dresser, and desk
- **CLEAN OFF** extra bed(s) (set it up if necessary)
- **CLEAN UNDER** extra bed(s)  
\*\*Failure to prepare for a new roommate may result in a fine.\*\*

Please note: *Failure to follow any of the end of semester guidelines could result in a \$50 charge per person.*

**ALL CAMPUS HOUSING CLOSES ON FRIDAY,  
DEC. 17 AT NOON AND OPENS ON SUNDAY,  
JAN. 9 AT 8 A.M.**

**MANDATORY FLOOR MEETING – MON. JAN. 10**