

CHRISTMAS BREAK CHECKLIST 2021

Students **RETURNING** to the Same Apartment/House

BEFORE YOU LEAVE:

- DISPOSE** of all perishable food and compost in room and apartment/house refrigerators
- REMOVE** all trash – take to the dumpster
- WASH** all dishes
- WIPE DOWN** countertops
- DEFROST AND UNPLUG** your mini refrigerator
Please note: Apt/House refrigerators and freezers are not required to be empty, but if there is a malfunction and food spoils over the break the college will not reimburse students.
- UNPLUG** all electrical equipment
- CLOSE & LOCK** windows, shades/curtains
- TURN OFF** your lights
- LOCK** your doors
- TAKE** all valuables with you (strongly recommended)
- TAKE** all plants & fish (strongly recommended)
- VACUUM & MOP** floors
- SIGN UP** for FalconCare (if you have not yet)

IF YOUR APT/HOUSE HAS A VACANCY:

- PREPARE** for a new roommate(s)
- CLEAR** extra living space/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 the end of semester guidelines could result in a \$50 charge per person. Failure to clean bathroom and kitchen could result in a \$50 charge per person for cleanliness reasons.*

**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**