

Name: \_\_\_\_\_

## CHRISTMAS BREAK CHECKLIST 2021

Students **LEAVING** Their Current Room/Apartment/House

### **BY MONDAY, DEC. 13 (for those making room changes):**

- SCHEDULE a check-OUT appointment by signing up on your RAs door and also SCHEDULE a check-IN appointment with your new RA(s) by emailing and coordinating a time

### **BEFORE YOU LEAVE:**

- **DISPOSE** of all perishable food (in room) and in apartment refrigerators
- **REMOVE** all trash – take to the dumpster
- **DEFROST AND UNPLUG** your mini refrigerator  
\*\*Please note: Use a towel while defrosting mini refrigerators. DO NOT defrost in bathrooms\*\*
- **WASH** all dishes
- **WIPE DOWN** countertops
- **UNPLUG** all electrical equipment
- **CLOSE & LOCK** windows, shades/curtains
- **TURN OFF** your lights
- **VACUUM** floors
- **DOUBLE CHECK** to make sure the door is locked

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

### **DETAILS FOR YOUR ROOM/APT/HOUSE CHANGE:**

- **MOVE** everything to your spring housing assignment or storage room. **All personal property must be removed BEFORE final room check outs can be completed.**
- **CLEAN** your room. **Failure to clean or check out with an RA may result in a minimum charge of \$50. Any damage to the room or college furniture will be assessed to you by the RD.**
- **LOCK** your door.
- **RETURN ROOM KEY** to the Residence Life Office (Eisenhower 166) or slot in door after hours. Return mailbox key to the post office if you will not be returning for future semesters. **Failure to return your room key will result in a \$75 charge.**
- **SIGN** your Room/Apt. Condition Inventory (ACI/RCI). Your RA will sign it also.

Please note: Failure to follow any of the end of semester guidelines could result in a \$50 charge per person (especially cleaning bathroom and kitchen).

**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**