

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

## CHRISTMAS BREAK CHECKLIST

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

### **BY FRIDAY, NOV. 20 (for those making room changes):**

- ❑ SCHEDULE a check-OUT appointment with your RA and also SCHEDULE a check-IN appointment with your new RA

### **BEFORE YOU LEAVE:**

- ❑ **DOWNLOAD: FalconCare app**
- ❑ **DISPOSE** of all perishable food (in room) and in apartment/house refrigerators
- ❑ **REMOVE** all trash – take to the dumpster
- ❑ **WASH** all dishes
- ❑ **WIPE DOWN** all countertops
- ❑ **UNPLUG** all electrical equipment including defrosting the refrigerator (except in apartments)
- ❑ **CLOSE & LOCK** windows, leave blinds open
- ❑ **TURN OFF** your lights
- ❑ **VACUUM** floors
- ❑ **DOUBLE CHECK** to make sure the door is locked

Please note: Heat should be set above 65 degrees if thermostat is available.

### **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 furniture will be assessed to you by the RD.**
- ❑ **LOCK** your door.
- ❑ **RETURN ROOM KEY** to the Residence Life Office (Eisenhower 207) 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 RCI/ACI/HCI (so will your RA)

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

**SIGN and DATE before you leave:**

Date \_\_\_\_\_

ATTACH THIS COMPLETED LIST TO THE OUTSIDE OF  
YOUR DOOR.

**ALL CAMPUS HOUSING CLOSES ON  
WEDNESDAY, NOV. 25 AT 10 A.M. AND  
OPENS ON TUESDAY, JAN. 19 AT 8 A.M.  
MANDATORY FLOOR MEETING – MON. JAN. 25**