

CHRISTMAS BREAK CHECKLIST

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

BEFORE YOU LEAVE:

- DOWNLOAD: FalconCare app**
- DISPOSE** of all perishable food and compost (in room) and in apartment/house refrigerators
- REMOVE** all trash – take to the dumpster
- WASH** all dishes
- WIPE DOWN** countertops
- DEFROST AND UNPLUG** your refrigerator
Please note that apartment refrigerators/freezers are not required to be empty, but if there is a malfunction and food spoils over the break the university will not reimburse students
- UNPLUG** all electrical equipment
- CLOSE & LOCK** windows, leave blinds open
- TURN OFF** your lights
- LOCK** your door
- TAKE** all valuables with you (strongly recommended)
- TAKE** all plants (strongly recommended) & fish
- VACUUM/MOP** floors

IF YOUR ROOM/APT/HOUSE HAS A VACANCY:

- PREPARE** for a new roommate
- CLEAR** one wall
- 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: *University staff and the fire marshal will be doing health & safety checks in all rooms/apts. Any damage will be assessed to your student account. Items not in compliance with the Code of Conduct will be confiscated. Failure to follow the end of semester guidelines could result in a \$50 charge per person.*

SIGN and DATE before you leave:

_____ Date _____
_____ Date _____
_____ Date _____
_____ Date _____
_____ 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