CLOSING CHECKLIST for RESIDENCE HALLS
Winter Break 2018

ALL RESIDENTS MUST BE OUT OF THE BUILDING BY 2 pm, ON WEDNESDAY, DECEMBER 19, 2018.

All residents in the room/suite must sign & date this form so the Resident Advisor (RA) can do a final check. Failure to do so may result in charges for health & safety concerns.

If you need to stay after 2 pm on 12/19/18, you must complete a License Extension Request form and turn it in to the Residential Life Coordinator (RLC) office by Monday, December 10, 2018 at 4 pm. Your RLC will notify you if your request is approved.

🌟 Any vacant space in your room must be clean and ready for the new new occupant arriving in Spring.

🌟 Leave room/common areas clean & presentable with floors cleaned/vacuumed.

🌟 Refrigerators must be cleaned out, defrosted, and left with the door open and a towel in the bottom of it to prevent any last minute condensation from ruining the carpeting.

🌟 Discard trash properly – use the dumpsters outside the building for large amounts. Trash bags are available at the Courtesy Desk.

🌟 Turn off lights, heater/AC.

🌟 Close windows and secure. Curtains on the first floor are to be closed and curtains on upper floors are to remain open.

🌟 Living items that need care, such as plants, must go with you.

🌟 All bikes must be removed from the patio or bike racks and either kept in your room over the break or taken with you.

🌟 Holiday decorations must all be removed from doors and inside of room.

🌟 Sign this flyer before leaving.

Remember to take your phone & charger, plane tickets, bank card, medications, and other needed items when you leave.

No access will be available to retrieve these items once the halls have been closed for the winter break.

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<tr>
<th>Roommate 1 - Date / Time</th>
<th>Roommate 2 - Date / Time</th>
<th>Roommate 3 - Date / Time</th>
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<tr>
<td>Roommate 4 - Date / Time</td>
<td>Roommate 5 - Date / Time</td>
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<td>Roommate 7 - Date / Time</td>
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