

# **CLOSING CHECKLIST for RESIDENCE HALLS Winter Break 2020**

**ALL RESIDENTS MUST BE OUT OF THE BUILDING BY  
2 pm, ON WEDNESDAY, DECEMBER 16, 2020.**

All residents in the room/suite must complete the items below BEFORE leaving for the Winter Break. Failure to do so may result in charges for health & safety concerns.

If you need to stay after 2 pm on 12/16/20, you must complete a License Extension Request form by Monday, December 7, 2020 at 4 pm. Your RLC will notify you if your request is approved. Please email [Jaclyn.gordienko@sjsu.edu](mailto:Jaclyn.gordienko@sjsu.edu) for access to the form.

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

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

**Refrigerators** must be cleaned out, defrosted, and unplugged.

**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 and secure windows.** 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.

**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 closed for winter break.

**Residence Halls will re-open for Spring semester on Sunday, January 24, 2021 at 12pm Noon.**