



Winter Break Checklist Items:

- Attend **mandatory Closing Floor Meeting**
- Properly dispose of all perishable items/ trash and recycling
- Rooms are to be deep cleaning
- Doors are to be shut and locked!
- Check and empty mailboxes before leaving
- Defrost the fridge at least **24-48 hours prior** to your departure
- Unplug everything in your room, except for your **refrigerator**
- Fridges are to be emptied out of all food and thoroughly cleaned**
- Leave any vacant bed spaces in your room/suite clean and unoccupied of your personal belongings at all times, as a roommate may be assigned
- Submit any **Work Order Requests** that can be completed over winter break
- If staying for winter break, make sure to stop by your front desk after **December 13, 2024** to check into your winter break housing assignment
- If you are **not returning** in the Spring, please check in with your Community Director or Community Assistant to schedule a time to check out of your room permanently (must be done during business hours).
- If you need to leave outside of business hours, you must fill out an **Express Check out form**
- Upon your return from winter break, stop by your front desk and check into your spring assignment (you will not have access to the building unless you do so)
- If you are staying in a building without Isaac Access, you must complete your **Winter Intent Google Form** by **December 3, 2024**

Note: Please be advised that hall staff, facilities staff, and pest control personnel have the right to enter your space over the break for necessary safety and policy checks and/or to address any maintenance concerns.

* A more detailed checklist will be provided during your **Mandatory Closing Floor Meeting**.