

# Winter Break Checklist:

## Before you go:

- ✓ Attend **Mandatory Closing Floor Meeting**
- ✓ Properly dispose of all perishable items/trash and recycling
- ✓ Rooms are to be **deep cleaned (remove bedding)**
- ✓ 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 cleaned 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

## Staying for Winter Break?

- ✓ If staying for winter break, make sure to stop by your front desk after **December 18, 2024** to check into your winter break housing assignment
- ✓ If you are staying in a building without Isaac Access, you must complete your **Winter Intent Google Form** by **December 9, 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.

## Reminders:

**24 Hour Quiet Hours go into effect from Dec. 6–14**

### Winter break dining:

- All residential restaurants close **Saturday, December 14, 2024 at 12 p.m.**
- M&G will remain active with a limited number of retail locations open over Winter Break
  - Visit [sundevilhospitality.asu.edu](https://sundevilhospitality.asu.edu) for more details
- Residential restaurants will reopen **Sunday, January 12, 2025**

### When you return:

- All residence hall communities officially open **Saturday, January 11, 2025**
- Upon return, you will need to check into your Spring Housing Assignment at the front desk. You will not have card access to your residence hall building until you complete this step.

**Classes for Spring 2025 will begin on Monday, January 13, 2025**

## Students not returning in Spring

**If you are moving out permanently, you will check out with your CA/CD**

**The CA/CD must sign your check out paperwork before your can turn in your key**

### Items to address before your checkout time with the CD:

- ✓ Carefully remove everything from your walls
- ✓ Clear out drawers, shelves, and check for miscellaneous items behind furniture
- ✓ Remove ALL personal belongings from the room before check out
- ✓ Inform your CA/CD of any maintenance issues before check-out
- ✓ All furniture must be in the room or you will be charged
- ✓ Any damages in your room or common area not listed on your check-in form (RIR/UCF) may be assessed for a fine
- ✓ Check your mailbox one last time
- ✓ Turn in your Mailbox Key to the UPS Store (Place receipt in the Ballot Box at the UPS Store) or other identified mail location

### Items to address before leaving and turning in your keys:

- ✓ Return all borrowed items to the front desk
- ✓ Submit a mail forwarding request on MyASU
- ✓ Schedule a check-out time with your CA/CD **48 hours in advance.**



**To learn more scan the QR code**