Winter Break To-Do List

• Please discuss with your roommates (if applicable) about who will complete each of the following important tasks.

• Please leave this completed form taped to the outside of your room door.

• Please note that College staff will enter rooms over break to verify task completion and/or follow up on maintenance issues / requests.

• The res halls close for Winter Break at 9am on Friday, December 21, 2018. Extensions are not available.

• If you are not returning to campus housing for the Spring or received a Mid-Year Room Change, you must move completely out of your room and turn in your keys to the Front Desk by the date/time above (otherwise fines and disciplinary action would apply).

Thank You! & Have A Great Break!

Please check to show you have completed this step:

☐ Unplug, defrost, and leave the door open to mini fridges (Sulz Tower lounge fridges stay plugged in)

☐ Unplug all appliances including lamps, alarm clocks, TVs, and computers (these items can use energy even when turned off!)

☐ Clean your room (sweep, vacuum, do your laundry, etc.)

☐ Take all bagged garbage and recycling to the appropriate location in your building

Please check to show you have completed this step:

☐ Turn down all radiators to the low setting

☐ Close and lock all windows and lower the blinds (to prevent heat loss)

☐ Take home any valuables or necessary items (laptop, jewelry, passport, medications, etc.). You will not have access to the res halls to retrieve items during the break

☐ Take home non-allowed items (halogen lamps, hot plates, toasters, space heaters, candles, etc.)

☐ Turn off all lights, lock your door, take your keys with you

Room #: Date/Time Room will be Empty: Room Checked by RA: