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.
- Reminder: The residence halls **close** for Winter Break at 9am on Friday, December 22, 2017.
- If you are not returning to campus housing for the Spring or received a Semester Room Change, you must move completely out of your room and turn in your keys by the date/time above.

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: