Winter Break To-Do List

- Please discuss with your roommates/suitemates who will complete each of the important tasks below.
- **Place your initials on the line for each item, so you know who is doing each task, and then tape this completed form to the outside of your suite door. Thanks!**
- Any vacant spaces in your room/suite will be assigned to students for the Spring (new Transfer or Visiting students, students return from abroad, etc.) who might move in before you return from the break. Please make sure that your suite (especially the kitchen and bathroom) is clean and inviting for new students. Thanks!
- Please remember to take home any valuables or necessary items (laptop, jewelry, passport, medications, etc.). Students will **not** be able to access the residence halls to retrieve items during winter break.
- 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. Extensions are **not** available.
- 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!**

### Kitchen
- [ ] Clean out the refrigerator of all foods that can potentially spoil during the break (but do **not** unplug refrigerator)
- [ ] Empty all trash cans and clean up any food that was left out (to prevent pests)
- [ ] Take all bagged garbage and recycling to the appropriate location in your building
- [ ] Clean all dishes, counter tops, floors, etc.
- [ ] Unplug all appliances (incl. coffee makers, irons, etc.)
- [ ] Make sure all faucets, oven, and stove top are turned off
- [ ] Turn off all lights
- [ ] Close and lock all windows and lower blinds

### Bathroom
- [ ] Make sure all faucets are turned off
- [ ] Empty all trash cans
- [ ] Close and lock all windows
- [ ] Turn off all lights

### Bedroom & Common Areas
- [ ] Unplug appliances (lamps, alarm clocks, TVs, computers, etc.)
- [ ] Empty all trash cans
- [ ] Turn down all radiators to the low setting
- [ ] Close & lock all windows and lower blinds (to keep heat inside)
- [ ] Turn off all lights
- [ ] Close and lock bedroom and main suite doors. Take you keys with you!