

WINTER BREAK RESIDENT CHECKLIST

PLEASE LEAVE THIS CHECKLIST TAPED TO THE INSIDE OF YOUR DOOR

ROOMMATES

ASSIGNED TO

1st 2nd 3rd

I/we have **emptied the fridge** (all food has been taken to the dumpster). The unit needs to be clean, dry and plugged in.

RESIDENT(S) NOT RETURNING TO THE SAME ROOM FOR SPRING

I/we have moved **ALL furniture** in my section of the room back to its original position; specifically, the **bed** needs to be returned to its original location and height (if applicable).

I/we have thoroughly cleaned the **bathroom** shower, toilet, sink and floor (if applicable).

RESIDENT(S) NOT RETURNING TO THE SAME ROOM FOR SPRING

I have emptied, dusted and wiped down my **closet** and **drawers** and left them open.

RESIDENT(S) NOT RETURNING TO THE SAME ROOM FOR SPRING

I have removed everything off the **interior walls, windows, ceilings, floors and doors** in my section of the room (no sticky residue, tape, etc.).

ALL RESIDENTS

I have taken everything I need with me, including valuables, and understand that I cannot return for them during the break as the halls will be locked. I have prepared to take my fish home (if applicable).

I/we have unplugged every cord from each outlet.

I/we have removed everything from the floor that could be damaged by flooding.

I/we have left the Air Conditioner on in the room at 70 degrees.

I/we have taken my trash to the dumpster. I have removed everything from my door.

I have closed the **blinds** and turned off all **lights**.

All residents MUST legibly print their names below upon departure to notify staff that they have left.

NAME (1ST ROOMMATE) _____ DEPARTURE DATE _____ TIME _____ RA _____

NAME (2ND ROOMMATE) _____ DEPARTURE DATE _____ TIME _____ RA _____

NAME (3RD ROOMMATE) _____ DEPARTURE DATE _____ TIME _____ RA _____