

CLOSING Checklist—Fall 2011

Before leaving for winter break, complete this form and attach it to the outside of your door.

Name: _____

Hall/Room #: _____

Date/Time of Departure: _____

Please note: Residential Housing Staff will check rooms for safety and security after closing.

- Unplug all electrical items including the microwave/refrigerator unit.
- Remove all perishable food items from Microwave/Refrigerator units and clean them out. Failure to do so will result in a minimum charge of \$25.00.
- Remove all trash and recyclables. Failure to do so will result in a minimum charge of \$25.00.
- Pick up belongings and sweep your room. Back South Green buildings w/Mods: Remove all belongings from bathrooms and mod areas.
- Prepare rooms for possible assignment of a new resident for Winter Quarter by clearing the appropriate bed, closet, drawers, and desk. (Fee/Judicial charge could apply.)
- Take home any fish and plants.
- Remove all valuable items. The University will not assume responsibility for stolen or damaged property.
- Close and lock all windows and pull shades half way down.
- Remember to lock your door.
- Are you returning next quarter? If not, please check-out of your room with your RA before leaving. Reminder: Your housing contract is binding for the entire year (unless you withdraw from the University).

Have a Safe and Happy Holiday Season!