Fall Quarter Closing Checklist

Please review the below expectations and communicate with your roommate(s) how the tasks will be completed. The last resident to leave the room should confirm the completion of each task. Please lock the door on your way out.

Check off each item below as you complete these end-of-quarter closing procedures:

____ Remove all perishable items from your refrigerator and discard properly

____ Unplug all electronic items, **except refrigerator/mini fridges**

____ Take all personal belongings with you (key, ID, passport/travel documents, medication, glasses, chargers, etc.) ***Note: You cannot reenter your building during the Winter Break.***

____ Close drapes/blinds

____ Turn heat setting to "low"

____ Remove trash/recycling

____ Remove **ALL** items from your bathroom. Anything left behind may be discarded by custodial staff.

____ Turn off all lights

____ **Close and lock** windows and doors

Reminders:

Exit your hall by 12pm on Wednesday, November 25, 2026. Late departures cannot be accommodated. Anyone failing to depart by 12pm on Wednesday, November 25 will be charged a $150 improper move fee and will not be allowed to stay.

Note: ID Card Access will also be deactivated at the time of your departure.

Residence halls will be closed until Sunday, January 3, 2027 at 9am. Be sure to take items you need over Winter Break.