

DEPAUL
UNIVERSITY
DEPARTMENT OF HOUSING, DINING
AND STUDENT CENTERS



Fall Quarter Closing Checklist

- Remove all perishable items from your refrigerator and discard properly.
- Take all personal necessities with you (key, ID, medication, glasses, chargers, etc.).

NOTE: Residents in traditional halls cannot re-enter their building over Winter Break.

- Close drapes/blinds.
- Turn heat setting to “low.”
- Unplug all electronic items, except fridges.
- Remove trash/recycling.
- Remove all items from your bathroom. Anything left inside will be discarded by cleaning staff.
- Turn off all lights.
- Close and lock windows and doors.

Reminders:

- Exit your hall by 12PM on Wednesday, November 24, 2021, to avoid being charged a late departure fee.
NOTE: ID Card access will also be cut off at this time.
- Halls will be closed until Sunday, January 2, 2022, at 10AM. Be sure to gather what you need from your belongings!
NOTE: You **MUST** check-in prior to returning to campus. Check-in info will be emailed to all residents in December.