

## Fall Quarter Closing Checklist

- Remove all perishable items from your refrigerator and discard properly.
- Unplug all electronic items, except fridges.
- Take all personal necessities with you (key, ID, passport/travel documents, 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.”
- 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 23, 2022. Late departures cannot be accommodated. Anyone failing to depart at 12PM will be charged and cannot stay.  
**NOTE:** ID Card access will also be cut off at this time.
- Residence halls will be closed until Sunday, January 1, 2023, at 10AM. Be sure to take items you need over Winter Break!  
**NOTE:** You **MUST** check-in prior to returning to campus. Check-in info will be emailed to all residents in December.