

Fall Quarter Closing Checklist

Building: _____

Room: _____

Each resident must sign off on this form as they leave for the quarter. The last resident to leave 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-the-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 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 22nd, 2023, or 24 hours after your last final (whichever comes first). Late departures cannot be accommodated. Anyone failing to depart by 12pm on November 22nd, will be charged for a late fee and will not be allowed to stay.
Note: ID Card Access will also be cut at the time of your departure.
- Residence halls will be closed until Saturday, January 6, 2024 at 10am. Be sure to take items you need over Winter Break.
Note: You **MUST** check-in prior to returning to campus. Check-In information will be emailed to all residents in December.

Resident Signatures:

Reminder: all residents of the room must sign below upon their checkout

Date

Date

Date

Date