

## Fall Quarter Closing Checklist

Please review the below expectations and communicate with your roommates 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-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 20<sup>th</sup>, 2024, or 24 hours after your last final (whichever comes first). Late departures cannot be accommodated. Anyone failing to depart by 12pm on November 20th will be charged \$150 improper move 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 Sunday, January 5, 2025, at 10am. Be sure to take items you need over Winter Break.