24-HOUR QUIET HOURS

Please be respectful of others during finals time and control noise by:

- Keeping your door closed
- Using headphones when listening to music
- Avoid having conversations in the hallway
- Adjust your alarms and phone volume to comply with Quiet Hours
- Talking quietly in the community bathrooms
- Not vacuuming between 11 PM and 10 AM
- Closing doors quietly

START ON WEDNESDAY, DEC. 8TH AT 11 PM
Theft tends to increase during finals week and building closing.
You can decrease opportunities for theft by:

- Keeping your door closed and locked
- Not leaving your property unattended (in the hallways, lobby, at the curb, etc.)
- Locking your car and putting as many things as possible out of sight in the trunk
- Writing your name on a specific page in all your books
- Not leaving your backpack unattended (in study rooms, the library, etc.)
- During the winter break, you may store your bike in your room
YOU MUST DEFROST YOUR FRIDGE

Please ensure the below items are completed prior to leaving for Winter Break.

☐ Unplug refrigerator
☐ Take out all food
☐ Place a towel under fridge
☐ Carefully tip the fridge back against a wall so that the water will collect in the bottom of the fridge and not leak out onto the carpet
☐ Leave door open
☐ After ice has melted, empty water from inside fridge (it may take a day or so, plan accordingly)
☐ Clean and rinse with a mild soap (do not use sharp objects to clean as they may cause damage)
☐ Dry out refrigerator interior, leave door open and leave unplugged

**NOTE:** If water is on the carpet, the custodial staff must be called to clean the carpet and the resident(s) will be charged for cleaning. Failure to properly clean and defrost your refrigerator, could result in your room being documented for not complying with this request.
WINTER CLOSURE

DATES:

8TH DEC
Wednesday, Dec. 8th at 11 PM:
24-Hour Quiet Hours begin

17TH DEC
Friday, Dec. 17th at 12 PM Noon:
All dorms close (except dorms designated for winter break housing)

9TH JAN
Sunday, Jan. 9th at 12 PM Noon:
Dorms Re-open
Housing & Residential Life staff will be entering your room over Winter Break.

**Room Checks:**
After 12PM on 12/17 or when the room is fully vacated, the RAs of your dorm will be entering each room to check for cleanliness and safety, and to ensure that health standards are being maintained. These checks are mandatory and will be performed even if a resident is not present during the time of the inspection*. The University recognizes the right of privacy of all residents living in the dorms but also reserves the right to inspect its property at any time.

RAs will check for things like:
- overloaded sockets
- room damage
- room cleanliness
- policy violations (items hanging from pipes, hoverboards, etc.)
- anything that may jeopardize health and safety

* Please refer to Policies & Procedures for Hall Living, or contact your RA or Community Director for more information.

**Filter Change Out:**
Fan coil units are scheduled to be serviced over break.

- Move your belongings from around your heating or cooling unit in your room, DO NOT leave items on or within four feet of the unit.

- Should maintenance staff be unable to access your unit, your room will be charged $25 because of the necessary return visit

**Bathroom Cleaning:**
Housing Custodial will be entering and cleaning all suite-style and private bathrooms. Remove ALL personal items prior to leaving so that staff may do a thorough cleaning.
Please ensure the below items are completed prior to leaving for Winter Break.

Dorms will close Friday, December 17th at 12PM.

- Take all trash and recycling from your room to the designated areas in your dorm. Take with you or throw away any perishable food.
- Ensure your room is clean/tidy to avoid potential health concerns (ex: sweep or vacuum your floor).
- Defrost your refrigerator, dry out the interior, and leave the door open and unplugged.
- Unplug everything in your room (including your water cooler), except any aquariums.
- Close and lock windows
  - 1st floor and basement rooms: close blinds
  - All other floors: open blinds
- Turn heating/cooling unit off.
- Remove items near the heating/cooling unit, so maintenance can service the unit over break. (A $25 charge will be assessed if items are not moved.)
- If you have a suite-style or private bathroom, remove ALL your personal items so that it can be cleaned by Custodial staff.
- Take any valuables or items you will need over break with you before you leave. This includes money, jewelry, passport, medication, etc. You will not have access to your room if you forget something.
- If there is an open bed space in your room, ensure that portion of the room is cleared of all your belongings and ready for a potential new roommate.
- Turn off all lights in the room and lock the door when you leave.

Failure to complete the above items may lead to student conduct accountability and/or fines.
PROCEDURES FOR TEMPORARILY LEAVING YOUR DORM FOR BREAK

WHAT TO DO – IF YOU ARE REMAINING IN/RETURNING TO YOUR DORM AFTER THANKSGIVING BREAK AND RETURNING JANUARY 2022

• If you remain in your dorm after Thanksgiving Break you must vacate within 24 hours after your last exam or Friday, Dec 17th at 12PM noon.

• Complete the Fall Semester Departure Checklist

• If you need more time for academic purposes, email your request to your Community Director by Wednesday, Dec. 8th (include your name, room #, cell phone #, reason, and date time of leave request)

• Inform your Resident Assistant (RA) when you are leaving
PROCEDURES FOR PERMANENTLY LEAVING YOUR DORM

WHAT TO DO – IF YOU ARE NOT RETURNING TO CAMPUS HOUSING

• You will need to check-out of your room. This includes:
  • Removing all of your items (including trash)
  • Cleaning and arranging the room back to how it was upon moving in
  • Locking your door
  • Checking your mailbox
  • Returning your keys to the front desk and completing the remaining steps of the check-out process
DON’T SHIP PACKAGES

PLEASE DON’T SHIP ANYTHING TO YOUR DORM DURING THE BREAK!

DOING SO MAY RESULTS IN DELAYS AND/OR LOST PACKAGES.