



# WINTER CLOSURE PROCEDURES

## DATES

- **Wednesday, Dec. 5th at 11 PM:** 24-Hour Quiet Hours begin
- **Monday, Dec. 10th – Friday, Dec. 14th:** Student Union Finals Week hours
- **Friday, Dec. 14th at 5 PM:** All dorms close (except dorms designated for winter break housing)

## WHAT TO DO - IF YOU ARE RETURNING IN SPRING

- You must vacate your dorm within 24 hours after your last exam
  - If you need more time for academic purposes, pick up an extended stay request form from the front desk and submit in writing to your CD by **Wednesday, Dec. 5th**

## WHAT TO DO - IF YOU ARE NOT RETURNING

- Sign up for a check-out time with your RA
  - If a change is needed, contact your RA immediately
- Complete the Check-Out To Do List before your scheduled time
- Check out at your assigned time with your RA, which includes signing your Room Condition Report and returning your keys





# WINTER CLOSURE TO DO LIST

- Sweep or vacuum your floor (as needed)
- Remove all your trash/recycling from the building and place in appropriate containers
- Close and lock your windows and leave blinds open (except for rooms on the first floor, please keep blinds closed)
- Defrost and clean your refrigerator, then leave it unplugged and door open
- Unplug your water cooler (if you have one)
- Turn A/C and heat off
- Turn Lights Off
- **If you are returning:** Vacate your room no later than 24 hours after your last final
- **If you are not returning:** Check out of your room during your assigned time





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# 24-HOUR QUIET HOURS

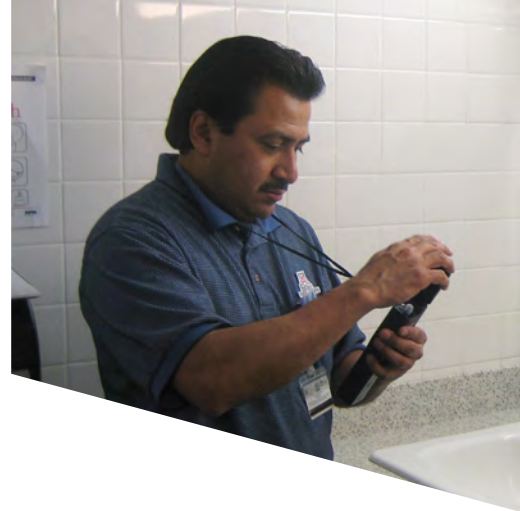
## START ON WEDNESDAY, DEC. 5TH AT 11 PM

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**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
- Turning down the ringtone volume on your phone
- Talking quietly in the community bathrooms
- Not vacuuming between 11 PM and 10 AM
- Closing doors quietly





# ROOM CHECKS & FILTER CHANGE OUT

**Housing & Residential Life will be entering your room over Winter Break.**

## ***Room Checks:***

After 5 PM on 12/14, 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.





# YOU MUST DEFROST YOUR FRIDGE

- 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 box (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.***





# SECURITY TIPS

**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**

