YOU MUST DEFROST YOUR FRIDGE

Please ensure the below items are completed prior to leaving for Winter Break (or prior to Thanksgiving Break if you do not intend to return until January 2021).

☐ 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.