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). **Dorms will close Friday, December 18 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.

Students who choose to leave their dorm for the Thanksgiving Break, and are not returning until the spring semester in January 2021, should only consider this option if you are traveling somewhere with supportive study conditions, including reliable internet and a quiet workspace.