



THANKSGIVING BREAK 2016 November 23-27

Break Inspections

Thursday, November 17 - Monday, November 21, 2016

**Residence Halls are OPEN
throughout Thanksgiving Break!**

**If you will be away during the break,
you MUST complete the tasks on the
back of this document.**

- Checklist and safety tips may be found on our housing website under the Thanksgiving Break tab: <http://bit.ly/RLHBreakInformation>.
- Specific questions can be addressed to Residence Life and Housing at housing@wfu.edu or (336) 758-5185.
- During the break, University offices and dining hours may be reduced or eliminated. For specific hours, please refer to Dining Services: <http://wakeforest.campusdish.com/>.
- For emergencies contact University Police at **336.758.5911**.
- To contact Residence Life and Housing staff, contact University Police at **336.758.5591**.

Please refer to the specific instructions on the back of this door hanger when preparing for Thanksgiving Break. For specific questions, please contact Residence Life and Housing.



BREAK CHECKLIST

Residents who will be away during the break should follow the steps listed below.

- Key(s) and identification, including passports, should not be left in room.
- Take all valuables (i.e., computers, books, money, medications, clothing, etc.) that may be needed during the break. This can also be a precaution against theft or damage.
- Close and lock all windows and room door(s).
- Fan coil units should be set to 70° and fan speed to low.
- Unplug electrical appliances from wall outlets. MicroFridge® units may remain plugged in, but please dispose of any perishable food.
- Remove all trash and recyclables from your room and common areas to outside containers.
- Personal property should be moved off the floor.
- Store all food in closed containers. Remove perishables.
- Take bicycles home or store them on designated bike racks (not in hallways, on balconies, under stairwells, or under bannisters). Motorized bikes are NOT allowed in the residence halls or under breezeways; these should be parked in designated moped spaces.
- Leave blinds down if your room is on a ground floor or faces a balcony. Pull blinds up if your room is on an upper floor and does not face a balcony.
- Turn off your lights.

WFU staff will enter your room during the break to perform inspections and for routine maintenance. During this time we will lock all windows and doors. For specific questions, please contact Residence Life and Housing.