



Winter Break Closing CHECKLIST

Residence halls are closed during Winter Break and *all residents must vacate their rooms for the entire break period.*

Halls close at 9:00 a.m. Sunday, December 18, 2016
and reopen at 9:00 a.m. Saturday, January 7, 2017

Please complete the following tasks prior to departing for Winter Break. Once completed, the last person leaving the room should hang this door hanger on the outside of the room door as they depart.

- ☐ Take key(s), identification, including passports, all valuables, computers, books, money, medication, clothing, jewelry, etc., home with you as protection against theft or damage.
- ☐ Close and lock all windows and room door(s).
- ☐ Unplug all items from wall outlets (including surge protectors, alarm clocks, computers/printers, and refrigerators).
- ☐ **72 hours prior to departure, defrost, unplug, and clean personal room refrigerators and Microfridges®** and leave refrigerator and freezer doors open. Allow yourself time to clean up the defrosted water.
- ☐ Move personal property off the floor. This could help avoid loss or damage in the event there is an unforeseen facility issue.
- ☐ **Move personal belongings and furniture at least 36" away from air conditioner/heater unit. Filters will be changed during the break.**
- ☐ Fan coil units should be set on 70° and fan speed to low.
- ☐ Remove all trash and recyclables from your room and common areas to outside containers.
- ☐ Remove all perishables and store other food in closed containers.
- ☐ Take bicycles home, store in your room or on bike racks. Motorized bikes are NOT allowed in the residence halls or under breezeways, on sidewalks, or at bike racks; these should be parked in designated moped spaces found in parking lots.
- ☐ Leave your blinds down if your room is on a ground floor or face a balcony/breezeway. Pull blinds up if your room is on an upper floor and does not face a balcony/breezeway.
- ☐ Take down any and all string/strand lights.

(continued on back)



- ☐ Remove **ALL items from bathrooms, countertops and community kitchens.** This will allow custodians to thoroughly clean these areas and avoid any potential accidental breakage or removal of the items.
- ☐ Return your reusable To-Go container to the Fresh Food Co. and receive your \$5 deposit back, which can be used to get a new container in the spring. **If you do not return a container, you will need to pay for a replacement in the spring.**
- ☐ Remove all food, including condiments, from common area refrigerators and freezers. This includes Polo and Martin halls, Student Apartments, North Campus Apartments, and Polo Road houses. **Do not turn the common area refrigerators off.** They will be defrosted and cleaned over the break.
- ☐ When leaving, please be sure to take your keys and student ID (along with other forms of ID - i.e. passport, license, etc.) turn off all lights and lock your door.

Additional information, including parking and room inspections, may be found on the Residence Life and Housing website: <http://bit.ly/RLHBreakInformation>

During the break, Residence Life and Housing staff will enter your room to make sure these expectations are met. Failure to comply with these items on the checklist may result in a minimum charge of \$50.00 and/or referral to the University's student conduct process.

Specific questions can be addressed by your hall staff or by contacting Residence Life and Housing at housing@wfu.edu or 336.758.5185.

Resident Signature

Room No./Letter

*****PLEASE NOTE: The Office of Residence Life and Housing will be moving to the Ground floor of Angelou Hall, the new freshman residence hall, on December 12, 2016.*****