



THE 3P's



PLAN

ORGANIZE YOUR SPACE

Make sure your room is accessible/clean.

Remove personal items from common spaces.

*Remove **ALL** items from bathroom and kitchen countertops for staff cleaning. (INCLUDING North Campus, Student, Polo and Deacon Place apartments)*

PREP FOR INSPECTION

Ensure that all furniture that was in the room upon move-in is still in the space.

- Desk chairs
- All desk components
- All bed components
- Wardrobes (if applicable)
- Chest of drawers (if applicable)
- Microfridge (if applicable)



Spaces found without designated furniture will have the cost of replacement billed to the occupant of the room.

CLEAN YOUR SPACE

Remove perishables and store all food in closed containers.

Remove trash and recyclables from your room and common areas.

Return To-Go containers for deposit, or empty of all food waste for storage.

*Remove **ALL** items from common area refrigerators and freezers.*

AND/OR

72 hours prior to departure empty, defrost, unplug, and clean personal MicroFridges.



Ensure that water from defrosting is cleaned up and leave refrigerator and freezer doors open.

WORK ORDERS

*Submit any work orders needed for your space at workorders.wfu.edu, or by calling Customer Service at **336-758-4255***

PREPARING FOR BREAK



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Residence Life and Housing