YOUR SPACE
- Unplug all items from wall outlets, including all string/strand lights.
- Leave blinds down if your room is on a ground floor or faces a balcony.
- OR
  - Pull blinds up if your room is on an upper floor and does not face a balcony.
- Fan coils units should be set to 70° and low fan speed.
- Turn off your lights.
- Close and lock all windows and room door(s).

YOUR BELONGINGS
- Remove personal property from the floor (rugs, luggage, pillows, shoes, etc).
- Ensure valuables that could be compromised are removed from the space.
- Take bicycles home or store and lock them on designated bike racks.
- Motorized bikes should be parked in designated moped spaces only.
- Move all items in room at least 24” from fan coil units to allow service during the break.
- Please make time to collect any items you have left in the laundry room(s).

All items left in RL&H community laundry rooms will be collected and turned over to a local charitable organization during the winter break.

PREPARING FOR BREAK