



# THE 3P's



## PROTECT

### YOUR SPACE

- Unplug all items from wall outlets.
- Take down any and 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 coil units should be set to 70 degrees and low fan speed.
- Turn off your lights.
- Close and lock all windows and room door(s).

### YOUR BELONGINGS

- Remove personal properties from the floor (rugs, luggage, pillows, shoes, etc.)
- Ensure valuables that could be ruined are removed from the space.
- Take bicycles home or store and lock them on designated bike racks
- Motorized scooters should be taken home or locked on designated bike racks.
- Move belongings at least 24 inches from fan coil units to allow service during the break.
- Please make time to collect any items you may have left in the laundry room(s).

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