



### Winter Closing Checklist

Before leaving your room for the break, please ensure that you have completed the following checklist.

#### Prior to Departure

Resident 1 2

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Turn off alarm clock		
Remove personal items from bathrooms		
Make sure bedroom refrigerator is defrosted, unplugged and clean		
Remove any items that will expire from the main kitchen refrigerator		
Empty garbage/recycling to outside dumpsters		
Unplug all electronics & appliances from wall (nothing should be plugged in)		
All furniture and personal items are moved at least 2 feet away from air vents/heaters		
Set temperature to 65 where applicable.		
Holiday Decorations taken down. No lights up on walls, doors, or ceilings.		
Close blinds		
Room clean and vacuumed		
Windows closed and locked		
Window Air conditioners removed from window		
Secure Valuables (Bike brought inside—Do not leave outdoors!)		
Turn off lights		
Take all items you need for break (keys, id, passport, skis/boards, fish, plane tickets, wallets, etc.)		
Work with housing manager on any common space clean-ups. (kitchen, living room, chapter room, etc.		