Winter 2020 Closing Checklist

Before leaving your room for the break, please ensure that you have completed the following checklist. Check things off as they are complete, initial at the bottom and have your Resident Advisor initial to signify that you have checked out. If you are not returning to the residence halls in the Spring, please be sure to formally withdraw from the university and get an express check out envelope at your front desk to properly check out of your room. Staff will be entering to verify rooms are ready for break. Staff will not be actively looking for residence life policy violations, but any found will be documented. Please see the Residence Life Handbook: Guide for Rights and Responsibilities for any questions. Have a safe break!

Please note that all residents must leave within 24 hours of their last final!

| My check-out time (if I signed up for a time) with my RA is: |
|-----------------------------------|-------|---------|
| Resident 1 | _____________________________ | Day ______ | Time ______:_______ |
| Resident 2 | _____________________________ | Day ______ | Time ______:_______ |

48 Hours or more Before Departing

- Defrost and unplug refrigerator (empty contents and place towel inside).
- Advise your RA if you will be returning to Colorado School of Mines for Spring 2020. NOTE: ALL residence hall contracts are valid for the entire academic year. You are financially obligated for your room and board charges while enrolled at Mines.

Prior to Departure

- Set Thermostat (if applicable) to Heat, Auto, 65 degrees, do not turn thermostat off
- Remove personal items from bathrooms and community kitchens
- Make sure refrigerator is defrosted, unplugged, left open, and clean
- Remove all perishable and open food items from the room
- Empty garbage/recycling to outside dumpsters
- Unplug all electronics & appliances from wall (nothing should be plugged in)
- Nothing is stored within 18 inches of ceiling or in front of HVAC cover
- Holiday decorations taken down. No lights up on walls, doors (inside or outside), or ceilings.
- Windows closed and locked, Close blinds
- Room clean and vacuumed
- Nothing blocking access to the Heating and Air Conditioning unit, sink, or bathroom
- HVAC Filters will be changed over break-(Trads not applicable)
- Suite bathrooms will be cleaned over break

- Secure valuables, take home if necessary (Bike brought inside—Do not leave outdoors!)
- Take all items you need over break (keys, ID’s, passport, skis/boards, fish, charging cord, plane tickets, medications, valuables, wallets, etc.) No room or building access over break
- Turn off lights, lock door, and have a safe break

| Resident Initial When Complete |

RLC Initial When Complete: ________  ________
RA Initial When Complete: ________  ________