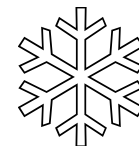


Housing and Residence Life Winter Break Preparation Checklist



To ensure our buildings are safe and sanitary during break, complete this checklist prior to departing.

All buildings close for winter break on **Friday, December 13, 2019 at 10 AM.**

Students are expected to leave within 24 hours of their last final and by no later than the closing time.

If you are graduating or have been approved for release from your housing agreement, you must checkout and submit an express check-out envelope by no later than 10 AM on Friday, December 13.

Needing to stay past 10 am on December 13 or over winter break?

Register for Winter Break Housing online by **Friday, December 6, 2019 at 5 PM.** (additional fee may apply)

To prepare your room for winter break, please do the following:

Checklist (save this document and mark off items as they are completed)

- You may leave your fridge plugged in, dispose of any perishable food items
 - Dispose of all trash/waste/recycling
 - Unplug all small electrical appliances/devices (including personal computers and surge protectors)
 - Ensure your unit is free of policy violations (refer to the Student Handbook on the Portal)
 - Take home fish and plants if you have them (we do not feed or water)
 - Take home any items you will need during Winter Break (medications, travel documents, textbooks to sell back)
Students not registered for Winter Break Housing will not be able to access their building during break
 - Secure or remove valuable items (Elmhurst College is not responsible for stolen/damaged property)
 - Leave thermostat **ON** and set to 65°F (18°C) (for units with radiators, turn valve to full-open)
 - Lock windows and close window coverings
 - Turn off lights
 - Lock the door (keep your keys and access card with you and in a safe place so you don't lose it during break)
 - If you have or will have a vacancy, ensure the space/closet/furniture for a new roommate is clear. Staff will move items as needed to ensure spaces are ready for a new student
 - Clean bathroom (Dinkmeyer, West, Apartments and Houses only)
 - Sign this winter break prep checklist and post on your door when leaving
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Following departure of all residents of a unit or after 10 AM on Friday, December 13, staff will inspect each unit to ensure it is prepared and secured. Any violation of Housing and Residence Life and/or College policies discovered during the course of these inspections will be documented.

Buildings reopen on January 5, 2020 at 12 PM (noon) for students approved for J-term housing.

Buildings reopen on February 2, 2020 at 12 PM (noon) for Spring Term.

If you have any questions regarding Winter Break, please contact your RA, Head Resident or our office.

We wish you a safe and enjoyable Winter Break.

Upon your departure for break please complete the section below and tape this form to your room door.

When leaving your room/suite each resident must sign below indicating they have departed for break.
