

BEFORE WE LEAVE FOR WINTER BREAK RESIDENT CHECKLIST

PLEASE LEAVE THIS CHECKLIST TAPED TO THE DOOR

ROOMMATES				ASSIGNED TO	
1st	2nd	3rd	4th		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	I/we have unplugged, defrosted and cleaned the fridge (no visible signs of debris of any kind). The unit needs to be clean, dry and left open.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	I/we have thoroughly cleaned the bathroom shower, toilet, sink and floor (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	I/we have taken everything I/we need with me/us, including valuables, and understand that I cannot return for them during the break as the halls will be locked.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	I/we have unplugged every cord from each outlet.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	I/we have removed everything from the floor that could be damaged by flooding.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	I/we have removed anything attached to the outside of my/our door (you can leave the dry erase board up).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ALL ROOMMATES _____	I have removed trash bags and other large items (i.e. carpets) and disposed of them in trash room .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	I have closed the blinds and turned off all lights .

All residents **MUST** sign the form upon departure to notify staff that they have left.

NAME (1 ST ROOMMATE) _____ DEPARTURE DATE _____ TIME _____ RA _____
 NAME (2ND ROOMMATE) _____ DEPARTURE DATE _____ TIME _____ RA _____
 NAME (3RD ROOMMATE) _____ DEPARTURE DATE _____ TIME _____ RA _____
 NAME (4TH ROOMMATE) _____ DEPARTURE DATE _____ TIME _____ RA _____