**BEFORE WE LEAVE FOR WINTER BREAK RESIDENT CHECKLIST**

Please leave this checklist taped to the door.

<table>
<thead>
<tr>
<th>ROOMMATES</th>
<th>ASSIGNED TO</th>
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<tbody>
<tr>
<td>1st</td>
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<td>2nd</td>
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1. 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.

2. I/we have thoroughly cleaned the **bathroom** shower, toilet, sink and floor (if applicable).

3. 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.

4. I/we have **unplugged** every cord from each outlet.

5. I/we have removed everything from the floor that could be damaged by flooding.

6. I/we have removed anything attached to the outside of my/our door (you can leave the dry erase board up).

7. I have removed **trash bags** and other large items (i.e. carpets) and disposed of them in **trash room**.

8. 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 (1ST 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 ______