

# SANTA CLARA UNIVERSITY

## RESIDENCE HALL CLOSING CHECK LIST

**All residents must leave their space by 9:00pm on Friday, December 8, 2023**

*Residents are expected to complete the following procedures to prepare their space before leaving for winter break. Please check off each item as it is completed and keep this list on your door. Failure to complete any of the procedures below may result in assessment of charges or improper checkout fines.*

- Thoroughly clean your room and bathroom if applicable. All areas should be clear of any trash, debris, personal belongings, etc.
- Sweep/vacuum your floors. Vacuums and cleaning supplies are available for use at the service desk.
- Remove of all perishable food items. Dispose of all garbage in the appropriate trash or recycling areas outside of your building.
- Personal refrigerators must be cleaned out & defrosted. Leave refrigerator door open and place a towel below to catch any melting water.**
- Unplug all electrical items in your room.
- Run water to make sure all drains are clear. Turn off all faucets.
- Close and lock your windows, close your blinds, and turn off all lights.
- Turn off heater/AC/vents.
- Lock your door.** Due to the high volume of lockouts during the first 24 hours after a break period, the Housing Office may fine up to \$100 for lockouts performed during this period.
- Take home EVERYTHING you need for break.** You will not have access to your room until Sunday, January 7, 2024 at 9:00am. Take any items that need attention during the break (medications, retainers, fish, ID, plants, etc.)

*In order to stay in your room beyond 9:00 PM on Friday, December 8, 2023, residents must have a confirmed extension. Each roommate must sign and date below when checking out. Leave this form attached to your door. **Failure to check out by 9:00pm on Friday, December 8, 2023 may result in a late check-out fine.***

*Print Name*

*Date & Time of Departure*

1 _____	_____
2 _____	_____
3 _____	_____

LEAVE THIS FORM ATTACHED TO YOUR FRONT DOOR

CF/NR Initials: \_\_\_\_\_