EXAMPLE Break Check List- Residence Halls

Returning on Spring Opening Day or Not Returning For Spring

Residence Halls <u>close at 5pm on DATE</u>

Residence Life staff will be checking rooms **beginning at 5:00 pm.**

Residence Halls <u>open on DATE.</u>

Complete check list before departing for break.

Break inspection (returning in the spring)

___Unplug all appliances (you can leave your micro-fridge plugged in)

___Clean micro-fridge and dispose of any perishable items

___Clean room before departing, including bathroom

___Remove trash

___Remember to check laundry room for clothing

___Pack items needed for break (medicine, etc.)

___Remember plants & fish

___Close & lock all windows

___Close blinds

___Submit any work orders

___Turn off all lights

___Shut & lock your door

Not Returning to CSU Pueblo in the spring (Withdrawing)

___ Make appointment with an RA for check- out by DATE

___ Clean micro-fridge and dispose of any perishable items

___ Clean room before departing, including bathroom

___ Remove trash

___ Remove all belongings from room

___ Remember to check laundry room for clothing

___ Close blinds

___ Close & lock all windows

___ Submit any work orders

___ Check-Out with an RA (by appointment)

___ Turn off all lights

___ Shut & lock your door

___ Complete cancellation form on Housing website

___ Complete check out paperwork with the University

If you have a double or triple room with no roommate, make sure it is roommate ready!

By initialing below, I acknowledge I have completed the closing check-out list and that if there are either policy violations or the room is not clean, I may be held responsible by Residence Life and Housing.

*Make sure that you have all of your belongings you need: Passports, tickets, medication, etc.

Resident #1_____Staff _____ Date_____

Resident #2_____Staff _____ Date_____

Resident #3_____ Staff_____ Date_____

Only initial as you are leaving. If you are staying for break, you do not have to initial.

Residence Life and Physical Plant will be entering spaces over the break for maintenance.