

ROOM # _____

WINTER BREAK 2017

HALLS CLOSE AT 9 AM ON SUNDAY, DEC. 17
AND REOPEN AT 9 AM ON SATURDAY, JAN. 13

RESIDENCE HALL INFORMATION

Residence halls are closed during Winter Break.
**ALL residents must vacate their rooms
for the ENTIRE break period.**

**You MUST complete the tasks on the back
of this hanger prior to departure.
Once complete, the last person leaving should
sign and then hang on the outside of your room.**

- Checklist and safety tips may be found on our website at go.wfu.edu/rhbreakinfo.
- Specific questions can be addressed to your hall staff or Residence Life and Housing at housing@wfu.edu or (336) 758-5185.
- All University offices will be closed December 25, 2017 through January 2, 2018.
- For emergencies, or to contact the Residence Life and Housing staff on call, contact University Police at (336) 758-5911.



OVER FOR DETAILS

Remember your keys and ID, staff will enter your room for inspection and lock ALL windows & doors.

RESIDENT SIGNATURE

Signature _____ Date _____



WAKE FOREST
UNIVERSITY
Residence Life and Housing

BREAK CHECKLIST

**ALL residents should follow the steps listed below.
Once complete, the last person leaving should sign
and then hang on the outside of your room.**

- Remove perishables and store all food in closed containers.
- Return To-Go containers to The Pit to receive your deposit back; if you fail to return a container you will have to pay for a new one for the Spring semester.
- Move all personal property off of room and suite floors.
- 72 hours prior to departure empty, defrost, unplug, and clean personal mini-fridges and MicroFridges. Ensure that water from defrosting is cleaned up and leave refrigerator and freezer doors open.
- Remove ALL items from common area refrigerators and freezers. This includes all refrigerators in Polo, Martin, NCA, Student Apts, and Road Houses. Do not turn the common area refrigerators off; they will be defrosted and cleaned over the break.
- Remove all trash and recyclables from your room and common areas to outside containers.
- Remove ALL items from bathrooms, countertops, and community kitchens. This allows these areas to be cleaned over break while avoiding avoid any potential accidental breakage or removal of the items.
- Take bicycles home or store them on designated bike racks (not in hallways, on balconies, under stairwells, or under bannisters). Motorized bikes are NOT allowed in the residence halls or under breezeways; these should be parked in designated moped spaces.
- Key(s) and identification, including passports, should not be left in room. All doors will be locked during inspections.
- Take all valuables (i.e., computers, books, money, medications, clothing, etc.) that may be needed during the break. This can also be a precaution against theft or damage.
- Take down any and all string/strand lights.
- Unplug all items from wall outlets.
- Leave blinds down if your room is on a ground floor or faces a balcony. Pull blinds up if your room is on an upper floor and does not face a balcony.
- Move all personal belongings at least 24" away from fan coil units to allow units to be serviced during the break.
- Fan coil units should be set to 70° and low fan speed.
- Turn off your lights.
- Close and lock all windows and room door(s).