Overview:
• Sign-up for a time with your House Manager to view your bedroom before leaving for Winter Break to ensure guidelines are followed and your questions can be answered.
• Take belongings you need during break with you, shut windows, keep your key, & lock your door.

Before Leaving for Break:
• Follow the instructions below:
  ○ Each Resident, In Your Assigned Bedroom:
    □ Unplug all electrical items & turn lights off
    □ Shut and secure windows and close drapes
    □ Clean out your mini fridge (use a towel if you defrost the ice)
    □ Remove all trash, clear debris off floor, and follow trash procedures¹
    □ Remove/take down holiday decorations
    □ Submit electronic maintenance requests to Campus Apts. via their online request form²
    □ Place valuables in safe location & out of sight
    □ Lock the bedroom door³
    □ Do not turn off the heat. Set thermostat to “low” or 60 degrees F (if applicable)
  ○ In Common Areas:
    □ Remove all personal food items from kitchen fridges/pantries
    □ Remove all personal items from common areas
    □ Address safety issues if you become aware, i.e.: a window/door not securing (submit a maintenance request & inform House Manager/President/Campus Apartments)
  ○ Unwanted/Broken Furniture:
    □ Discard furniture items with a partner in an outside dumpster when possible and safe.
    □ Large & Heavy Furniture Items (couches, mattresses, dresser):
      1. If possible to safely move item(s): bring to the main floor (don’t block egress)
      2. Tape a “TRASH” sign to the item and take a picture
      3. Submit a maintenance request to Campus Apts.; include picture & location
• Your House Manager may seek your assistance with the following:
  ○ In the Kitchen:
    □ Emptying the refrigerator of all perishable goods into trash bins
    □ Unplugging all small appliances & turning lights off (large fridges, freezers, etc. stay on)
    □ Wiping all surfaces clear of debris and crumbs
    □ Putting dishes away, clearing the sink, & removing items from the dishwasher
  ○ In Common Areas:
    □ Emptying all trash into designated areas & removing to outdoor dumpster
    □ Ensuring the floor is clear of debris, food, residue, etc.
    □ Ensuring all windows and doors are locked and secured properly
    □ Re-setting furniture to appropriate configurations
    □ Removing/taking down all holiday decorations

¹ Follow the trash procedures outlined in the August Move-In & Living Guide, this guide, & reference the Occupancy Agreement.
² https://ofslportal.residentportal.com/
³ Unlocked bedroom doors might be locked for the resident during the Winter Break by a facilities staff member.