

The last person out from this room was:

Your Name and Room Number

Please write the date and time when you departed for winter break.

Email your SA and set this sheet on the kitchen counter when you leave.

Your SA's email address is: _____



All residents and suitemates (when applicable) should work together to ensure each of the five winter closing steps have been completed. For any that are not, responsibility will fall to the last person out of the space. Each step has a \$10 charge if not completed correctly.

If no one is listed as the last person out, each roommate (suitemate, if applicable) will be charged \$10 for each concern.

Remember, those five steps include:

- 1. Unplug everything from outlets**
- 2. Take out all your trash and recycling**
- 3. Clean and clear out the fridge**
- 4. Latch windows and close the blinds**
- 5. Adjust heating to required settings**

These steps are important to ensure your room is secure, safe, and efficient while you are gone for break. Staff will be go through your room once you leave to check that each room is in good order.

Talk with your roommates and suitemates in advance to make sure that everyone helps in completing these tasks and too see when each person is leaving for break.