Christmas Break Departure Instructions

In order to ensure a quiet study environment during exam week, all residents are asked to leave the residence halls for the Christmas Break within 24 hours of their last exam, or by 10:00 a.m. on Wednesday, December 20, whichever comes first (exceptions made for car-pooling situations). The halls will completely close on the morning of the 20th and staff will be departing as well. Fines will be assessed for non-compliance.

Residence Halls will reopen at 10:00 a.m., Tuesday, January 2.

What to do before you leave:
1. **Clean your room.** Remove all Christmas decorations from the hallway and empty your room trash.
2. **Clean your shower.** Remember with bathroom check-ups in January, you will want your shower to be well on its way to passing with flying colors.
3. **Clean and unplug your room refrigerator.** Leave the fridge door open and set in your shower if it needs defrosting.
4. **Move plants** you want to be watered to your main lobby. (Water them well first. There are no guarantees they will be alive when you return!)
5. **Fish feeding:** If you have fish that will need to be fed, please fill out the following form online
   [https://docs.google.com/forms/d/1g2QVZ8oJg9DMTgL4K8LvIvQGFxQDvS9UIxhgvAmxKJM/edit](https://docs.google.com/forms/d/1g2QVZ8oJg9DMTgL4K8LvIvQGFxQDvS9UIxhgvAmxKJM/edit)
6. **Open curtains and close the windows.**
7. **Unplug** all plugs from outlets (with the exception of fish tanks. Fish feeding forms are available at the hall desk, for a nominal charge)
8. **Turn off all lights.**
9. **Lock your door!**
10. **Take your room keys and I.D., home with you** so you can get back in after break.

**NOTE:** The RA staff will do room checks after you leave, to ensure compliance with refrigerators, plugs, lights, and windows.

Leaving for interim and spring semester? If so...
1. Set up a time with your RD, or your RA for a final check out.
2. Clean the shower thoroughly.
3. Restore your room to its original condition.
4. Return keys during final check out.

Other Information...
1. Bikes still on the outside racks must be taken home or stored in the bike storage room.
2. Students who must leave their vehicles on campus over the break should park them in the East Beltline parking lot by the Nature Preserve, NOT the Kalsbeek-Huijenga-vanReken lot. Vehicles should not be left in any other parking lot on campus during the break.
3. The last meal served will be supper on Tuesday, December 19 at Commons. The first meal back will be supper on Tuesday, January 2, at Commons.

*Have a blessed Christmas break and a time of rest and rejuvenation!*

_-The Residence Life Staff_