

WINTER BREAK





INSPECTION CHECKLIST

Room inspections will take place during the Winter Break. Please ensure that the following checklist is completed before your departure. The Winter Break inspection checklist is in your student handbook.

YOU MAY RETURN TO RESIDENCE ON JANUARY 10TH 2016.



TASKS

-  **CLEAN BEDROOM AND COMMON AREAS**
(Kitchen & bathroom)
-  **PLEASE ENSURE THAT THE AREA DIRECTLY IN FRONT OF THE FAN COIL OR HEATING UNIT IS CLEAR** to allow any maintenance to change air filters.
(Failure to do so may result in an additional \$25.00 charge to be applied)
-  **ALL GARBAGE AND RECYCLING REMOVED** from suite & properly disposed of
(This includes alcoholic beverage containers)
-  **REMOVE ALL PERISHABLE FOOD ITEMS FROM THE REFRIGERATOR**
(Meats, milk, fruits, vegetables, etc.)
-  **ALL WINDOWS CLOSED AND SECURED**
-  **REMOVE ALL PERSONAL ITEMS** from sink/vanity, shower shelves & counters (This will allow housekeeping to complete proper cleaning)
-  **TURN OFF ALL LIGHTS**
-  **UNPLUG YOUR COMPUTER**
(In the event of a storm, this will protect your computer from a potential power surge)

DO NOT UNPLUG YOUR REFRIGERATOR.

ROOMS WILL BE INSPECTED WHILE YOU ARE AWAY OVER THE HOLIDAYS FOR GENERAL CLEANLIENESS & FOR ROUTINE CLEANING AND MAINTENANCE.

NOTE: If a Residence suite is left dirty during the holiday break (ie. dirty dishes left in the sink, garbage left behind in the kitchen and/or bedroom, open food in your bedroom, etc.) Residence staff will clean and/or remove these items from your suite immediately and you may be subjected to an additional cleaning charge payable when you return.



HAVE A SAFE & HAPPY HOLIDAY

