



Winter Break Closing Checklist

ALL ROOMS WILL BE INSPECTED FOR COMPLIANCE

To avoid fines and policy violations, do EVERYTHING on the list below BEFORE you leave:

- 🐾 Unplug EVERYTHING! Please pull plugs out for easy inspection. Remember alarm clocks, microwaves, TV's, computers, fridges (Arbor Park-just remove perishables) , power strips, etc.
- 🐾 **EMPTY, CLEAN** & Unplug your fridge and prop open the door 24 hours before you plan to leave. If you don't keep the door open it may mold. Place a towel under the door to catch the melting water. *It only takes a few minutes to clean!*
- 🐾 Close and lock windows and close your blinds.
- 🐾 Remove any window decorations / coverings.
- 🐾 Remove all perishable foods and any and all personal belongings from the living space, bathrooms, or other common areas (to allow custodial staff to deep clean over the break). **Please make sure you have everything including clothes, medicine, wallet, electronics, phone, phone chargers, and books.**

\$35 FEE PER TIME TO ACCESS YOUR ROOM BEFORE JANUARY 7.

- 🐾 Empty and remove **ALL** trash/recycling. *You will be charged if you leave trash!*
- 🐾 Pick personal items up off the floor. *(Should there be any leaks or issues with pipes during the break, this will help protect your personal items from water damage).*
- 🐾 Turn your heat down to the lowest setting.
- 🐾 Report work orders through the Portal if you haven't done so yet.
- 🐾 Turn off the lights and lock the door.
- 🐾 **In a double by yourself?** Make sure your room is roommate ready to avoid single/higher room charges. A new roommate should have a clean space free of belongings and décor. Furniture needs to be arranged for practical use for a new roommate (e.g. un-bunk beds - no other furniture combined in any way). Floors should be clear and clean. One half the room needs to be completely clear of your belongings. Remove all trash from the room.

Note: ALL ROOMS WILL BE INSPECTED FOR COMPLIANCE.

Residential Violations will be documented and you will be charged accordingly.

Good luck on finals and have a great Winter Break!

If you have any questions, please see any hall staff member!



Winter Break Timeline



WOU PORTAL



BREAK DETAILS

5 PM FRIDAY DEC. 8 through NOON SUNDAY, JAN. 7

- 12/5** SIGN UP ON THE PORTAL BY 4 PM TO STAY. **CHARGE TO STAY: \$250** (No charge for Arbor Park Residents) **You will stay in Landers Hall. Single rooms are available.** **NOTE: NO Foodservice during the break.** Caffe Allegro & "C" Store open in WUC (except during campus closure – see below).
- 12/5** REQUEST LIMITED OCCUPANCY IN YOUR ROOM. (4 pm deadline. Higher rates apply).
- 12/6** COMPLETE ROOM CHANGES. (5 pm deadline. Follow Room Change Form Guidelines)
- 12/08** **HALLS CLOSE AT 5 PM!** Take all belongings with you that you will need during the break. \$35 per access fee to enter your room before January 7, 2018. **IF YOU HAVE SPACE IN YOUR ROOM - MAKE SURE YOUR ROOM IS READY FOR A NEW ROOMMATE.**
- DEC 22-JAN 1** **CAMPUS CLOSURE - NO BUSINESS**
- JAN 3** **NOON DEADLINE FOR MEAL PLAN CHANGE REQUESTS.** Email requests to: housing@wou.edu
- WITHDRAWING?** **4:00 PM DEADLINE FOR MOVING OUT.** Start with a petition, contact housing: housing@wou.edu, 503-838-8311
- JAN 7** **HALLS OPEN AT NOON.** Returning students will have access to their rooms by Noon.

Students who move out on or after January 7th will be charged (at least) for the first 10 days of Winter term.

Have a G-R-E-A-T Winter Break!