



# Winter Break Getting Ready!

On Saturday, December 17, 2016, at 10:00 AM, campus residence halls (excluding Wada, Channing Bowditch, Garden Village, New Sequoia and Max Martinez Apartments) will be closing for the winter break and residents must leave the buildings by this time or a charge of **\$100 per hour** will be assessed along with potential conduct sanctions. Unfortunately, **no exceptions** can be made for you to remain beyond that date.

Please note the apartments listed above do not close and will remain open for residents of those facilities. **Max Martinez residence hall rooms do close for break** and residents of that area are required to leave during that time.

For safety and security reasons, **residents will not be allowed to enter** closed halls over the break to retrieve or deposit personal articles. Unless you are permanently moving out of housing (not returning in spring), you do not have to take all of your belongings with you, only what you need for the break. For those buildings with card access, your card will no longer allow you entry once we close and all other building/gate entrance locks will be changed for the break period. Your access will be restored when we open for spring.

## Winter Closing Room Checklist:

- o Return furniture taken from study lounges or other public areas. (just a reminder, it is against housing policy to remove furniture from the common spaces).
- o Return plates, dishes, cups and utensils to Cal Dining.
- o Remove all perishable food from your refrigerator and all garbage/recycling from your room/suite to your hall's designated collection area. Failure to remove trash items that may attract pests will result in you being charged.
- o Remove all door decorations (remove all items, other than your hall staff issued door tags/name tags).
- o Pick up all debris and paper from the floor and empty waste basket.
- o Vacuum the carpet; (vacuums can be checked out from the Security Monitor's Booth or Unit Office).
- o Turn off radiators or heating units; (thermostatic valve set to "0" or "\*")
- o Conserve energy! Turn off and unplug room lights, computers, alarm clocks, timers, televisions, power strips cords, etc. (**but please do not unplug your refrigerator**).
- o Secure your bicycle in your room or take it back home.
- o Check your mailbox and pick up packages from the mailroom.
- o Remove valuables from your room and take them with you. Although we take every precaution to avoid theft in the halls over the break, we cannot guarantee the safety of your items.
- o Close windows and curtains/blinds/shades; **make sure you lock your room door.**
- o Take important items such as medication and travel documents as you will not be allowed back into the building once we close for the break.

- Note: (1) Every room will be inspected by hall staff after closing to ensure compliance with these check-out procedures.  
 Note: (2) The University is not liable for damage caused to personal property by electrical surges or spikes.  
 Note: (3) Gasoline-powered vehicles will be immediately impounded by UCPD if stored within 10 feet of the building.  
 Note: (4) If you are expecting a new roommate, prepare by placing all of your items on your side of the room.

If you have additional questions, please contact your Unit Office. We wish you success on your final examinations and a safe winter break. We look forward to your return when the halls **re-open on Thursday, January 12, 2017 at 8:00 AM.**