WINTER BREAK 2021
CLOSING PROCEDURES
ATLANTA CAMPUS

IF YOU ARE RETURNING TO YOUR CURRENT ASSIGNMENT IN JANUARY

Before you leave:
◊ Remove all trash and opened/uneaten food not kept in your refrigerator. Please, do not unplug refrigerators, but dispose any items that are or will expire over break.
◊ If you have items/furniture in front of your heating and cooling unit, please move them away from the equipment. Campus Services will be completing preventive maintenance on these units during break. As a general reminder, furniture and other items should not block these units at anytime.
◊ Pack all items you will need for the break. Include all medications, school materials, important documents, mail, etc.
◊ Lock all windows and doors.
◊ Close blinds and window shades.
◊ Unplug all electrical items (except for your refrigerator). The University will not assume responsibility for damages resulting from potential power surges.
◊ Turn off all lights.
◊ Consider taking valuable or difficult to replace items with you.

IF YOU ARE NOT RETURNING TO YOUR CURRENT ASSIGNMENT IN JANUARY

Before you leave:
◊ Remove all trash, recycling, and compost that you wish to dispose. Note that non-compostable food containers should be recycled separately. Please use available receptacles nearest to you.
◊ If you have items/furniture in front of your heating and cooling unit, please move them away from the equipment. Campus Services will be completing preventive maintenance on these units during break. As a general reminder, furniture and other items should not block these units at anytime.
◊ Pack all items that belong to you. Include all medications, school materials, important documents, mail, etc.
◊ Lock all windows and doors.
◊ Close blinds and window shades.
◊ Turn off all lights.
◊ Locate your building’s Express Check-out location. Complete the information on the check-out envelope, place keys inside, seal the envelope, and place in the Express Check-out Drop Box.

ADDITIONAL NOTES AND REMINDERS
◊ Stay safe and mindful during closing, do not leave items unattended in vehicles or in the hallways.
◊ Residence hall staff will be conducting room safety checks at closing. Unapproved items may be confiscated.
◊ Atlanta Campus halls, houses, and lodges will reopen at 10am on Sunday, January 9th.

WE HOPE YOU HAVE A SAFE AND RELAXING BREAK!