WINTER BREAK 2021
CLOSING PROCEDURES
CLAIRMONT CAMPUS

IF YOU ARE LEAVING CLAIRMONT FOR AN EXTENDED PERIOD OR TIME

Before you leave:
♦ Remove all trash and opened/uneaten food not kept in your refrigerator. Please dispose of any items that are or will expire over break.
♦ If you have a vacant room in your apartment, consider cleaning and organizing shared spaces to offer a welcoming environment for the incoming resident.
♦ 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.
♦ Set your thermostat to 68°, auto fan, heat.
♦ 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.
♦ 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.
♦ Set your thermostat to 68°, auto fan, heat.
♦ After you have finished removing your items from your apartment, go to the Express Checkout location at the Clairmont Tower Service Center. 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.
♦ An additional recycling container will be placed next to Clairmont Tower for larger items.
♦ Clairmont staff will be conducting vacant room checks at closing. Campus Services staff will be cleaning vacant rooms before and through Winter Break.
♦ New residents to the Clairmont Campus may check-in at 10am on Sunday, January 9th.

WE HOPE YOU HAVE A SAFE AND RELAXING BREAK!