

CLOSING CHECKLIST for RESIDENCE HALLS

Winter Break 2023

**ALL RESIDENTS MUST BE OUT OF THE BUILDING BY
2 pm, ON FRIDAY, DECEMBER 15, 2023.**

All residents in the room/suite must complete the items below BEFORE leaving for the Winter Break. Failure to do so may result in charges for health & safety concerns.

If you need to stay after 2 pm on 12/15/23, you must complete a [License Extension Request form](#) by Wednesday, December 6, 2023, at 4 pm. You will be notified if your request is approved. Please email jaclyn.gordienko@sjsu.edu for access to the form.

- ☐ **Any vacant space** in your room must be clean and ready for a new occupant arriving in Spring.
- ☐ **Leave room/common areas clean** & presentable with floors cleaned/vacuumed.
- ☐ **Discard trash** properly – use the dumpsters outside the building for large amounts. Trash bags are available at the Courtesy Desk.
- ☐ **Turn off lights, heater/AC.**
- ☐ **Close and secure windows.** Curtains on the first floor are to be closed and curtains on upper floors are to remain open.
- ☐ **Living items that need care, such as plants, must go with you.**
- ☐ **All bikes** must be removed from the patio or bike racks and either kept in your room the break or taken with you.
- ☐ **Holiday decorations** must all be removed from doors and inside of room.

Remember to take your phone & charger, plane tickets, bank card, medications, and other needed items when you leave.

No access will be available to retrieve these items once the halls have closed for winter break.

Residence Halls will re-open for Spring semester on Sunday, January 21, 2024 at 12pm Noon.