

## **Brock Suites – Checklist for short-term departure (4+ consecutive days) (Gateway)**

Here's a checklist of what you need to do before you leave:

- Remove all perishable items (things that will go bad after a few days) from Brock supplied fridge; leave frozen items in freezer; leave unit on
- Leave frozen items in personal freezer; leave unit on
- Remove all perishable items (things that will go bad after a few days) from your personal fridge and wipe it clean. You don't have to unplug it or shut it off unless you want to do a full clean/defrost. If so, leave the door open and place a towel under door to catch water
- Tidy and clean the unit washrooms, kitchen and living room (*be sure to report to the Service Desk if you have leaky taps or a running toilet*)
- Tidy and clean your room (vacuums are available at the East Service Desk)
- Take out all garbage and/or recyclables and dispose of it into the proper outside dumpsters
- Unplug all electrical devices (including small appliances, computers, hair dryers, straighteners, holiday lights, clock radios/alarms, etc.)
- Securely close and LOCK all windows throughout the entire suite and your bedroom; pull blinds fully across windows and close to cover windows
- Turn the thermostat down to the lowest setting, set the fan to AUTO and **leave it on HEAT mode**
- Turn off ALL lights in your bedroom and throughout the suite
- LOCK your bedroom door and suite door (ensuring it is shut tight behind you) and take your keys home with you (and remember to bring them back with you when you return, so you can get back into your unit!)