

DeCew Residence – Checklist for students returning for Winter Term

Here's a checklist of what you need to do before you leave for the break: *(so that you have something nice to return to and to avoid charges for us having to clean it up for you!)*

- Remove all perishable items (things that will go bad after a week!) from your fridge and wipe it clean. You don't have to unplug it or shut it off unless you want to do a full cleaning and if you do, leave the door open and place a towel under the front edge of the fridge
- Remove all your personal items from the floor washrooms so we can scrub them down over the break
- Tidy and clean your room (vacuums are available at the North Service Desk)
- Take out all garbage and/or recyclables and dispose of it into the proper bins in the lounge
- Unplug all electrical devices (including computers, hair dryers, straighteners, holiday lights, clock radios/alarms, etc.)
- Securely close and LOCK shut both the middle and top windows in your bedroom (basement rooms pull down window and lock); pull the shade down to cover the window
- Turn off ALL lights in your room
- LOCK your bedroom door (ensure you shut it tight behind you) and take your student card home with you (and remember to bring it back with you in January, so you can get back into your building/room.)

***Ensure that you have taken everything you will need over the break (be sure to include your passport, medication, health card, license) as you will not have access to your room again until January!*