

Earp 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
- Tidy and clean your washroom *(be sure to report to the Service Desk if you have leaky taps or a running toilet)*; shut off the bathroom lights and lock the door
- 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 bins in the garbage room
- Unplug all electrical devices (including computers, hair dryers, straighteners, holiday lights, clock radios/alarms, etc.)
- Securely close and LOCK shut both the inside and outside panes of the window in your bedroom, pull blinds fully across windows and close to cover windows
- Turn thermostat to 16°C
- Turn off ALL lights in your bedroom (closet and ceiling)
- LOCK your bedroom door (ensure you shut it tight behind you) and take your student card/keys 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!**