

## Village 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 Brock supplied fridge; leave frozen items in freezer; leave unit on *(we will be opening your fridge to ensure this step has been taken)*
- Leave frozen items in personal freezer; leave unit on
- Remove all perishable items (things that will go bad after a week!) 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 (vacuum)
- Take out all garbage and/or recyclables and dispose of it into the proper outside garbage or recycling dumpsters
- Unplug all electrical devices (including small appliances, computers, hair dryers, straighteners, holiday lights, clock radios/alarms, etc.)
- Securely close and LOCK shut all windows throughout the entire unit and your bedroom; pull blinds fully across windows and close to cover windows
- Turn the thermostat to 60°F(16°C), set the fan to AUTO and **make sure to leave it on HEAT mode**
- Turn off ALL lights in your bedroom and throughout the unit
- LOCK your bedroom door and unit door (ensure you shut it tight behind you) and take your keys home with you (and remember to bring them back with you in January, so you can get back into your unit.)

***\*\*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!***