Departing for Winter Break Checklist

Clean & Prep

□ Clean room, bathroom & shared spaces
□ Remove trash, recycling & compost
□ Remove all perishable/open food
□ Lower thermostat: 65°F / 18°C minimum
□ Close & lock all windows, including bathrooms
□ Close blinds/shades
□ Check that no water is running
□ Turn off all lights
□ Lock all doors, including suite bathrooms
□ Unplug electronics (except mini-fridges)
□ Remove all items from floors to prevent potential issues (e.g., flooding, pests).

Take With You — You won't have access during break

□ Passport, valuables, medications & other essentials
□ Personal items from hallways/public spaces
□ Spider Card — needed to access your room after break!

New Roommate / Suitmate / Apartment-mate?

□ Prepare shared spaces for their arrival - bed, desk, & storage should be cleared
University Facilities will not enter to clean.

Downsizing?

□Donate unwanted items:

- Rethink Waste: Donation bins in residence halls/areas
- Goodwill: Collection box between Marsh & Moore Halls
- Spider Exchange: Donate items through the Spider Exchange

□ Off-campus storage: Third-party storage options available

Learn more: Rethink Waste Website + One Card Services Website

RICHMOND Campus Life
RESIDENCE LIFE & HOUSING