

WINTER BREAK PREP GUIDE

All you need to know about preparing for Winter Break!

SAFETY DURING THE BREAK

- Utilize the Live Safe app
- Do not allow people into the building unless you know them.
- Escort any guests you bring to campus.
- Keep your room door locked any time you are not in the unit.
- Do not leave valuable items in your car (phones, keys, money)
- Report any suspicious people to Police/Public Safety. (704-687-2200)

WHO TO CALL DURING THE BREAK

During winter break, the loan key desks are not open 24/7. If you need assistance including lockouts, contact the RA on Duty.

- Wilson: South Village RA: 980-259-1615
- Belk: North Village RA: 704-280-2010
- Martin: East Village RA: 704-618-9591
- Police/Public Safety: 704-687-2200

PARKING

Pack everything in your room first before moving your vehicle to a loading zone. Parking in loading zones is limited to 15 minutes. (Please contact PaTS to receive permission to park while loading.) Please DO NOT block, park, or stand in Handicap or Reserved spaces for any amount of time without the appropriate credentials, even if the vehicle is attended and/or running. These spaces carry a fine of up to \$250. For questions regarding parking, Call PaTS phone number is 704-687-0161.

DISPOSAL OF TRASH

As you dispose of trash, please take it to the trash room or dumpster. Any garbage left in rooms or hallways will result in the area being charged. Please help out the housekeepers and clean up after yourself!

MAIL

Please visit the Mail Center for instructions on how to ensure that your important mail and packages get to you! If you are not returning to campus for the spring semester, please coordinate having your mail forwarded, which can be submitted online.

DINING

For the most up-to-date information on food services, check [Dine on Campus](#).

24-HOUR QUIET HOURS DURING FINALS

Twenty-four hour Quiet Hours will begin on Dec. 2 at 7 p.m. Failure to abide may result in disciplinary action.

SAME ROOM FOR THE SPRING?

- ☐ Take out trash and perishable items
- ☐ Clean your bedroom and common spaces
- ☐ Ensure room is "roommate ready"
- ☐ Close and lock windows and doors
- ☐ Take plants and/or pets home
- ☐ Turn off lights
- ☐ Close blinds
- ☐ Hold on to your keys. You will need them for when you return
- ☐ Initial the ½ sheet when you leave (if leaving for the break)

Additional Reminders

If you are returning for spring, you do not need to move out. Also, our residence halls do not close over break so you may come and go as you please.

All rooms, including those being occupied over break, will be checked between Dec. 12-14. Residents will need to complete the winter break checklist posted on their door prior to Dec. 13 to ensure they are not charged for trash removal or needed cleaning.

Be sure to remove any items stored in your community kitchen and refrigerator. All fridges will be emptied between December 12-14. If you have a need to store food over the break, please contact your REC by Dec 10 for additional instructions.

GETTING YOUR ROOM "ROOMMATE READY"

Please be sure that your room is "roommate ready" before you leave for break (even if there are no currency vacancies in your room as that can change over the break). Staff will be coming to verify this. If the room is not "roommate ready," you may be asked to come back, be charged, and/or face disciplinary charges. Make sure (if there already is a vacancy) there is an empty bed, desk, wardrobe and/or dresser.

Lastly, ensure the entire unit is clean. Be sure that the floors are vacuumed/swept, desks are wiped off, and bathrooms, living rooms, and/or kitchens are free of soap scum and counters are wiped-off. A vacuum is available for student use and can be checked out at the hall office.

QUESTIONS ?

If you have questions, please contact your REC/RA.

WINTER BREAK MOVE-OUT GUIDE

Checking out of your current space? Here's all you need to know!

MOVING OUT OF YOUR SPACE?

- ☐ Remove all of your belongings
- ☐ Clean your bedroom and common spaces
- ☐ Turn in your keys via Express Check-out (check-out via appointment is also available)
- ☐ Initial the ½ sheet on your door
- ☐ Be out by your designated time:
 - Graduating residents: Sunday, Dec. 14 by 9 a.m.
 - Residents moving off campus: Friday, Dec. 12 by 12 p.m.

FAILURE TO CHECK OUT

If you fail to check out of your current room by your respective deadline, your locks will be changed (at your expense) and you will be charged \$150 for each day or partial day until you are out.

CLEANING AND DAMAGE RESPONSIBILITY FORM

To clarify who is responsible for any damage, use the [Cleaning and Damage Responsibility Form](#). If all roommates agree and sign the form with the specifics listed, it allows only the responsible and appropriate resident to be charged.

CHECK-OUT PROCESS

Express Check-out is the fastest and easiest way to check out of your room. You may leave any time before your required move-out time. A staff member does not have to be with you when you leave.

You fill out the information on the Express Check-out envelope, place your room key in the signed envelope, and drop the sealed envelope in the Express Check-out box located near your area's front lobby. The room will be inspected after you leave.

Checkout via appointment is available if you wish to be present during the room inspection, and can be done by scheduling an appointment at the front desk of your area

DONATIONS

If you have items you would like to get rid of, donation bins are available in your area's main lobby. Items to donate in the bins: clothing, shoes, accessories, books, linens, dishes & housewares, storage crates, non-perishable food items, unused toiletries. We cannot accept open food items, cleaning products, mattress toppers, comforters, or pillows.

QUESTIONS ?

If you have additional questions, please contact your REC/GHA or RA.