To Do & Cleaning Checklist

- Turn heaters off to avoid condensation build up in the units.
- Vacuum your bedroom floors and dust the furniture.
- Put personal belongings away.
- Take home valuable items such as computers, electronics, important documents, and medication.
- Keep vacant spaces open and clean. If we have to remove your belongings that are occupying another space, you will be charged and risk those items being donated.
- Unplug alarm clocks, devices, small appliances, or electronics to avoid power surges.
- Sweep, vacuum and mop bathroom floors. Disinfect and scrub shower and toilet areas. Clean vanity, sink and mirrors. Dispose of trash in bathroom.
- Wash dishes and dispose of all open containers and food. Clean and wipe down counters and appliances.
- Please remove all holiday decorations from the walls, doors and windows. This includes spray-on snow and decorative lights. Unplug lights.

Refrigerators

- If you have a small refrigerator, please defrost the refrigerator outside so the water does not leave a stain on the carpet. To avoid your refrigerator from being stolen do not leave refrigerator outside for a prolonged period of time. Clean and wipe down the refrigerator and leave unplugged until you return.
- Apartment refrigerators need to be cleaned out, all food/beverages (including frozen food) removed and taken home, donated, or disposed of. The University will not reimburse residents for food lost due to the scheduled power outage. The apartment refrigerators do not need to be unplugged.

Trash & Recycling

- Bring Christmas trees to the dumpsters and place them next to the dumpster, not in the dumpsters themselves.
- Throw away all garbage and recycle as needed inside and outside of your unit.
- Pick up newspapers outside of your apartment and recycle. Call your newspaper subscription service and have them not deliver your papers until you return.
- Use the dumpsters located in the parking lot of your Village.

Scheduled Power Outage

- There is a planned power outage during the break. Please make sure you clean out your refrigerators and freezers and do not leave food over the break. Housing will not reimburse residents for spoiled food. We also recommend unplugging smaller appliances (not apartment refrigerator, dishwashers, or ovens) and other electronics to avoid power surges.

Safety & Security

- Please make sure all windows and all doors are all locked. If your lock is not working, please place a work order for Facilities to fix the lock before you leave.
- Bring your bike into your unit from the outside.
- While you are packing the car, keep your car and house doors locked to discourage theft.
- Always keep your ID card in your possession and do not allow others to use for access.
- Close window blinds and curtains and cover up or put valuable items in closets or out of plain view.

Textbook Rentals

- Don’t forget to return your textbook rentals to the SSU Bookstore before 4:30 p.m. on December 18. If book(s) are left in a residence and not returned by the due date, Housing Services, Residential Life and the Bookstore staff will not retrieve them nor will Housing Services or Seawolf Services issue a temporary card to non-occupants, family members or friends to retrieve the book(s).
Vacant Spaces & Room Inspections

- If you have a vacancy in your apartment/suite/bedroom, we will expect that space be available for a new student or student doing a room change. The room should be presentable and clean. Personal belongings should not occupy the vacant space.
- University staff will be inspecting rooms for cleanliness and damages over Intersession break. This helps us determine if spaces are unsafe and/or unhealthy. If your residence is found this way, you will be expected to return it to a “healthy and safe” condition. In preparation for a student assigned to your residence, University Housekeeping/Facilities may clean your space and a charge applied to your account. Policy violations will also be recorded and forwarded on to Residential Life.

Intersession Housing & Spring 2016

In order to return to campus prior to the official Spring contractual date of January 21, you **MUST** register for Intersession Housing by 4:00 p.m. on December 10 through the ResidentWeb. If you register after December 10, you will be charged a $30 late fee posted to your Spring account. Only residents continuing from Fall to Spring are allowed to register for Intersession housing.

The Residential Community will reopen for Spring on January 21. If you need to retrieve an item from your room, you will need to contact Housing Services for permission. **If you are found to be staying on-campus during Intersession without proper authorization, you will receive and policy violation and may jeopardize your ability to live on-campus next year.**

Parking

- If you plan on leaving your car on campus over break, you **MUST** register your car at parking@sonoma.edu with Police and Safety Services.
- The parking lot by Police Services (near Sirah) and the corner of Beaujolais lot (Madeira and Loire) by the athletic fields are in low line areas and could flood. Move your car to other residential parking lots less likely to flood.
- Avoid parking your car under the Eucalyptus trees in case branches break off during a storm.
- Move your car if you happen to be parked over a drain in case it needs to be cleared of leaves and debris.

24 Hour Quiet Period Begins at 11:59 p.m. on Friday, December 11!

Sanctions for policy violations are more strict during finals week and could result in a resident’s license agreement being terminated.

Residents are not allowed to have overnight guests during finals week.

Good luck on finals and happy winter!