SUBJECT: Spring break reminders

Hello residents,

I hope your semester is going well and that you are preparing for a well-deserved spring break. Your building does not close, and you are welcome to stay on campus for spring break; however, I know that many of you will choose to leave. If you leave for the break, please prepare your room to be empty for the break by completing the tasks below.

**Departing for Spring Break Checklist:**

- Pack all essential items (medication, passport, fish, needed electronics, chargers, etc.)
- Take your UGACard (you will need this when you return)
- Clean room/apartment as best as possible
- Take all trash to the dumpster
- Close and lock all windows and lower the blinds
- Remove all perishables from the refrigerator and the room
- Unplug everything except for your refrigerator
- Put the thermostat on heat at 68 degrees or lowest setting (if applicable)
- Turn off all lights
- Lock your door(s)

University Housing staff may enter to conduct a quarterly health and safety inspection and to ensure you have followed the steps listed above.

I hope you have a wonderful and safe spring break. Do not hesitate to contact your community office should you have any questions or need additional information.

Sincerely,

Shari Crandall
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