



## Before Leaving for Winter Break....

- Make sure all water faucets are turned off to prevent water damage.
- **Make sure AC units in the apartments (Upper-class housing) are turned to auto.**
- Turn room lights off. Close the shades/blinds and **lock all windows and doors.**
- **Make sure to remove all clothing from the laundry room.**
- Empty trash and recyclables.
- **Unplug all electrical equipment EXCEPT full-size refrigerators.**
- Empty and clean your refrigerator. Personal refrigerators should be unplugged with the refrigerator door left open to prevent mildew. Full-size refrigerators in apartments can be kept plugged in.
- Take home any passports, travel tickets, medications, and any valuables.
- **Bring your bicycle inside.** It is more secure if you put it in your room.
- Submit a Work Order for any maintenance or facilities concerns in your room so that they may be addressed by staff during the break.
- Make sure that common spaces are clean and ready in the event that a new resident moves in. Students living in suites and apartments may receive a new suitemate or apartment-mate for Spring 2023.
- If you are not returning or Graduating LaGrange College, you will need to complete the [Student Not Returning Form](#).