



BOSTON COLLEGE

Division of Student Affairs

OFFICE OF RESIDENTIAL LIFE

Fall Closing Reminder:

Students must vacate their housing for the winter break period **24 hours after their last exam OR by 5:00 PM Thursday, December 19, 2019** (whichever comes first). Students returning to their room for the spring semester do not need to move-out. *Students not returning to their room for the spring semester must completely move-out prior to departure.* Contact your Resident Director with questions.

Before you leave for break, please do the following:

- All rooms need to be **clean** and **organized** when students leave for break. **Residential Life staff will enter all rooms during break to confirm that the following procedures have been followed.**
 - ❑ **Remove** all perishable items
 - ❑ **Clean** all areas of the room and remove all trash to the trash receptacles
 - ❑ **Unplug** all electronics, including surge protectors, from outlets **EXCEPT REFRIGERATORS!**
 - ❑ **Submit any work orders** that you are aware of for your room
 - ❑ **Turn off** all lights
 - ❑ **Close and lock** all windows, draw down the blinds, and ensure doors are closed and locked.
- **PRINT your name at the bottom of this form upon leaving** so that we know you have departed for break and can begin our closing processes. Printing your name indicates that you will not be returning until after break and your residence hall access will be turned off. All residents of a room/apartment are required to do this prior to departure. If someone forgot to print their name, the last person should indicate no one is remaining.
- **Take all valuables with you** prior to departing, especially medication, passports, etc. **You will not be able to enter your room to retrieve items over the winter break period.**
- Failure to leave your assignment clean, organized, or to complete any of the following procedures, could result in an improper checkout fee or referral to the student conduct process.
- If you have any questions prior to departing for winter break, please reach out to your RA, RD, or email transitions@bc.edu for assistance..

If You Are Moving Out:

- **Schedule** an official Check Out Appointment with your RA or RD prior to leaving

Building: _____ **Room Number:** _____ **# of Residents:** _____

Printed Name of Resident

Date and Time Resident Departed

Printed Name of Resident

Date and Time Resident Departed

Printed Name of Resident

Date and Time Resident Departed

Printed Name of Resident

Date and Time Resident Departed