

Resident Break Checklist

All residents must complete these items before leaving.

- Empty out all wastebaskets and remove all food items in resident rooms. Take all garbage to the dumpster.
- Remove and wash sheets and towels from resident rooms and bathrooms. This is an appropriate time to wash linens and let mattresses air out for the break.
- Unplug all electrical appliances in resident rooms (i.e. TV, stereo equipment, video game consoles, computer equipment, cell phone chargers, etc.).
- Remove all food from refrigerator in common kitchen area.
- Remove personal items from common kitchen, laundry room, study room and other public areas of the house.
- Close and lock windows, blinds and turn off lights.
- Lock door behind you when you leave the room.