

BEFORE DEPARTING FOR WINTER BREAK

- Dispose of any perishable items
- Remove all **TRASH** from your room and dispose in area dumpster
- Unplug all electrical items in room, this includes fish tanks and refrigerators. Power surges and/or outages can occur over the break
 - Defrost and clean personal refrigerators - Use towels to soak up the water from ice melting. This does not apply to Housing refrigerators provided in Osprey Village.
 - Clean fish tanks
 - Take fish home
- Clean or remove any dirty laundry, including bed linens and bath towels
- Remove all personal items you will need for the duration of winter break (December 11, 2009 – January 3, 2010). This includes, but is not limited to, clothing, toiletries, computer equipment, gaming systems, medication, plane tickets, holiday gifts, etc. While Osprey Hall, Osprey Landing, Osprey Crossings, Osprey Cove – Building T & U and all first-year rooms within Osprey Fountains are closed, no one will be permitted within these housing areas.
- Clean any open bed space within your room/apartment. Any vacancies in your room/apartment will be filled with new resident(s) checking in on Sunday, January 3rd. Each new resident is entitled to a bed, a desk, a desk chair, a chest-of-drawers/wardrobe, closet space and space within the bathroom and vanity sink area and/or kitchen.
- Residents of **Osprey Crossings, Osprey Landing and Osprey Cove – Buildings T & U** :
Remove the following items from the tile floor area in and around your closets and vanity sink area, including, but not limited to: dressers/chest-of-drawers and any personal items (clothing, shoes, boxes, refrigerators, etc.). Personal items can continue to hang in closets and/or be placed on carpeted areas of the room.

During the winter break UNF Housing & Residence Life staff members will enter all rooms to complete necessary floor maintenance, including cleaning and waxing the tile floors (excluding bathrooms).
 - Remove dressers/chest-of-drawers from tile floor
 - Remove personal items from tile floor (clothing, shoes, boxes, refrigerators, etc.)
- Close window blinds and lock all windows
- Turn off all lights
- LOCK YOUR DOOR**

Please note: During Winter Break Housing & Residence Life staff will enter all rooms/apartments to complete necessary maintenance and/or complete Health & Safety Inspections