24-HOUR QUIET HOURS
START ON WEDNESDAY, DEC. 9TH AT 11:00 P.M.

Please be respectful of others during finals time and control noise by:

• Keeping your door closed
• Using headphones when listening to music
• Avoid having conversations with friends or on the phone in the hallway
• Turning down the ringtone volume on your phone
• Not yelling or talking loudly in the community bathrooms
• Not vacuuming between 11 pm and 10 am
• Not slamming doors

*if you are not returning for the Spring semester see the move-out procedures at www.life.arizona.edu/move-out
SECURITY TIPS

Theft tends to increase during finals week and building closing. You can decrease opportunities for theft by:

• Keeping your door closed and locked
• Not leaving your property unattended (in the hallways, lobby, at the curb, etc.)
• Locking your car and putting as many things as possible out of sight in the trunk
• Writing your name on a specific page in all your books
• Not leaving your backpack unattended (in study rooms, the library, etc.)
• During the winter break, you may store your bike in your room

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YOU MUST DEFROST YOUR FRIDGE

- Unplug refrigerator
- Take out all food
- Place a towel under fridge
- Carefully tip the fridge back against a wall so that the water will collect in the bottom of the fridge and not leak out onto the carpet
- Leave door open
- After ice has melted, empty water from box (it may take a day or so, plan accordingly)
- Clean and rinse with a mild soap (do not use sharp objects to clean as they may cause damage)
- Dry out refrigerator interior, leave door open and leave unplugged

**NOTE:** If water is on the carpet, the custodial staff must be called to clean the carpet and the resident(s) will be charged for cleaning. **Failure to properly clean and defrost your refrigerator, could result in your room being documented for not complying with this request.**

Residence Life

www.life.arizona.edu/winter

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WINTER CLOSURE PROCEDURES

Dates

• **Wednesday, Dec. 9th at 11 pm:** 24-Hour Quiet Hours begin

• **Monday, Dec. 14th – Friday, Dec. 18th:** Student Union Finals Week hours

• **Friday, Dec. 18 at 5 pm:** All halls will be closed (except those who have been approved and are living in Winter Break housing).

What to Do

• You must check-out within 24 hours after your last exam
  - If you need more time for academic purposes, pick up an extension request from the front desk and submit in writing to your CD by **Wednesday, Dec. 9th**

• Sign up for a check-out time with your RA at least 48 hours before your actual appointment
  - If a change is needed, contact your RA immediately

• Complete the Check-Out To Do List before your scheduled time

• If you are not returning in the Spring - Check out at your assigned time with your RA, which includes signing your Room Condition Report and returning your keys

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STUDENT UNION HOURS

The student union will be open for food service from 6:30 am to 10:00 pm

Check out union.arizona.edu for updates

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FILTER CHANGE OUT

Residence Life will be doing a safety check and change out of the fan coil filter in the heating and cooling unit in your room.

• Move your belongings from around your heating or cooling unit in your room, DO NOT leave items on or within four feet of the unit.

• Units are scheduled to be serviced over the upcoming Winter Break, 12/18/2015-1/12/2016.

• Should maintenance staff be unable to access your unit, your room will be charged $25 because of the necessary return visit.

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WINTER CLOSURE
TO DO LIST

• Clean and vacuum your floor
• Remove all your trash/recycling from the building and place in appropriate containers
• Close and lock your windows and leave blinds open (except for rooms on the first floor, please keep blinds closed)
• Defrost and clean your refrigerator, then leave it unplugged and door open.
• Unplug Nestle water cooler
• Turn A/C and heat off
• Turn Lights Off
• Check out of your room during your assigned time

www.life.arizona.edu/winter
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