

Residential Life Staff Break Guidelines

Fall and Winter Breaks

- ♦ Fall and Winter Breaks are not considered as official break periods for Residential Life Staff. RA's are to request time away if they are leaving for the fall/winter breaks. Duty coverage will still be available during the break periods by both RA's in the halls and the RD on duty.
- ♦ Fall Break: October 16th – October 20th, classes resume October 21st
- ♦ Winter Break: February 12th – February 16th, classes resume February 17th

Thanksgiving Break

- ♦ Thanksgiving Break is considered an official break period. RA's are allowed to leave after 9am on Thursday, November 26th and are to return to their hall by the time duty begins on Sunday, November 29th.

Christmas Break

- ♦ Halls officially close at 5pm on Friday, December 18th. Hall RA's may leave once the building has been checked to ensure residents have left their rooms according to Christmas Break checkout guidelines. Hall RA's have the option of staying to Saturday, December 19th.
- ♦ Cottage RA's are able to leave once all the residents of their cottage have left and the cottage has been checked out by the NC or Cottage Coordinator to ensure that residents have left their cottage according to Christmas Break check-out guidelines.
- ♦ All Hall and Cottage RA's may return to campus on Friday, January 8th. RA's must be back by Saturday, January 9th at 12:00pm (noon). In-hall or neighborhood training will begin in the afternoon on Saturday, January 9th.
- ♦ Residence halls open at noon on Sunday, January 10th.

Spring Break

- ♦ This is considered an official college break and RA's do not need to request time away. Residence Halls will remain open during spring break. Cross-campus duty coverage may be arranged with some RA's on a voluntary basis. The RD on duty and Campus Safety will provide additional coverage.
- ♦ Spring Break begins Friday, March 19th and ends Sunday, March 28th.



The RA “How to” on “Checking Out Your Residents”

- Make sure to post the RA Check Out Schedule in advance and contact residents who you know have not signed up for a check out time.
- The Room Condition Reports (RCR) will be given to you before check out begins. Keep these in a safe spot.
- **TAKE YOUR TIME!** It is very easy to feel rushed during check out. If you take things in stride, you will make fewer mistakes and things will run smoothly.
- **BE ORGANIZED!** If you have everything in order before check out begins and have informed your residents of check out expectations, you will have fewer headaches in the end.
- When walking through a room during check out, be very thorough. Use the RCR as your guide and check each item in the room.
- Residents must be charged for any **damages** for which they are responsible. This must be documented on the RCR. **Explain why the resident received the charge on the back of the RCR.** If you have questions about damage charges, contact your RLC/RD/NC.
- Charge residents for **improper check** out if they failed to do one of the following: 1) arrange a check out time with you 24 hours in advance of them checking out, 2) do not meet with you at their scheduled check out time, 3) leaves after 5pm on the Friday of exam week. **Explain why the resident received the charge on the back of the RCR.**
- **Keep track of keys and report any keys that are missing.**
- Give residents the yellow copy of the RCR form when you check them out of their room.
- Inform your RD/RLC or NC of any work orders and/or damages.
- Charge residents for improper cleaning if they fail to clean their room properly in accordance with the “Summer Check Out Information” form.
- Residents must be checked out of the building by 5:00pm on the Friday of exam week. This includes any residents who have arranged with the Housing Office to stay for graduation, summer housing, etc. These residents must have everything packed up and ready to leave, except for items needed for the weekend. You may not leave until all of your residents have been checked out, your RA responsibilities completed, and you have checked out with your RLC/RD/NC.
- Work to keep common areas, such as lounges, hallways, etc. clean throughout the week.

PLEASE NOTE that some of the requirements for RAs and residents checking out will be slightly different for closing at Christmas break. Unless residents are moving completely out of their current residence, they do not need to move all their belongings out and you do not have to complete their RCR when they check-out for Christmas break.



Hall Closing Checklist for RAs

- ___ All residents have been checked out.
- ___ Each room has doors locked, lights off, room clean, windows closed and locked, blinds down and closed for first floor, down and open if above first floor.
- ___ Furniture is in appropriate place, such as beds lowered to appropriate height.
- ___ Resident keys returned. Report any missing keys.
- ___ Staff keys returned.
- ___ Work orders completed for any repairs or damages noted on the Room Condition Report.
- ___ Rooms with damage reported to RLC/RD for assessment of fine.
- ___ Any common areas have been checked for damage, missing furniture and cleanliness.
- ___ All light switches, phone jacks and electric outlets have plates.
- ___ Bulletin boards have been cleaned off, including staples.
- ___ All Room Condition Reports are filled out completely and correctly.
- ___ Resident check out forms returned to RLC/RD.
- ___ Other tasks as assigned by RLC/RD.



Cottage/Apartment Closing Checklist for RAs

- ___ All residents have been checked out.
- ___ Each room has lights off, room clean, windows closed and locked, blinds down and closed for first floor, down and open if above first floor.
- ___ Furniture is in appropriate place, such as beds lowered to appropriate height.
- ___ Resident keys cards returned. Report any missing keys.
- ___ Return any staff keys.
- ___ Work orders completed for any repairs or damages noted on the Room Condition Report.
- ___ Rooms with damage reported to NC/RLC for assessment of fine.
- ___ Any common areas have been checked for damage, missing furniture and cleanliness.
- ___ All light switches, phone jacks and electric outlets have plates.
- ___ Bulletin boards have been cleaned off, including staples.
- ___ All Room Condition Reports are filled out completely and correctly.
- ___ Resident check out forms returned to NC/RLC.
- ___ Other tasks as assigned by NC/RLC.



Hall Check-out Checklist

- ___ Remove all personal belongings.
- ___ Empty, clean, and defrost refrigerators.
- ___ Lock all windows.
- ___ Turn the air conditioner to the off position and set the temperature at 65.
- ___ Blinds down and open if above the first floor. Blinds down and closed if on first floor.
- ___ Turn off all lights.
- ___ Remove all trash items by placing them in the appropriate trash dispenser.
- ___ Sweep and mop floor.
- ___ Make sure all furniture is in correct place in room.
- ___ Lower beds to appropriate height.
- ___ Personal area wiped down or dusted.
- ___ Area of closet cleaned.
- ___ Items removed from wall, including tape or other adhesives.
- ___ Dresser and desk drawers emptied.
- ___ Cleaned and vacuumed 5 feet to the sides of room and halfway into the hallway.
- ___ Complete and sign the Room Condition Report.
- ___ Turn in all keys.

Cottage and Apartment Check-out Checklist

- ___ Remove all personal belongings.
- ___ Empty and clean College refrigerators.
- ___ Lock all windows.
- ___ Turn the air conditioner to the off position and set the temperature at 65.
- ___ Blinds down and open if above the first floor. Blinds down and closed if on first floor.
- ___ Turn off all lights.
- ___ Remove all trash items by placing them in the appropriate trash dispenser.
- ___ Sweep and mop floor.
- ___ Make sure all furniture is in correct place in room.
- ___ Lower beds to appropriate height.
- ___ Personal area wiped down or dusted.
- ___ Area of closet cleaned.
- ___ Items removed from wall, including tape or other adhesives.
- ___ Dresser and desk drawers emptied.
- ___ Other cleaning duties as assigned by RA, such as living area, kitchen, and bathrooms. **You are responsible to assist in the cleaning of the entire apartment or cottage.**
- ___ Complete and sign the Room Condition Report.
- ___ Turn in all keys and access cards.

