

## **Residential Life Staff Break Guidelines**

### **Fall and Winter Breaks**

- ♦ Fall and Winter Breaks are not considered as official break periods for Residential Life Staff. RAs 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 RAs in the halls and the RD on duty.
- ♦ Fall Break: October 7<sup>th</sup> – October 11<sup>th</sup>, classes resume October 12<sup>th</sup>
- ♦ Winter Break: February 10<sup>th</sup> – February 14<sup>th</sup>, classes resume February 15<sup>th</sup>
- ♦ RAs are expected to return by the time duty begins on October 12<sup>th</sup> (fall break) and February 14<sup>th</sup> (winter break).

### **Thanksgiving Break**

- ♦ Thanksgiving Break is considered an official break period. RAs are allowed to leave after their last class on Wednesday, November 23<sup>rd</sup> and are to return to their hall by the time duty begins on Sunday, November 27<sup>th</sup>.

### **Christmas Break**

- ♦ Halls officially close at 5pm on Friday, December 16<sup>th</sup>. Hall RAs may leave once the building has been checked to ensure residents have left their rooms according to Christmas Break checkout guidelines. Hall RAs have the option of staying until noon on Saturday, December 17<sup>th</sup>.
- ♦ Cottage RAs 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 RAs may return to campus after 1pm on Friday, January 6<sup>th</sup>. RAs must be back by Saturday, January 9<sup>th</sup> at 9:00am.
- ♦ Residence halls open at noon on Sunday, January 10<sup>th</sup>.

### **Spring Break**

- ♦ This is considered an official college break and RAs do not need to request time away. Residence Halls will remain open during spring break. Cross-campus duty coverage may be arranged with some RAs on a voluntary basis. The RD on duty and Campus Safety will provide additional coverage.
- ♦ Spring Break begins at 8:00am on Friday, March 16<sup>th</sup> and ends Sunday, March 25<sup>th</sup>. RAs may leave on Thursday, March 15<sup>th</sup> and must return by Sunday, March 25<sup>th</sup>.



### 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.

