



RESIDENCE HALL **CLOSING NOTICE**

FALL 2024

Everything you need to know before leaving for Winter Break.

All residents must checkout of their residence hall no later than 6:00pm on Saturday, December 14.

CHECKLIST

All residents must complete either a "Winter Break Departure" or "Checkout" checklist and tape it to the back (inside) of your room door or leave it in plain view on your desk. Failure to do so may result in an assessment of charges (see list of possible charges on the other side).

INSPECTIONS

Residence hall staff will be inspecting all rooms to ensure the buildings are secure and all guidelines have been followed. Please ensure that your electrical outlets are in plain view and all items are unplugged. Any room with problems (broken windows, broken locks, water leaks, etc.) should be reported immediately through the work order process at aggieworks.tamu.edu.

SERVICES / HOURS

Bathroom Cleaning

To minimize disruptions during finals week, all regularly scheduled bathroom cleaning for suite and private bathrooms will end for the semester on Monday, December 2. After this date, if you wish to have your personal bathroom cleaned, please place a sign on your room door requesting cleaning.

24 Hour Service Desks and Lobbies

24 Hour Service Desks and Lobbies will close at 12:00pm on Sunday, December 15. 24-hour desk operation will resume at 10:00am, Friday January 3.

Mail Service

Regular mail service will end for both Northside and Southside on Friday, December 13. December 16-20 & Jan 2-10, there will be limited window hours, 1:30 - 3:30pm (Commons) and 4:00pm - 6:00pm (Hullabaloo).

Student Mail Service will be closed on December 23 - January 1st. You will still be able to check your mailbox during the break period (mail will be distributed at least twice that week). If you are expecting important mail (travel tickets, money, job information, etc.) please consider making other delivery arrangements. If you are expecting packages and wish to pick them up during the break period - contact Student Mail Services to sign up/ authorize the user of the Parcel Box Lockers to receive your packages. Student Mail Services can be contacted at 979-268-7727 or studentmailservice@gmail.com.

Community Learning Centers (CLCs)

CLC's will remain staffed until 5pm on Tuesday, December 10. Students will have card swipe access until noon on Saturday, December 14.

Game Rooms

Game Rooms will close at Midnight on Tuesday, December 10.

STORAGE

Storage of possessions in rooms during the break is at your own risk. The University is not responsible for items stolen or damaged during Winter Break. It is strongly encouraged that items of significant value be taken home during this time period. Additionally, belongings should not be left on the floor in the event of flooding. If you are interested in purchasing property insurance, please visit reslife.tamu.edu and navigate to the Health & Safety page.

The University will not provide reimbursement for any damaged personal items.

Motorcycles or fuel driven mopeds may not be stored in your room. Cars and motorcycles may be left in your designated parking lot/garage during the break. Bike thefts often rise during break periods. You may leave your bicycle (must not have power assist) in your room for safekeeping over the break. Visit transport.tamu.edu to view the break parking map.

INTERNATIONAL OR DOMESTIC TRAVEL DURING THE BREAK PERIOD

Students who traveled internationally or to another state during the break period should follow CDC guidelines regarding Covid Safety before, during, and after travel.

FHK & SCHUHMACHER 1ST FLOOR RESIDENTS

Residents are required to turn in their key before leaving for Winter Break. Failure to do so will result in a re-key charge. Your RA will provide you with a special envelope to use when returning your key.

HALLS CLOSED DEC 14 - JAN 9

Students in need of housing during the Winter Break will need to make other arrangements. Residence Halls open at 8:00am on Thursday, January 9.

NOT RETURNING SPRING SEMESTER

Residents who decide they will not be returning to the residence halls for the spring semester need to cancel their contract with the Housing Assignments Office as soon as possible. This can be done online at myhousing.tamu.edu under Resident Forms, or email housing@tamu.edu. Include your name, UIN, and reason for canceling.

DONATE UNWANTED ITEMS!

Utilize our new year round textile recycling bins to donate your unwanted items rather than throwing them in the trash. Large green bins are located on both sides of campus, for more information visit our sustainability page: reslife.tamu.edu/sustainability.

GOT QUESTIONS?

We've got answers! Online Chat is available Monday-Friday 8 AM-5 PM (excluding holidays) at reslife.tamu.edu. Look for the blue "Help" button.

**BE A RESIDENT ADVISOR
NEXT ACADEMIC YEAR!**

Application open until Feb 10, 2025

RA.TAMU.EDU

**ENJOY THE CONVENIENCE
& COMMUNITY - LIVE ON
CAMPUS NEXT YEAR!**

Housing Contract Renewal
JAN 31 - MAR 7, 2025

24-HR QUIET HOURS

Dec. 2 @ 7 p.m. - Dec. 10 @ 7 p.m.

Good luck on finals!

Checklists and Envelopes will be provided/distributed by your RA.

RETURNING SPRING SEMESTER *checklist*

All residents returning to the halls in the Spring Semester need to follow the guidelines listed here before leaving for Winter Break. Failure to follow these guidelines may result in charges of \$35.00 or more. Additional possible charges could be determined by staff during this process. See list below

- Tape a completed Winter Break Departure Checklist to back (inside) of your room door or leave it in plain view on your desk.
- If you have lost your room key, you must report the loss to hall staff before you depart for the break so we can have your lock changed (see below).
- If a vacancy exists in your room, you must make sure half of the room is clear, available, and clean for your new roommate. This includes the bed, closet, dresser, desk and/or bookshelf.
- Unplug all electrical appliances, including refrigerators and aquariums, pull all electrical cords up over furniture so the cords and outlets are clearly visible.
- Take your fish and/or assistance animals home with you, or make proper care arrangements (no room access during the break).
- Unplug, empty, defrost, and dry refrigerators; leave doors open to avoid mildew. Failure to dispose of any perishable or opened food will result in a minimum \$18.30 charge.
- Lock windows and doors.
- 1st floor and balcony residents must lower and close blinds; on all other floors blinds should be lowered with open slats.
- Set thermostat at 74 degrees and fan on low, or leave radiator valve cracked open.
- University-provided dehumidifiers, should be left plugged in and turned on.
- All holiday decorations in the hallways and outside room doors should be removed and cleaned. Please remove "window snow" decorations.
- Take all newspapers to the nearest recycling centers located adjacent to Haas Hall on the Northside and Appelt Hall on the Southside. Do not sweep trash/debris into hallways. Place all trash in the nearest receptacle. If the receptacle is full, please place it in the nearest dumpster. Failure to remove trash from your room could result in a billing.
- Nothing should be blocking the heating/AC units or pipes. In case a problem develops during the break, maintenance will need easy access to these areas. Pipes have been known to break during extreme cold weather; make sure speakers, computers, and other valuables are off the floor before you leave.

AVOID POSSIBLE \$ *charges*

LOST KEY(keys and lock replaced)..... **\$100 per lock**

FAILURE TO COMPLY..... **\$35.00 per hour of staff time**(one hour min. charge)
(NOT arranging room per closing instructions | NOT checking out by the deadline)

FAILURE TO CLEAN ROOM (leaving trash in room, not cleaning/defrosting refrigerator, etc.)
..... **\$35.00 per hour of staff time** (one hour min. charge)

FAILURE TO COMPLETELY REMOVE PERSONAL BELONGINGS FROM ROOMS/BUILDINGS
(if not returning, i.e. cinder blocks, contact paper, carpeting, lumber, furniture, etc.)
..... **\$35.00 per hour of staff time** (one hour min. charge)

MISSING OR DAMAGED FURNITURE..... **charges vary per item**

OTHER MISSING ITEMS OR DAMAGES (not previously listed on the residence hall room inspection)..... **charges vary**

**This is not a comprehensive list of possible charges, but is meant to give examples of more frequently assessed charges.*

Sample Checklists below. Complete the Checklist provided by your RA.

NOT RETURNING SPRING SEMESTER *to-do list*

- Cancel your housing contract with the Housing Assignments Office. This can be done online at myhousing.tamu.edu, or by emailing housing@tamu.edu. Please include your name, UIN, and reason for canceling. Telling the residence hall staff or other University Offices will not cancel your Residence Hall Contract. Please refer to the Residence Hall Contract for specific room charges associated with canceling your contract (an additional charge equal to 100% of the spring semester's room rent).
- Complete a Check Out Checklist and return your key in the provided key envelope prior to leaving. Key envelopes should be filled out and placed in the Key Drop Box outside your hall office. All personal belongings must be removed from the room prior to your departure. Your room must be in the condition it was when you originally moved in.
- Do not place cinder blocks, lumber, or metal objects into trash rooms or containers. Please take these items outdoors and set next to a dumpster, not in the dumpster.
- Cancel long distance phone service & voice mail service, mail service, premium cable TV service, etc. (if applicable).
- If you have rented a Microchill Unit, for the Fall semester only; you will need to unplug, defrost, clean and leave the appliance in your room. If you are a Fall-only resident, or you need to cancel a rental for the Spring Semester, call College Products, 800-875-0457 (Mon-Fri, 8am-5pm CST).
- Rooms should be clean and ready for the next occupant. All rooms will be inspected for cleanliness and safety after your departure. All damage and cleaning costs will result in a billing.

CHECKOUT *checklist*

- DOORS** cleaned, free of decals, door number intact and in good condition
- FLOORS** cleaned, vacuumed/swept/mopped, dry
- MEDICINE CABINET** clean, door open (if totally empty)
- DEHUMIDIFIERS** (University-provided) should be left plugged in and turned on
- WINDOWS** locked, sill clean, screens fastened, windows clean (inside), stickers/snow removed
- BLINDS** clean, down/closed on 1st floor and down/open on the other floors, working properly
- BEDS** reassembled, mattress flat, and in good condition
- DESK** clean, drawers empty and open, stickers/residue/writing removed
- CHAIRS** seat cleaned and chair dusted
- DRESSER** drawers open and working, stickers/residue/writing removed
- FURNITURE** completely assembled, not stacked, and in good condition
- WALLS** clean, tape/putty/double-stick pads/stickers removed, writing/drawings removed
- BATHROOM** clean and all personal items removed
- CLOSETS** clean open, stickers/residue/writing removed, and in good working condition

HALLS OPEN FOR SPRING SEMESTER

THURSDAY, JAN 9 @ 8am

GROCERY GIVE & GRAB (G3)

Donate your unopened, unexpired, nonperishable food to the G3. Donation shelves are located in the Commons, Hullabaloo, and Student Services Building (3rd Floor)