

SANTA CLARA UNIVERSITY

FALL CLOSING INFORMATION

The University Villas will remain open throughout winter break

Residents who leave for any extended portion of the break period are expected to complete the following procedures before leaving. Please check off each item as it is completed and keep this list on your door. Housing & Residence Life staff will enter each apartment after 9:00pm on Friday, December 9, 2022 to conduct Health & Safety Inspections and inspect vacant spaces. Any policy violation(s) found will result in documentation and possible judicial action.

If you do leave for any extended portion of Winter break, make sure to do the following prior to leaving:

Kitchen

- Remove all perishable food items. Dispose of all garbage in the appropriate trash or recycling areas outside of your building. The University is not responsible for food spoilage due to electrical power interruptions.
- Empty and clean all applicable appliances including dishwasher, oven & range, microwave, refrigerator & freezer. Leave refrigerator plugged in on lowest setting. Clean countertops & other surface areas.
- Clean sink. Run water and garbage disposal to ensure drains are free of food debris. Turn off all faucets.

Bathroom

- Thoroughly clean your bathroom surface areas.
- Bathroom should be clear of any trash, debris, personal belongings, etc.

Living Areas

- Thoroughly clean your bedroom and living room. All areas, including walkways, porch, and balcony areas outside your apartment should be clear of any trash and debris.
- Sweep/vacuum your floors. Vacuums and cleaning supplies are available for use at the service desk.
- Close and lock your windows, close your blinds, and turn off all lights.
- Turn off heater/AC/vents.
- Unplug all electrical appliances in your apartment except for University supplied appliances.
- Lock your door. Take your ACCESS card with you!** Due to the high volume of lockouts during the first 24 hours after a break period, the Housing Office may fine up to \$100 for lockouts performed during this period.

WHO TO CALL DURING WINTER BREAK

All maintenance concerns and lock outs should be directed to the Offices of Housing and Residence Life (408-554-4900) during regular business hours, M-F 8:00AM-5:00PM. **The Housing Office will close Thursday, December 22, 2022 and will reopen Tuesday, January 3, 2023.**

All maintenance concerns and non-emergency concerns should be directed to Professional/Senior Staff on Duty (408-593-4233) outside of business hours, including holidays.

All lock outs should be directed to Campus Safety (408-554-4441) outside of business hours, including holidays. Any emergency should be directed to Campus Safety at any time.

Have an excellent Winter Break!