

CLOSING CHECKLIST for Apartment Residents Winter Break 2020

Apartment Residents in CVA and CVB are not required to leave during Winter Break.

If you choose to leave during the Winter Break, December 16, 2020 through January 24, 2021, please make sure you complete the following items below before you leave your apartment for an extended period of time.

Leave room/common areas clean & presentable with floors cleaned/vacuumed.

Refrigerators must be cleaned out, throw old food items away.

Food in kitchen area must be cleaned out, do not leave food items out on the counters as this may cause an infestation of insects.

Discard trash properly – in the floor trash rooms.

Turn off lights, heater/AC.

Close and secure windows. Curtains on the first floor are to be closed and curtains on upper floors are to remain open.

Living items that need care, such as plants, must go with you.

All bikes must be removed from the patio or bike racks and either kept in your room over the break or taken with you.

Holiday decorations must all be removed from doors and inside of room.