**HAMILTON HALL**
**WINTER BREAK REMINDERS 2017**

During finals week 24 Hour Quiet Hours will begin Friday, December 8th at 11:59 p.m. and end on Saturday, December 16th 9:00 a.m.

The dorms will close for winter break on Saturday, December 16, 2017 at Noon. Residents returning for Spring Semester may leave all personal belongings in the rooms during the break and do **NOT** need to check-out.

Residents wanting to live on campus for the winter break need to complete a break agreement online at the WSU Residence Life & Housing website. Go to the forms tab and click on the “Winter Break Housing Request”. Once the form is submitted the Wright One ID card will be given winter break permissions. The cost to stay for the break is $225.00.

Residents without a break housing agreement will not be allowed back into the building until Sunday, January 7, 2018 at Noon. All personal items may be left in the rooms during the break.

Housing and maintenance staff may enter all rooms during the break to complete preventative maintenance, Fire/Health/Safety checks and outstanding work orders. Please call in maintenance requests to 775-4239.

Air Filters on the window seat air handlers will be replaced during the break. All items need to be moved off the window seat area and clear a 4’ area in front of the window seat air handler.

If you have an empty bed in your room, please clear off the desk, bed, wardrobe, and dresser. Maintenance will be in to make sure all empty beds are ready for new Spring Semester residents. Furniture that is not cleared off will result in a fine that will be billed back to the current residents. If former roommates have left items behind please call Housing Maintenance, 775-4239 to have them removed.

**Before you leave for the break – Checklist:**

___ Room should be clean with all trash removed.
___ Refrigerator should be emptied of all perishable items and defrosted (do not use a sharp object to remove the ice from the freezer). Please leave refrigerator plugged in, doors shut and turned “on”.
___ All small appliances should be cleaned, and unplugged.
___ Please set your heater fan to LOW. South wing change red blue dial to blue, West wing change your thermostat to 60 degrees.
___ All lights turned off.
___ Windows locked and curtains should be closed.
___ Window seat cleared off so the air filter can be replaced.

If you are **NOT** returning for Spring Semester:

Schedule a check-out appointment 775-3372 and pick up a checkout packet at The Residence Life & Housing. Please complete your check-out by noon Saturday, December 16, 2017.

Enjoy the Break!!!!