Hamilton Hall Winter Break Instructions 2019

24-hour quiet hours will be enforced during Finals Week, beginning Friday, December 6th at 11:59 p.m. 24-hour quiet hours will end Saturday, December 14th at 9:00 a.m. Regular quiet hours will be observed during the break.

The residence halls will close for winter break on Friday, December 13, 2019 at 8:00pm. 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 on the WSU Residence Life & Housing website. Go to wright.edu/housing, click on Resident Resources, find the forms tab and click on Winter Break Housing Request. Once the form is submitted your Wright1 card will be given winter break permissions. The cost for the break is $225.00 it will be billed to your bursars.

Residents without a break housing agreement will not be allowed back into the building until Saturday, January 11, 2020 at Noon. All personal items may be left in the rooms during the break, but be sure to take all belongings you will need.

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 937-775-4239.

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.

Before you leave for break, please do the following:

_____ Clean room, and remove all trash.
_____ Empty refrigerators of all perishable items. Do NOT unplug.
_____ Unplug and clean all small appliances.
_____ Clear off window seat, so the air filter can be replaced.
_____ Set heater fan set to LOW. South Wing change red/blue dial to blue, West Wing set thermostat to 60 degrees.
_____ Lock all windows and close blinds.
_____ Turn off lights and lock door.

If you are NOT returning for Spring Semester:
Schedule a check-out appointment at the Residence Life & Housing Office by calling 937-775-3372, and stop by to pick up a checkout packet. Please complete your check-out by Friday, December 13, 2019, 8:00 pm. If you’re not withdrawing, complete a request for release via Housing Account in WingsExpress, and know you may be held to contract if not approved.

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, 937-775-4239 to have them removed.

ENJOY YOUR WINTER BREAK!