

Preparation for Fall/Winter Break

- **Outdoor Readiness:**
 - Shovels, salt, and sand buckets are available and accessible.
- **Building Checks:**
 - All windows are closed, latched, and undamaged.
 - Remove any air conditioning units from windows.
- **Contact Information:**
 - Designate an interim contact person during the break.
 - Provide an emergency contact for any students staying in the house.
- **Student Residency:**
 - Compile a list of students staying in the house for emergency purposes.
 - **Reminder:** If even *one* student is living in the house, **all life safety codes** remain in effect!

Housekeeping Responsibilities for Students Staying Over Break

- Regularly take out the trash.
- Maintain cleanliness and order in the house, including basements & kitchen.
- Shovel and maintain exterior walkways.

Additional Notes

- **Projects During Break:** Document any planned maintenance or improvement projects.
- **Heat Monitoring:**
 - "Heat Watch" is active—an electronic candle will illuminate if the heat system fails.

College Houses

- **Move-Out Process:**
 - Students leaving for the winter term must clear their rooms entirely and return keys.
- **Move-In for Winter Term:**
 - Students may request permission to drop items in their assigned winter term room before the official move-in date.
- **Storage:**
- Use control storage (insured storage) for personal belongings when away from Dartmouth.