

Dear ,

As you know, there have been a few changes to Winter Closing information since the RA Closing Meetings last week. Please read below for the updates:

- All residents who are not signed up for Winter Break Housing **must completely move out of their rooms and remove all their belongings** by Saturday, December 19th at 11am.
  - There is a high probability that residents will be assigned to a new space for Spring 2020 (please see previous email communication).
  - The Res Life team will be scheduling a virtual event in the next few days to help connect students who want to share storage units, transportation (while wearing masks), etc. Follow us at @CSULBHousing on Instagram for more information.
- Residents who have completed a **Request to Vacate Form** and **have been approved** must also check out with an RA at the Parkside Service Center prior to departing campus. This step is important as it checks them out of the system. Email [housing@csulb.edu](mailto:housing@csulb.edu) if you have any questions about this process.
- Residents who are departing for break, please bring the new half-sheet posted on your door with your name, ID, and room number to the drop off box at the Service Center once the To-Do list is complete and you are ready to leave.
- Residents who have signed up and are permitted to stay for **Winter Break Housing** (Deadline to sign up is 5pm on December 16) must be prepared to relocate to another room. Those asked to move into a different room will not be required to do so until after finals. However, students should have their belongings packed and ready for a quick transition.
  - Students who will be living with us the second half of Winter Break should have their belongings packed and ready for a quick transition prior to leaving on December 19th. There is a slim possibility that we may need to move your belongings prior to your return.
  - Students living in Winter Break Housing will be required to continue on-going COVID-19 testing throughout the break.

#### **Winter Break Checkout To-Do List:**

- Remove all your personal belongings, clean the room, and make sure you complete all the checklist items:
  - DEFROST, CLEAN, DRY, and UNPLUG refrigerator (defrosting takes several hours and requires clean-up once complete, so begin at least 24 hours in advance). Leave fridge door **open** to avoid mold or offensive odors.
  - Remove all your personal belongings, trash, and recycling from the room (fees will be assessed to those who leave rooms trashed or unacceptable state).
    - Check all drawers, shelves, under mattress, behind, and under furniture for items that might have fallen.
    - Make sure you do not have laundry left in the laundry room.
  - Remove all your personal belongings from the suite bathroom.
  - Clean your room thoroughly.
  - Close the window blinds.
  - Shut and lock all windows.
  - Turn off the lights in the room and suite.
  - Take your door decorations with you if you would like to keep them.

- Pick up mail and packages (make sure to change mailing address in MyCSULB if you are vacating and not returning for Spring 2021).
- Pack up your bike. (Bikes left over the winter break may be susceptible to theft.)
- Check out at the Service Center if you are approved to vacate and are not returning for Spring 2021.

## IMPORTANT DATES

- **Saturday, December 19, 2020 at 11am:** Halls close. Departing students must move out by that deadline, but preferably 24 hours after their last final.
- **Monday, December 7, 2020:** Quiet Hours began
- **Sunday, December 13, 2020:** Dining Hall “Midnight Breakfast” - You can pick up a pre-packaged breakfast meal bag during dinner time (4:30pm-7:30pm) that you can microwave later in the evening while you are up studying.
- **Monday, December 14-Wednesday, December 16, 2020:** Dining Hall “Crunch Lab” – You may pick up a “finals survival snack bag” during dinner hour (4pm-8pm) to have for late-night cram sessions.

Residents are responsible for departing by the deadline above. Access to your building, suite and room during Winter Break is prohibited unless you have registered and paid for break housing.

Be advised, residence hall staff will be entering all rooms during the winter break to perform Health & Safety checks.

For questions regarding resident responsibilities at move out, please contact your Area Coordinator, Residential Coordinator, or Resident Assistant. For license agreement or billing questions, please contact the housing office at [housing@csulb.edu](mailto:housing@csulb.edu). Follow us at @CSULBHousing on Instagram for more information.

Best,

Housing & Residential Life

This is an automated message, if you have questions email or call the housing office at 562.985.4187