

WINTER BREAK APARTMENT CLOSURE

HOME
OF THE NANOOKS

12PM (NOON) SUNDAY, DECEMBER 18, 2016, THROUGH 8AM SUNDAY, JANUARY 15, 2017

**ARE YOU RETURNING TO
CAMPUS HOUSING FOR
SPRING?**

YES

NO

**ARE YOU ON-CAMPUS DURING
THE WINTER BREAK?**



1. You are welcome to stay in your apartment during the winter break! No applications or additional charges!

**ARE YOU CHANGING
ROOMS FOR SPRING?**



1. You must request and be approved for a room change with the Residence Life Central Office in the MBS complex.
2. Sign up for a check-out time at the hall office in the foyer of Cutler 401 by the deadline to avoid charges. Your RD will be coordinating your move.
3. Complete your check-out, clean your space (follow the cleaning checklist), vacate your current room, and move to your new spring assignment according to the date coordinated by your RD.
4. All moves must be complete by Cutler/Sustainable Village resident move out date published.
5. If your spring room is not available prior to your departure, a limited amount of storage may be available. Contact the Residence Life Central Office for more information.

**HAVE YOU CANCELLED YOUR
HOUSING CONTRACT?**



1. Cancel your housing contract with the Residence Life Central Office prior to December 1 to avoid penalties. This includes: graduating seniors, exchange students, transferring, or withdrawing students.
2. Sign up for a check-out time at the hall office in the foyer of Cutler 401 by the deadline to avoid charges.
3. Follow the cleaning checklist to prepare your apartment. Have your key ready to be turned in to your RA at check-out.

ATTENTION RESIDENTS



POLICY FOR CUTLER RESIDENTS STAYING FOR WINTER BREAK

You may have guests per UAF Residence Life policy. The overnight policy is still in effect. You are responsible for damages that may occur due to incorrect thermostat settings. If you leave for any portion of Winter Break set your thermostat to a minimum of 65°. RAs will be on duty each night. For assistance, call 907-322-7300.

SNOW PLOWING WILL OCCUR DURING WINTER BREAK!



Be on the lookout for signs closing parking lots. If you will be leaving for any portion of the break relocate your car to the Taku Lot (located along Taku Drive near Farmers Loop Road) or risk your car being ticketed and towed for snow removal!

SAVE THE DATE!

**NOV
21**

MONDAY, NOVEMBER 21 @ 5PM

Sign ups for check-out go up outside hall offices.

**NOV
30**

WEDNESDAY, NOVEMBER 30 @ 5PM

Deadline to cancel Spring 2017 housing with no penalties. Last day to cancel Winter Break housing application with no penalties.

**DEC
5**

MONDAY, DECEMBER 5 @ 10PM

Deadline for check-out sign-up
(located next to hall office)

**DEC
11**

SUNDAY, DECEMBER 11

24 Quiet Hours in effect for Finals Week

**DEC
18**

SUNDAY, DECEMBER 18 @ 12PM

Halls close for Winter Break

**JAN
4**

WEDNESDAY, JANUARY 4 - ALL DAY

Wintermester classes start

**JAN
4**

WEDNESDAY, JANUARY 4 @ 8PM

Cutler and Sustainable residents not returning for Spring 2017 must be moved-out of housing

**JAN
15**

SUNDAY, JANUARY 15 @ 8AM

Halls open for spring semester

WINTER BREAK COSTS



\$35 IMPROPER CHECK-OUT

Changing or missing your check-out appointment



\$40 TRASH REMOVAL

Cost per bag including perishables



\$650 WINTER BREAK HOUSING

Deadline prior to Hall Winter Break closing. If you cancel winter break after November 30 @ 5PM you lose 100% of your winter break cost.



\$150 NOT SIGNING UP FOR CHECK-OUT TIME BY DEADLINE

Only for transition/non-returning students -
Deadline December 5 at 10PM



\$150 ENTERING CLOSED HALLS DURING WINTER BREAK

Sunday, December 18 at 12PM (NOON) through
Sunday, January 15 at 8AM



FORFEIT DEPOSIT AND 10% OF SPRING HOUSING COST

Deadline to cancel spring housing without
penalty is prior to December 1.

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APARTMENT CHECKLIST

The following is an outline of required cleaning standards. To avoid cleaning charges, please make sure that every cleaning task on this list is complete before your scheduled check out time. A limited number of vacuums are available through the Cutler Office and Residence Life Central Office. It is your responsibility to buy, rent or borrow a vacuum. For your safety, turn off breakers for the oven and refrigerator before cleaning appliances.

Be sure to turn them back on when you are done.

KITCHEN

- Clean out kitchen cupboards and under sink. Wipe down cabinet faces with Pledge or Windex. Wash shelves with a damp sponge.
- Dust off lights, table, and chairs.
- Refrigerator must be thoroughly cleaned inside and out.
- Oven and range: All parts cleaned thoroughly including drip pans, exterior, oven, broiler pan, oven racks, hood, exhaust fan, and screen. Remove and clean the stove knobs. Clean the area under the drip pans. Clean the storage drawer under the stove.
- Clean baseboards and heater.
- Sweep and mop floor.

BATHROOM

- Clean out cabinets, and wipe all shelves and drawers.
- Wash mirror with Windex (do not just use water).
- Wash sink and counter top. Remove all hard water stains and clean well around fixtures.
- Clean toilet (especially under the rim).
- Clean shower walls and tub (MAKE SURE THERE IS NO HAIR IN THE DRAIN). Remove all hard water stains and clean well around fixtures.
- Clean baseboards
- Sweep and mop floors

UAF IS
**SMOKE AND
TOBACCO-
FREE**

OUTSIDE YOUR APARTMENT

Pick up all trash in front of and behind your apartment (including balconies). Pick up any and ALL cigarette butts.

NOTE:
Separate from cleaning charges, residents will be charged at least \$.50 for each cigarette butt that needs to be cleaned up.

COMMON AREAS

- Wipe off and dust your shelves and furniture.
- Clean windows and windowsills.
- Clean baseboard and heater.
- Vacuum furniture, including underneath cushions.
- Vacuum your carpet and stairs.
- Clean Arctic Entry. Wash windows (inside and out), sweep and mop floor, remove scuff marks from walls.
- Clean all window blinds.

PERSONAL AREAS

- Remove all nails, picture tacks, adhesive, hangers, handprints, smudges, soil, and scrape marks from the walls.
- Remove all belongings from closets.
- Clean shelves (including shelves in closets).
- Clean windows and windowsills.
- Dust light covers.
- Clean baseboard and heater.
- Clean all desks and dressers, including drawers and shelves (leave drawers open).
- Unbunk beds. Lower bed frames to their original (lower middle) position.
- Remove mattress cover, fold, and place on bed.
- Arrange furniture so that everything is easily accessible for the next residents.
- Vacuum your carpet and stairs. Pay attention to the floors in the closets.
- Dust the top of the closets (where applicable).



Appeal any damages at the time of your check-out (if applicable). You have the opportunity to appeal any damages online at <http://goo.gl/t0jYks>. To be considered, your appeal must be completed within 24 hours of your check-out.

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