



# Thanksgiving break closing

## Master Keys

- COME TO HRL & TRADE YOUR KRAKEN IN FOR YOUR MASTER KEY ON TUESDAY (11/21) BETWEEN 9AM-4PM
- IF YOU CAN'T MAKE THAT TIME, NOTIFY YOUR AD BY NOV 16
- TAKE THE MASTER KEY BACK TO YOUR ROOM/HIDING SPACE ASAP
- WHEN YOU ARE DONE CHECKING ALL THE ROOMS, TEXT YOUR STAFF AND HELP ANYONE WHO NEEDS IT
- YOU WILL COME TO HRL AS A STAFF WITH YOUR MASTER KEYS WHEN EVERYONE IS DONE (DO NOT PACK UP YOUR CAR UNTIL YOUR KEY IS RETURNED)


## Reminders about Closing

- THE BUILDINGS CLOSE AT 6PM ON TUESDAY...SO ALL RESIDENTS NEED TO LEAVE BY 6PM UNLESS THEY ARE APPROVED TO STAY. THEY WILL BE ON THE LIST IF APPROVED.
- YOU CAN START CHECKING ROOMS AT 4PM IF SOME STUDENTS HAVE ALREADY LEFT (YOU CAN ALSO ASK THOSE STUDENTS WHEN THEY ARE LEAVING) DO NOT KEY INTO A SPACE BEFORE 6PM UNLESS IT IS EMPTY.
- ALWAYS KNOCK THREE TIMES AND ANNOUNCE SELF BEFORE KEYING INTO ANY SPACE (EVEN MORE IMPORTANT WITH THE SPACES THAT HAVE AN APPROVED STUDENT STAYING)
- FOR SUITES/APTS: KNOCK BEFORE ENTERING EACH INDIVIDUAL ROOM TOO
- IF SOMEONE IS STAYING PAST 6 PM BUT IS NOT APPROVED (OR IS NOT SHOWING UP AS APPROVED LIST), CALL YOU AD AS SOON AS POSSIBLE SO THAT WE CAN HELP NAVIGATE THAT SITUATION

## Which Rooms to Check

- IF EVERYONE IS STAYING IN THE SPACE: YOU DO NOT NEED TO CHECK IT
- IF ONE OR SOME OF THE STUDENTS ARE STAYING IN THE SPACE: YOU MUST CHECK THE EMPTY SPACES/SIDE
- IF NO ONE IS STAYING IN THE SPACE: YOU CHECK THE ENTIRE ROOM/APARTMENT

## What if Residents aren't Leaving?

- STARTING AROUND 5:45PM, LET YOUR AD KNOW THE NAMES OF YOUR RESIDENTS WHO HAVE NOT LEFT YET AND THE REASONS
  - AT 6PM LET THE RESIDENTS KNOW THEY CAN WAIT IN THE LOBBY OF PROSSER HALL FOR THEIR RIDE, BUT THEY NEED TO BE OUT OF THEIR SPACE
  - IF THEY DO NOT LISTEN OR DO NOT LEAVE, LET YOUR AD KNOW AND WE WILL ADVISE FROM THERE
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## **Check List for Each Room**

- MAKE SURE WINDOWS ARE CLOSED AND LOCKED
- TURN OFF ALL LIGHTS IN THE ROOM/SUITE/APT
- SET HEATING/COOLING TO LOW HEAT OR 60 DEGREES
- DO NOT TURN HEAT OFF, DO NOT SET ON HIGH HEAT
- TURN OFF ANY WINDOW ACS
- SPACES WITH BATHROOMS: MAKE SURE NO WATER IS RUNNING
- MILE: MAKE SURE BASEMENTS AND ATTICS ARE LOCKED, AND ALL EXITS ARE LOCKED
- WHEN LEAVING ANY SPACE: MAKE SURE EVERY DOOR (INCLUDING BEDROOMS IN SUITES OR APARTMENTS) IS LOCKED AND CLOSED BEHIND YOU

### **Windows**

- IF YOU'RE HAVING TROUBLE CLOSING AND LOCKING A WINDOW, CHECK THAT THE UPPER PANE IS ALL THE WAY UP
- 1ST FLOOR WINDOW (OR GROUND LEVEL WINDOW FOR ROBERTSON, SOUTH, VILLAGE) WON'T CLOSE OR LOCK? CALL CAMPUS SAFETY AND THEY WILL SEND MAINTENANCE TO FIX IT AND EMAIL RESIDENTS TO LET THEM KNOW
- UPPER FLOOR WINDOW WON'T CLOSE? CALL CAMPUS SAFETY AND THEY WILL SEND MAINTENANCE TO FIX IT AND EMAIL RESIDENTS TO LET THEM KNOW
- UPPER FLOOR WINDOW CLOSES BUT WON'T LOCK? SUBMIT WORK ORDER AND EMAIL RESIDENTS TO LET THEM KNOW

### **Policy Violations**

- IF YOU ENCOUNTER A CLEAR POLICY VIOLATION, FOLLOW THE APPROPRIATE PROTOCOL
- NOTIFY YOUR AD AS WELL
- MAKE SURE NOTHING IS COVERING THE SMOKE DETECTOR OR HANGING FROM SPRINKLER PIPES/CEILING
- ANYTHING TOUCHING FIRE EQUIPMENT: CALL CAMPUS SAFETY, TAKE PICTURES, AND WRITE AN IR
- IF SOMETHING IS ATTACHED TO THE CEILING, EMAIL RESIDENTS TO TAKE IT DOWN
- IF YOU HAVE TO CALL SAFETY, LET THEM KNOW THAT YOU ARE CHECKING ROOMS AND SEE IF YOU CAN CONTINUE CHECKING OTHER ROOMS UNTIL THEY CAN GET TO THE ROOM/APT/SUITE/HOUSE
- EMAIL THE RESIDENT OF THE SPACE TO LET THEM KNOW THEY WERE DOCUMENTED (BEFORE YOU LEAVE FOR BREAK)

