

# Housing & Residence Life

## Winter Break Information

December 16, 2017 – January 15, 2018

### Operation Hours

#### Housing Office

Monday, Dec. 18 – Friday, Dec. 22

8am – 5pm

Saturday, Dec. 23 – Monday, Jan. 1

Closed

Tuesday, Jan. 2

Regular hours resume

#### Housing Cashier

Open the same days as Housing Office

9am – 1pm & 2pm – 4pm

#### Information Desk/Rec Room

Saturday, Dec. 16

8am – 11am

Sunday, Dec. 17 – Monday, Jan 8

Closed

Tuesday, Jan. 9

Regular hours resume

#### JGC Mailroom

Saturday, Dec. 16 - Sunday, Dec. 17

Closed

Monday, Dec. 18 – Friday, Dec. 22

10am – 3pm

Saturday, Dec. 23 – Monday, Jan. 1

Closed

Tuesday, Jan. 2 – Friday, Jan. 5

10am – 3pm

Saturday, Jan. 6 – Sunday, Jan. 7

Closed

Monday, Jan. 8 - Thursday, Jan 11

10am – 3pm

Friday, Jan 12

Regular hours resume

**When the mail rooms are closed, mail will not be delivered; packages will not be available. Please contact an RLC with any questions**

#### College Creek Mailroom

Saturday, Dec. 16 – Thursday, Jan. 11

Closed\*

Friday, Jan. 12

Regular hours resume

\*Mail will be distributed as usual, and any packages for College Creek residents will be available for pick-up at the JGC Mailroom during the hours above.

\* PLEASE NOTE: Residence Life staff will conduct safety inspections of all residence hall rooms Saturday, December 16, 2017. This is to ensure that all necessary items have been unplugged and to check for potential fire dangers. Maintenance will also be checking rooms of those who are vacating or completing room changes. Policy violations in plain view will be documented. If you have questions or concerns, please contact your RLC. For increased security over break and emergency purposes, all residents staying in the halls at any time during the break are required to inform their CA of the dates they will be staying on campus by **Monday, December 11<sup>th</sup>**.

### Leaving for Break?

- ❖ Turn off all lights. Turn heater down (except Canyon) to 55 degrees.
- ❖ **Make sure all windows and doors are closed and locked.**
- ❖ Close drapes and/or blinds.
- ❖ Unplug items that do not need to be plugged-in: lamps, radios, alarm clocks, etc...
- ❖ Prevent mold growth. Please see the end of this memo.

If you are vacating the residence halls, you are required to submit a Request to Vacate form to the Housing Office and check-out of your room by 10am on Saturday, December 16<sup>th</sup>. When you are completely out of your room, check-out at the Housing Office (during business hours) or Information Desk (after hours). You will need to bring your keyset and ID card when you check-out. Please be certain to change your mailing address through myHumboldt account so your mail can be forwarded to you.

### Cleaning Reminders

With the start of a new semester, new residents will be checking into rooms, apartments and suites. It is expected that both your bedroom and your common areas are clean and presentable for new residents. Failure to do so can result in damage charges.

- ❖ Clean out the refrigerator and throw away any food that will go bad during the break.
- ❖ Dispose of perishable items. Take all waste outside to the dumpster and recycling areas.
- ❖ Make sure that all your belongings are on your side of the room and that the room is presentable.

If you are staying over the break, be extra aware in your community: make sure building entries are locked, know who is staying on your floor, don't allow strangers into your living areas.

**If you need staff assistance**, please refer to the Operation Hours to the left for information on when offices are open. When offices are closed, the Residence Life staff on duty can be reached via cell phone:

707-845-6027 - Canyon/Creekview/Cypress/Redwood

707-845-6028 - College Creek/Campus Apartments/Sunset

**If this is an emergency, please dial 911** to call University Police.

## **Dining Hours**

### **The “J”**

Friday, Dec. 15

Closes at 6:30pm

Saturday, Dec. 16 – Sunday, Jan. 7

Closed

Monday, Jan. 8

Regular hours resume

### **The “J” Grill**

Thursday, Dec. 14

Closed

Monday, Jan. 15

Regular hours resume

### **The Cupboard**

Thursday, Dec. 14 – Friday, Dec. 15

6pm - 10pm

Saturday, Dec. 16 – Sunday, Dec. 17

12pm - 5pm

Monday, Dec. 18 - Tuesday, Jan. 9

Closed

Wednesday, Jan. 10

Regular hours resume

### **The Depot**

Wednesday, Dec. 13

Salsa City closes at 5pm

Thursday, Dec. 14

Los Bagels closes at 2pm

Friday, Dec. 15

Pizza, Grill, Deli, Smoothie  
& Salad Bar close at 1:30pm

Saturday, Dec. 16 - Tuesday, Jan. 9

Closed

Wednesday, Jan. 10

Regular hours resume

### **Hilltop Market**

Thursday, Dec. 14

Closes at 4pm

Friday, Dec. 15 – Monday, Jan. 15

Closed

Tuesday, Jan. 16

Regular hours resume

### **Windows Café**

Saturday, Dec. 16 – Tuesday, Jan. 9

Closed

Wednesday, Jan. 10

Regular hours resume

### **College Creek Marketplace**

Friday, Dec. 15

Closes at 5pm

Closed Weekends until regular hours resume

Monday, Dec. 18 - Thursday, Dec. 21

7:45am – 3:30pm

Friday, Dec. 22 - Monday, Jan. 1

Closed

Tuesday, Jan. 2 – Friday, Jan. 5

7:45am – 3:30pm

Monday, Jan. 8 – Friday, Jan. 12

7:45am – 3:30pm

Saturday, Jan. 13

Regular hours resume

### **Library Café**

Monday, Dec. 18 – Wednesday, Dec. 20

8am - 12:30pm

Thursday, Dec. 21 – Tuesday, Jan. 9

Closed

Wednesday, Jan. 10 – Friday, Jan. 12

8am - 12:30pm

Monday, Jan. 15

Closed

Tuesday, Jan. 16

Regular hours resume

## **Staying for Break?**

Please note, there will be limited food service available during the break, and most University offices will be closed. Residence Life staff members will still be on duty and available to assist with any issues that may occur. University Police continues to operate 24 hours per day, 7 days per week during the break.

## **Feeling Sick Over the Break?**

The Health Center will be closed December 25 – January 7. If you need medical assistance when the Health Center is closed, you may call FONEMED, the after-hours nursing service, at 1-877-256-3534. Calling this service is free to students. Please notify someone if you are sick (friend, family or staff member).

**Counseling & Psychological Services 24-hour crisis line is (707) 826-3236. In an emergency, call 911.**

## **Pet Care Over the Break**

If you are leaving over the break, please make arrangements for your pet to come home with you or be cared for in your absence. Housing staff are not able to watch over pets over the break. Please be certain to adhere to the pet policy in the ResLife & You Handbook.

## **24-Hour Quiet Hours**

Quiet hours are being enforced 24 hours a day starting Friday, December 8 at 5:00pm and ending Friday, December 15 at 5:00pm. If found violating quiet hours' residents will be confronted and documented, which could result in removal from housing.

## **25th Annual Free Pancake Breakfast**

Join us at the J Cafeteria for the 25th Annual Free Pancake Dinner for HSU Students. Made for you by staff and faculty, Monday, December 11<sup>th</sup>, 8pm-10pm.

## **Winter Donation Drive**

Donate your reusable items (books, clothing, non-perishable food etc.) to help those in need. Bins will be in your living area from December 8<sup>th</sup> until January 16<sup>th</sup>.

## **Mold**

Coastal Humboldt County experiences more mold problems than drier climates. Mold growth can also occur when excessive moisture is present such as from condensation, leaking plumbing, poor ventilation, over watered houseplants, and poor housekeeping. **Residents should promptly report any maintenance conditions that may lead to mold to the Housing Front Desk or Information Desk. A Maintenance request can be completed in your myHousing portal.**

**This winter, please prevent mold growth in the following ways:**

- ❖ Keep air space between furniture, bedding, and other items with the walls and floors.
- ❖ Hang wet articles such as towels and clothing.
- ❖ Routinely wipe condensation off windows and other surfaces.
- ❖ Avoid creating areas of standing water.
- ❖ Keep your living areas clean and uncluttered.
- ❖ Use moisture absorbing products such as Damp Rid.

## **Apply to be on ResLife Student Staff in 2018-2019**

Interested in a position as an Activities SA, RSA or SA? Visit <https://housing.humboldt.edu/student-staff-selection-process> to apply by December 8<sup>th</sup>.

### **Be Advised!**

Cars in our parking lots are not immune to burglary. If you leave your car over break, park it under the lights and remove your valuables.