

WINTER '23 BREAK INFORMATION

December 15, 2023, at 5pm – January 15, 2024, at 5pm

Note: Please keep in mind, all policies & guidelines are still in effect during the break period.

WINTER BREAK PLANS

For increased security over the break and emergency purposes, **ALL residents are required to complete the Winter Break Plan form (staying or leaving) by Thursday, December 14, 2023.** The Winter Break Plan form is under the Forms tab in your [myHousing](#) portal.

Mold

Humboldt County experiences more mold problems than drier climates. Therefore, **residents should promptly report any maintenance conditions that may lead to mold to the Housing Office.** A maintenance request can be completed in your [myHousing](#) portal. Your responsibility is to clean mold in your room or apartment common areas resulting from poor housekeeping. Humidity sets up prime growing conditions for mold. **Do your part in preventing mold in your area:**

- USE EXHAUST FANS - When showering or cooking, it is essential to use exhaust fans and open windows. Poor ventilation will result in mold.
- HANG WET ITEMS - Leaving wet clothing or towels on the ground will prevent proper drying and create humid environments.
- CREATE SPACE FROM WALLS - Allow airflow in your room by moving furniture slightly from walls. Not enough airflow can create mold.
- AVOID CONDENSATION - Wipe down windows and walls if you notice condensation. Opening windows and using fans can help prevent condensation.
- KEEP ALL AREAS CLEAN AND UNCLUTTERED!
- AVOID STANDING WATER - Avoid overwatering plants & leaving dishes in sinks uncleaned.
- USE CLEANING PRODUCTS THAT DISCOURAGE MOLD GROWTH

24-Hour Quiet Hours

Quiet hours are being enforced 24 hours a day, starting at **5:00 pm on Friday, December 8, 2023**, and ending at **5:00 pm on Friday, December 15, 2023**. If found violating quiet hours, residents will be confronted and documented, which could result in removal from housing.

LEAVING OVER THE BREAK

Please remember to do the following:

- Turn off all lights. Turn the heater down (except Canyon) to 55 degrees.
- Make sure all windows and doors are closed and locked.
- Close drapes/blinds.
- Unplug items that do not need to be plugged in: lamps, alarm clocks, etc.
- Clean the refrigerator and throw away any food that will go bad during the break.
- Take all waste outside to the dumpster and recycling areas. Failure to do so can result in damage charges.
- Ensure all your belongings are on your side of the room and the room is presentable.
- Prevent mold growth. Please read the end of this memo.
- Return any J ware that is in your room/suite/apartment

New Spring Roommates/Suitemates

With the start of a new semester, new residents will check into their spaces starting January 8, 2024. Therefore, your bedroom and common areas are expected to be clean and presentable for new residents. Please have all your items on your

side of the room. No items on the room's empty double or triple side should be found. Failure to do so can result in damage charges.

Vacating the residence halls

If you are vacating the residence halls, you must submit a Vacate Form in your [myHousing](#) portal. Vacating residents must check out **by 10 am on Saturday, December 16, 2023**. Please use the Express Checkout in your [myHousing](#) portal when you move out. If you live in Campus Apartments, you will also need to return your keyset to the Housing Office. If you live in Comfort Inn, please make sure to also check out with the Comfort Inn Front Desk. Failure to checkout will result in at least a \$35 charge.

Fall '23 Graduation

With prior approval, graduating seniors can stay in the halls until 10:00 am on Sunday, December 17. Requests are due by Thursday, December 14, 2023. To request a late stay, please submit one in your [myHousing](#) portal under Forms.

Winter Break Safety Room Inspections

Residence Life staff will conduct safety inspections of all residence hall rooms **on Saturday, December 16, 2023**, to ensure that all necessary items have been unplugged and to check for potential fire dangers. Policy violations in plain view will be documented. If you have questions or concerns, please contact [your RLC](#).

Item Donations

Donate your reusable items (clothing, non-perishable food, etc.) to help those in need. Bins are located on the 3rd floor of the JGC. Books can be donated to the JGC Rec Room Free Library.

Pet and ESA Care Over the Break

If you leave over the break, please plan for your pet or Emotional Support Animal to come home with you. We require you to take your pet or ESA home. Housing staff members will not watch them over the break. **Please be certain to adhere to the pet and key use policy in the [ResLife & You Handbook](#) and the [ESA Policy & Agreement](#).**

STAYING OVER THE BREAK

Please note there will be limited food service available during the break (*see below*), and most University offices will be closed. Residence Life staff members will still be on duty and available to assist with any issues. University Police continue to operate 24 hours per day, 7 days per week during the break. Please **be extra aware of your community**; ensure building entries are locked, know who is staying on your floor, and don't allow strangers into your living areas.

If you need a staff member, Please call or visit the Housing Front Desk or Information Desk during [operational hours](#).

For after-hours, contact the RA on Duty.

Canyon, Creekview, Cypress, and The Hill: [\(707\) 845-6028](#)

College Creek, Campus Apartments, and Comfort Inn: [\(707\) 298-0178](#)

University Police are also available to assist by calling [\(707\) 826-5555](#). **In an Emergency, Call 911**

Dining Services

Limited services will be available during the break. Please refer to their [operational hours](#) and plan accordingly.

If you don't feel well during the Winter break, please visit the Student Health and Wellbeing Services calendar and make an online appointment. When the SHWS is closed, you can use [TimelyCare](#), a medical and mental health service app available anywhere in the U.S.

County Mental Health's 24-hour crisis line is open at [\(707\) 445-7715](#). **In an Emergency, Call 911**