



HEWETT-MANCHESTER HALLS FALL BREAK PROCEDURES

FALL BREAK PREPARATION CHECKLISTS ARE DUE BY SATURDAY NOVEMBER 21, 2020 AT 2 P.M.

Even though Hewett and Manchester Halls do not close for Fall Break all residents of this area must complete the **Online Checklist Form**. Please go to the [Housing & Dining Portal](#) to complete this process.

DINING CENTERS

Linkins closes on Friday, November 20 at 2 p.m.

Watterson closes Friday, November 20 at 8 p.m.

Dining Centers reopen on Sunday, November 29, at 4 p.m.

Dining Centers return to their regular schedules on Monday, November 30

FALL BREAK PREPARATION CHECKLIST

1. TAKE OUT ALL TRASH.
2. Dispose of all perishable food in your refrigerator (if applicable), and any empty bottles or cans.
3. Unplug all electrical appliances EXCEPT refrigerators and aquariums. (Attach notes to these plugs on the outlet indicating what they are. All outlets without notes will be unplugged!) Computers should be unplugged in case of power surges.
4. Close and lock room windows.
5. Open draperies or shades and ensure there is a clear path between the door and window.
6. Move personal belongings that are on the floor to the bed or desk. This will prevent items from being damaged in the event there are any leaks or plumbing problems over the break. The University assumes no responsibility for personal property.
7. Turn off all room lights.
8. Lock room door and remember to throw out your trash.
9. Please check if at least one resident will be present at any time during the break period.

If you have any broken window or door problems (i.e., window or door won't close, window or door is broken), please fill out a work order online at <https://isd.illinoisstate.edu/>. Please complete no later than Sunday, November 15. Notify your Resident Assistant (RA) to ensure that repairs can be made.

Final room inspections will occur from 2–6 p.m., Saturday, November 21, 2020.

Staff reserves the right to confiscate items that violate University policies.
Please see the back of this form for further information.

HEWETT & MANCHESTER HALLS FALL BREAK PROCEDURES (continued)

Room inspections will be conducted once you have completed the [online checkout form](#).

During inspections, staff will check for:

1. Any materials attached to, suspended from, or draped beneath the ceilings.
2. Any materials which hinder exit, including beds, drapes, desks, lofts, etc.
3. Multiple outlet extension cords used or similar devices.
4. Prohibited appliances (i.e., hot pots, popcorn poppers, beer signs, halogen lamps, etc.)
5. Any candle, incense, or alcohol of any kind. Bottles and cans without their original seal.
6. Items on or around the windows (i.e. signs, stickers, etc.)
7. Any other items that violate Residence Hall and/or University policies.

Please read and follow all procedures listed prior to your departure. You may be referred to the office of Student Conduct and Community Responsibilities (SCCR) in the Dean of Students Office for any/all violations. Please review your residence hall website for listings of possible violations, Housing.IllinoisState.edu/About/Policies/.

Notice: All bottle and can collections found may be disposed of and a confiscation receipt given. You may be fined for this and referred to SCCR for possible disciplinary action. Please refer to your 2020–2021 residence hall handbook for details Housing.IllinoisState.edu/About/Policies/.

Reminder: Attach notes to the plugs for refrigerators and aquariums – all other plugs must be disconnected prior to departure.

If you decided to leave during the break, you must be in possession of your keys upon your return to campus. There will be a core change if you return without them. Remember, room and suite key core change charges are both \$75. Notifying staff that your keys are in the mail does not exempt you from this charge.

For questions or concerns, please contact your Residence Hall Coordinator:

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