



ST. JOHN'S  
UNIVERSITY

## WINTER BREAK CLOSING CHECKLIST

- Schedule a check out appointment with your RA.
- Return your key(s) (where applicable).
- Talk with your roommates and suite mates to remove all garbage from your room and clean bathrooms.
- Close and lock all windows in your space.
- Remove all personal items from the floor and place them on your bed. **NOTHING SHOULD BE LEFT ON THE GROUND.**
- Take home all valuables, medications, passports, and important documents for the break
- Set HVAC systems to 70 AUTO.
- Unplug all electrical devices, turn off lights, close blinds in all spaces.
- Room space and common areas are clean, perishable items are removed and bathroom spaces is clear of personal belongings.
- Unsure if you are returning for next semester? Take everything home with you to AVOID ADDITIONAL ROOM CHARGES

**STUDENTS SHOULD CHECK OUT 24 HOURS AFTER THEIR LAST  
FINAL BUT NO LATER THAN MAY 14, 2026 AT NOON**

*CONTACT YOUR RESIDENCE DIRECTOR WITH ANY  
QUESTIONS YOU MAY HAVE*