Fill out our short survey to let us know you are leaving the residence during the Holiday Break.

IF YOU'RE GOING AWAY FOR THE HOLIDAYS

☐ Fill out our short survey to let us know you are leaving the residence during the Holiday Break.

GENERAL CONSIDERATIONS

☐ Turn off all alarm clocks!
☐ Take out garbage/recycling and throw out any perishable food.
☐ Power down: unplug all appliances and electronics (except the fridge).

SAFETY & SECURITY

☐ Secure all personal belongings and valuables.
☐ Remove plugs, wash cloths or sponges from the edges of the tub and sink – if anything falls in the basins and the tap leaks, it could cause flooding.
☐ Consider purchasing insurance if the content of your room is not covered under your parent’s home policy.
☐ When travelling please be vigilant about your luggage and personal belongings. Inspect them to keep them safe, clean and pest free.

WEATHER CONSIDERATIONS

☐ Don’t turn off your heat completely – the unit could freeze from being left off.
   CS & LC: Set your thermostat to 72 degree Fahrenheit or 22 degrees Celsius.
   NRH: Set it to medium heat and a low fan setting.
☐ Ensure that all doors and windows are properly closed and locked. Charges will apply for weather related damages.
☐ If possible store items off the floor of your room to avoid damage in the event of a flood.

Front Desk Holiday Hours
Open 24 hrs

FOR EMERGENCIES, PLEASE CALL MCGILL SECURITY: 514-398-3000

IF YOU'RE STAYING FOR THE HOLIDAYS

☐ Fill out our short survey to let us know that you will be staying in residence during the Holiday Break.
☐ If you leave for a few days, please ensure that your windows are closed.
☐ The last day of service in the Residential Dining halls is December 21, 2018. Full service will resume Monday, January 7, 2019. Please visit our website for specific hours of service during the break and the first week of January.
☐ Première Moisson at New Residence Hall (closed December 25, 2018 & January 1 & 2, 2019) and Starbucks at Carrefour Sherbrooke (closed on December 24, 25, 31, 2018 & January 1, 2019) are the only two food locations open during the holiday period.

2018 HOLIDAY BREAK MEMO FOR CARREFOUR SHERBROOKE, LA CITADELLE & NEW RESIDENCE HALL

CHRISTMAS EVE DINNER WITH CHEF OLIVER
RVC - DINING HALL
MONDAY, DECEMBER 24

Oliver de Volpi, our executive chef will be hosting a family Holiday Dinner at RVC. Please come and celebrate with fellow students and enjoy a festive evening.
Volunteers to help set up or to help clean up are welcomed!

Please contact Oliver at oliverdevolpi@mcgill.ca and indicate your intention to come.
WITHDRAWING FROM RESIDENCES?

- Visit the Residences Admissions Office at University Hall to fill out the withdrawal form.
- Vacated rooms must be left in the same condition in which they were found upon arrival. Please remove all personal items, garbage, decorations, etc.
- Please return room key cards to the Front Desk. You are not considered moved out until you have returned your key card to the front desk.
- Finally, follow all other relevant instructions for students leaving for the holidays.
- Please note that charges will apply in case of: Weather damages in your room due to the window being left open, lock replacement for keys not returned, and damages to furniture/special cleaning required.

STUDENT ACCOUNTS

If any outstanding lock out, lost key or damage charges are not paid before **Friday, Dec 14th, 2018** they will be forwarded to Student Accounts.

MAINTENANCE CHECK

A McGill staff member will be doing a room by room check from December 17-21, 2018. See your front desk for more details.

HOUSEKEEPING

Housekeeping will be doing a winter cleaning of all common areas. Please remove any items from common rooms before leaving. Any items left behind will be disposed of or donated.

GUESTS

FOR RESIDENTS HAVING GUESTS FROM DECEMBER 21, 2018 – JANUARY 2, 2019:

- For safety and security reasons, building access during the period of **December 21, 2018 – January 2, 2019** will be limited to building residents and staff ONLY, unless previously arranged with the front desk.
- If you are planning on having guests during this period, you **must see the front desk to obtain and complete a guest authorization form**.
  This form must be completed and **approved by Friday, December 14, 2018 at noon** and have roommate approval and signature.
- Guests that have not completed the authorization form at the front desk will **NOT** be granted access to the building.
- Guests will not be given a key card in a lockout or lost key card situation under any condition.
- Your McGill Student Card is for YOUR use only. **DO NOT allow friends or guests to use it** to access the building. McGill Student Cards being used by anyone other than the owner will be confiscated and returned to security.

LIFE BEYOND McGill REZ

Coming January 2019: Student Housing & Hospitality Services and Campus Life & Engagement bring you - Life Beyond McGill Rez, a one day workshop designed to help you understand the process of renting in Montreal, finding an apartment, cooking for yourself and so much more. Stay tuned for more information in the new year.

On behalf of SHHS, we wish you all happy holidays and a wonderful new year!