Fill out our short survey to let us know that you will be staying in residence during the Holiday Break.

**IF YOU’RE GOING AWAY**

- 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).
- Verify that the smoke detector beeps when the button is pushed.

**GENERAL CONSIDERATIONS**

- 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.
- 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.

**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.
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**MORE & GRADUATE OFFICE HOLIDAY HOURS**

CLOSED FROM December 24, 2018 - January 2, 2019

Regular office hours resume on January 3, 2019

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

**WINTER BREAK ACTIVITIES**

The Residence Life team is organizing fun, social activities during the winter break. They’ll be in touch to let you know what is being offered.

**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.
ALL STUDENTS TAKE NOTE:

- **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 building by building check from **Dec 17-21, 2018**. See the front desk for more details.

**EXCHANGE STUDENTS**

WHOSE LEASE END DECEMBER 31, 2018

We hope that you have enjoyed your time at McGill University and in Montreal and we are sad to see you go!

**Your lease ends December 31, 2018 and we require that you vacate the apartment prior to that date.**

**CLEANING**

- Extra cleaning charges will apply to any room/apartment with garbage or items remaining. **DO NOT PLACE GARbage IN FRONT OF MAIN ENTRANCE OR EMERGENCY EXITS.**
- Remove ALL litter and recycling items from your room/apartment and empty into the proper containers.
- Remove all graffiti, tape, “fun tac”, and hooks from the walls, windows and doors.
- Empty all drawers, cupboards and shelves.
- Apart from ensuring the above for your own room/apartment, the same must be done for the common areas you share (kitchens, living rooms, bathrooms, etc.).

**RETURNING YOUR KEYS**

- All keys and/or temporary access cards must be returned to the MORE Front Desk during office hours. If the office is closed, you may return your keys to RVC Front Desk (3425 University).
- Place keys in an envelope with your name, address and room #. Send an email to housingofficer@mcgill.ca and let us know where you left your keys.
- If keys are not returned, you will be charged for changing the locks. This can cost up to $175.00.

**REFUND OF ONECARD DOLLARS**

If you have any balance remaining on your oneCard account and are leaving McGill University and would like a refund, please email food.fds@mcgill.ca before **December 21, 2018**.

Transactions made through Minerva will be refunded to your McGill student account and a request for reimbursement can be processed.

**WITHDRAWING FROM RESIDENCES?**

- Visit the Residences Admissions Office at University Hall to fill out the withdrawal form.
- Close your window and lock your door prior to leaving.
- Please return your keys, only then are you considered to be “moved out”.
- Finally, follow all other relevant instructions for students leaving for the holidays.

**TOO MUCH TO BRING BACK HOME? DONATE YOUR PERSONAL ITEMS**

McGill University will donate any personal items left behind. Most of you cannot take my personal items back home, therefore, residences will help you donate your unwanted items.

We accept new & gently-used clothing, small appliances, kitchen items, sporting items, jewelry, seasonal items, books, crafts, toys, & electronics. We also will accept food items – **ONLY NON-PERISHABLE ITEMS** please. Bag up your donations and leave these items in your bedroom/apartment. We will have the cleaners remove these items before the new residents moves in.

Join the thousands of people who are already making a difference by donating and help reduce, reuse and recycle!

**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.