2019 HOLIDAY BREAK MEMO FOR
ROYAL VICTORIA COLLEGE, SOLIN HALL,
UNIVERSITY HALL & UPPER RESIDENCES

1. TELL US WHETHER OR NOT YOU ARE STAYING IN RESIDENCE FOR THE HOLIDAY BREAK
Fill out our short survey and let us know by December 13, 2019. If you are staying, the Residence Life team will be in touch with you with a list of fun, social activities that will take place throughout the Holidays in residences but also in the city.

2. STUDENT ACCOUNTS
If any outstanding lock out, lost key or damage charges are not paid before December 13, 2019 they will be forwarded to Student Accounts.

3. MAINTENANCE CHECK
A McGill staff member will be doing a room by room check from December 16-20, 2019. See your front desk for more details.

IF YOU’RE GOING AWAY FOR THE HOLIDAYS (even for just a few days)

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.
- 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.
  - RVC & Upper Residence: For those with a radiator control dial, please set it at no less than “3”.
  - Solin Hall: Set the thermostats no lower than 15 degrees C.
- If possible store items off the floor of your room to avoid damage in the event of a flood.

Ensure that all doors and windows are properly closed and locked. Charges will apply for weather related damages.

FRONT DESK HOLIDAY HOURS OF SERVICE

RVC Front Desk
Open 24 hrs

BMH Front Desk
Dec. 22, 2019 - Jan. 2, 2020: 8h00 - 4h00
CLOSED WEEKENDS, DEC 25-26, 2019 and JAN 1, 2020
Regular office hours resume on January 3rd, 2020

SOLIN Front Desk
Weekends Dec 21-22, 2019 & Jan 4-5, 2020: 9h00-17h00
Weekdays Dec 24, 2019 - Jan 2, 2020:
  Noon - 16h00; 21h00-5h00
CLOSED DEC 25-26, 2019 & JAN 1, 2020
Regular office hours resume on January 3, 2020

For emergencies, please call McGill Security: 514-398-3000
DINING HALL HOLIDAY HOURS OF SERVICE

Please view our hours of service during the exam period: December 5-20th, 2019

The last day of service in the Residential Dining halls are:

- December 19 until 21h00: LC
- December 20 until 10h30: CS, NRH
- December 20 until 20h00: DH
- December 22 until 20h00: BMH, RVC

What’s OPEN over the Holidays:

- Première Moisson at New Residence Hall (closed December 25-26, 2019 & January 1 - 2, 2020)
- Starbucks at Carrefour Sherbrooke (closed on December 25, 2019 & January 1-2, 2020)

We will resume full dining services on **Monday, January 6, 2020**.

EXCHANGE STUDENTS IN SOLIN HALL

We hope that you have enjoyed your time at McGill University and in Montreal and we are sad to see you go! If you have not yet confirmed your expected date of departure from residences please contact us at: housing.residences@mcgill.ca

CLEANING

- The apartment/room must be cleaned before leaving. Extra cleaning charges will apply to any room/apartment that is not left clean.
- Remove ALL personal items, litter and recycling from your room/apartment and empty into the proper containers.
- Remove all posters/wall coverings & tape from all walls.
- Empty and clean all drawers, cupboards and shelves.
- Apart from ensuring the above for your own room, the same must be done for the common areas you share (kitchens, living rooms, bathrooms etc.).

RETURNING YOUR KEYS

- Return all keys and/or temporary access cards to the Front Desk during office hours.

REFUND OF ONECARD DOLLARS

If you have a balance remaining on your oneCard account, request your refund by emailing food.fds@mcgill.ca before December 20, 2019.

WITHDRAWING FROM RESIDENCES?

- Visit the Student Housing and Dining Service Center in University Hall to fill out the withdrawal form.
- Schedule an appointment with your porter or front desk to retrieve any storage items.
- Remove all litter, wall decor, tape, graffiti.
- Your porter will conduct a room assessment based on the room inspection report. If you wish to be present during the inspection, please contact your Porter prior to December 11, 2019.
- Close your window and lock your door prior to leaving. Return your room and mailbox keys to the front desk.
- Charges will apply in case of: Weather damage from the window being left open, lock replacement for keys not returned, and damages to furniture/special cleaning required.
- Finally, follow all other relevant instructions for students leaving for the holidays.

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