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.

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.

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.

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.

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.
☐ 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.
☐ 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: OPEN 24 HRS
For emergencies, please call McGill Security: 514-398-3000
2019 HOLIDAY BREAK MEMO FOR CARREFOUR SHERBROOKE, LA CITADELLE & NEW RESIDENCE HALL

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.

GUESTS

FOR RESIDENTS HAVING GUESTS FROM DECEMBER 22, 2019 – JANUARY 2, 2020:

- For safety and security reasons, building access during the period of December 21, 2019 – January 2, 2020 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 13, 2019 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.

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.
- Please note that 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!