The semester break begins at 11 a.m. on Saturday, December 14. If you are leaving the university and checking out of housing or making a room change for the spring semester, refer to the instructions sent to you via your B-mail address. If you are moving and have not received additional information, contact the apartment housing office immediately: 607-777-2904

SSHH! 24-HOUR QUIET HOURS begin 11:59 p.m. Friday, December 6 and continue through 8 p.m. Friday, December 13.

Before leaving for vacation you MUST:

- Unplug all electrical devices except the large refrigerator and other university-owned kitchen appliances. Small refrigerators must be emptied, unplugged, and left open with a towel in front to catch any moisture from thawing.
- Close and lock all windows and doors.
- Close and lower blinds three-quarters down.
- Remove all holiday decorations.
- Remove all perishable items to the dumpsters. Clean your dirty dishes. You do NOT want to come back to foul odors or pests.
- Vehicles remaining on campus MUST be parked in Lot G1, M1, X or ZZ North or South.
- Take your keys with you; do not expect staff to key you in to your room when you return.

If you are staying in your apartment for all or part of the recess, please register online at reslife.binghamton.edu/break no later than Thursday, December 12. IT IS VERY IMPORTANT THAT YOU REGISTER IF YOU ARE STAYING IN YOUR APARTMENT so we know who is here in case of an emergency.

Residents remaining in apartments during the break, note these phone numbers in case of emergency:

<table>
<thead>
<tr>
<th></th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Member On-Duty</td>
<td>607-759-4755</td>
</tr>
<tr>
<td>Emergency Maintenance</td>
<td>607-777-2341</td>
</tr>
<tr>
<td>University Police</td>
<td>x 911 (emergency - from a campus phone) 607-777-2222 (emergency - from a cell phone) 607-777-2393 (non-emergency)</td>
</tr>
</tbody>
</table>

During this break housing period the University Housing License and the Code of Student Conduct are still in effect. Break housing is a privilege and you are expected to conduct yourself in a manner appropriate to a community living environment. Any alleged violations will result in immediate removal from break housing pending any student conduct or administrative follow-up action.

Offices will be closed December 25 through January 2. NO RAs will be available during the entire break 12/14 THROUGH 1/19. From January 2 to 19, area offices will be open weekdays from 8 a.m. – 12 p.m. and 12:30 p.m. – 4 p.m.

THERE ARE NO EVENING RA OFFICE HOURS DECEMBER 24 – JANUARY 19.

- The campus will have reduced staffing December 24 through January 2. Offices, libraries, campus union, dining facilities, etc. will be closed.
- Staff members will be conducting a safety inspection at the beginning of the break and may check or clean apartments with vacancies ANYTIME. During this inspection a staff member will enter each apartment and bedroom to see that safety conditions have been met. In particular we will be inspecting electrical outlets, stoves/ovens, smoke detectors, etc.

Have a happy and safe break!