WPI RESIDENTIAL SERVICES
FALL 2020 DEPARTURE INSTRUCTIONS

COMPLETE THIS CHECKLIST BEFORE YOU LEAVE CAMPUS

1. Close & lock all windows
   Leave shades & blinds open

2. Consolidate your remaining belongings onto your bed

3. Unplug all electronics

4. Pull items away from heat sources

5. Take home all important items - medications, IDs, passports, etc. (Your access will be turned off)

6. Throw away all food & remove trash from your room

7. Unplug your mini-fridge & leave the doors open to defrost

8. Turn off all of the lights

9. Place your key in the labeled envelope on your desk or use express checkout

LEAVE OF ABSENCE/WITHDRAWAL:
CONTACT RESIDENTIAL SERVICES
RES-SERVICES@WPI.EDU