

# WPI RESIDENTIAL SERVICES

## DEPARTURE INSTRUCTIONS

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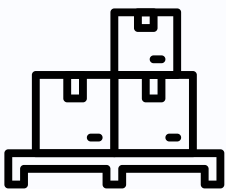
**COMPLETE THIS CHECKLIST BEFORE YOU LEAVE CAMPUS**

**1**



**CLOSE & LOCK ALL WINDOWS  
LEAVE SHADES & BLINDS OPEN**

**2**



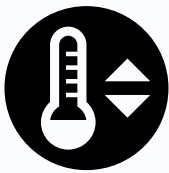
**TIDY YOUR SPACE & LEAVE ROOM  
IN A CLEAN STATE**

**3**



**UNPLUG ALL ELECTRONICS**

**4**



**PULL ITEMS AWAY FROM HEAT  
SOURCES**

**5**



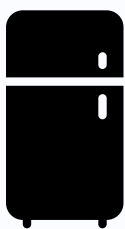
**TAKE HOME ALL IMPORTANT  
ITEMS - MEDICATIONS, IDS,  
PASSPORTS, ETC. (YOUR ACCESS  
WILL BE TURNED OFF)**

**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**