

I'M LEAVING FOR BREAK

RPS staff and/or contractors will perform cleaning, maintenance, and health and safety inspections in all rooms during the break. They will clean HVAC filters and flat surfaces like desk tops and bookshelves and HEPA vacuum the floor. To prepare for this cleaning we request that you:

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- Remove everything from flat surfaces and the floor and place those items on your bed.
 - Move items 3 feet away from your HVAC system.
 - Empty your refrigerator and leave it plugged in and running.
 - Pack up all plants and pets.
 - Empty the trash.
 - Pack your important documents and medications.
 - Pack computers, iPads, and items you will need.
 - Set up mail forwarding at One.IU and stop deliveries.
 - Unplug valuable equipment.
 - Turn off alarms, lamps, and lights.
 - Live on the ground or first floor – close window coverings.
 - Lock the door.
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You will not be able to enter the building or your room during the break.

SAFE TRAVELS!