

# Wake S.H.I.P

## Wake Summer Housing Intern Program



## WHAT TO KNOW BEFORE YOU GO

### COVID-19 Protocols:

The University continues to follow all recommended CDC guidelines, and will make updates as they become available on the [Our Way Forward](#) website for your review. It continues to be our mission to keep all guests safe and healthy while they participate in programs and activities that occur on the University's campuses and in the University facilities. Conference and Event Services does not have additional requirements for camps or Wake SHIP housing guests outside of university guidelines.

### Check In:

Staff will be available for your group's program pre-approved date between 9:00 a.m.-5:00 p.m. If you are arriving after hours or on the weekend, please make every effort to notify your group's contact and the Conference & Event Services team prior to your arrival date to arrange for a staff member to meet you.

### Check Out:

Information on key return will be provided closer to the date of check out.

**Departures must check out no later than noon.**

*As a reminder, all Guests are allowed one check-in and one check-out per stay within our facilities.*

### Pack It:

- UL-approved power strips (with a circuit breaker)
- Cookware & tableware
- Cleaning Supplies
- Soap, toiletries, shower bucket
- Towels, washcloths
- Bathrobe, slippers
- Hair dryer
- FULL SIZE sheets, blankets
- Bedspread
- Pillow and pillowcases
- Wastepaper basket
- Desk lamp
- Desk / office supplies; stationery, stamps, pens, pencils, stapler.
- Camera
- Television (Note: Streaming services only, individual subscriptions are required.)
- Detergent, iron, laundry bag, clothes hangers
- Alarm clock
- Flashlight
- Radio, stereo
- Keurigs or Keurig-style beverage makers

### Leave It:

- Bed lofts
- Fans with cooling systems
- Humidifiers or Misters
- Extension cords
- Plug-in air fresheners
- Multi-plug adapters
- Halogen lamps
- Candles (including those that are decorative)
- Fireworks or weapons (including paintball guns)
- Microwave ovens
- Toasters or toaster ovens
- Candle warmers
- Cinder blocks
- Electric grills or George Foreman grills
- Hot plates or electric skillets
- Crockpots; waffle or crepe pans
- Electric/space heaters
- Any coil appliances
- Kerosene lamps or appliances
- Waterbeds
- Pets and animals
- Black lights
- Additional air conditioners
- Non UL-approved lighting
- Wireless computer access

### Housekeeping:

Apartments & rooms will be cleaned before arrival. You are responsible for keeping your room & apartment tidy; including cleaning the bathroom, kitchen & taking out your trash during your stay. Trash disposal is centrally located at each apartment building..

### Maintenance:

During your stay, should you have a **non-emergency** maintenance request, please submit a work order with the link below or through our [website](#). Work orders are processed Monday-Friday from 8:00 a.m.-4:30 p.m.

[Wake SHIP Maintenance Request Form](#)

### Keys, Access Cards & Lockouts:

All Guests are assigned keys for access to their apartment. Guests who lose their key(s) /access card during the course of their stay on campus must report such loss to the Conference Service office within 24 hours. Upon check-out from University housing, all keys/ access cards must be returned. Failure to do so will result in lost key charges.