



MOVE OUT CHECKLIST

Unfortunately the time to say goodbye is approaching quickly. To help you organize your time we have created a checklist to guide you through your move-out process.

ALL OF THESE FACTORS COULD RESULT IN ADDITIONAL CHARGES TO YOUR ACCOUNT

TASKS

PLACE ALL FURNITURE IN ITS ORIGINAL POSITION

CLEAN BEDROOM | Wipe down all surfaces. Wipe the drawers of the dresser and remove any fallen items. The mattress pad (NOT zippered bed bug cover) is to be cleaned and put on mattress.

CLEAN BATHROOM | Remove shower curtain & hooks. Thoroughly clean your bathroom: sink, shower, & toilet. Don't forget the mirror and counter top. Clean under the sink as well.

CLEAN MICROWAVE | Pull out the glass plate in the microwave & wash it. Wipe the inside of the microwave (including the door) while the plate is out. Clean the exterior of the microwave.

CLEAN KITCHENETTE | Pull out all the drawers & remove any fallen items. Clean out the sink. Open and clean all cupboards under the counter. Empty the Refrigerator and clean the inside & outside. Empty and clean the freezer compartment. DO NOT unplug the refrigerator.

REMOVE GARBAGE | All garbage and recycling must be removed from the suite & taken to their respective dumpsters.

CLOSE WINDOWS | All windows are to be closed & locked securely.

KEEP THE BEDROOM DOORS OPEN | Please ensure the bedroom doors are open to allow for air circulation.

TURN OFF LIGHTS | Turn off all the lights within the suite.

PAYMENTS DUE | All outstanding charges are due. Check with the front desk and make payments on these outstanding charges (i.e. Lockout Charges).

MOVE-OUT DAY | You must vacate your room within 24 hours of your final exam.

FINAL ROOM INSPECTION | You do not need to schedule a move out inspection. All rooms are inspected after students move out.

HAND IN ITEMS | Hand in your room key and any other required items to the Front Desk at time of check out. Ensure you have removed all your belongings from your suite.

NOTE: A final room inspection will be completed upon move out. Residence will then review the above items and determine any charges to be placed on your account. All common area charges (kitchen, bathroom) are split between both roommates who occupied the suite. All bedroom charges are charged only to the roommate occupying the room within the suite.

****Each regular sized garbage bag removed by residence staff will result in a \$100 charge and future residence applications being subject to review****