

**ROOM #** \_\_\_\_\_

## **MOVE OUT CLEANING CHECKLIST**

Follow this checklist to make sure that you have adhered to our Community Standards.

**To avoid unnecessary cleaning charge, please follow these guidelines as they are outlined**

### **Cleaning**

- clear all personal belongings from drawers and shelves
- take off any posters or decals from the wall, wipe clean any tape/sticky tac residue from walls
- arrange all residence furniture and ensure that all original residence furniture is in the room
- wipe down desktop and inside dresser drawers
- vacuum floor, vacuum cleaners are available at the UC desk.

### **Exiting your room and checking out**

- remove and dispose of all garbage and recycling from your room
- close all windows, and draw the blinds
- turn off all lights
- please make sure you lock the door behind you
- return your keys to the office or if after office hours, please use the appropriate mail drop boxes located in the front lobby.

Residence Staff would like to wish you all the best for your future endeavours.

Occupant Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_