

# MOVE OUT CLEANING CHECKLIST

**ROOM #** \_\_\_\_\_ **CHECK OUT DATE:** \_\_\_\_\_

This checklist serves as a guide to avoid unnecessary cleaning and lost key fob charges. Abandon property will be disposed off as per the residence contract section 1.12 Vacating and abandoned property.

## Cleaning

- clear all personal belongings from drawers and shelves. Take all unwanted items to the donation bins.
- 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
- clean bathroom (PHR and AVM\*)
- vacuum floor, vacuum cleaners are available at our PHR and AVM front desk.

## AVM rooms\*

- remove all items from the kitchen drawers and cupboards
- wipe down drawers, cupboards and countertop
- dispose of all leftover food in fridge and freezer, and clean it thoroughly
- clean and wipe inside of the microwave

**\*Due to roommates continuing to live in-suite after departure, we ask that you clean and clear out the kitchen and bathroom of all your belongings and dispose of your own garbage. Your roommate is responsible for keeping the suite clean for the incoming resident once you have moved out and is not permitted to enter your room after your keys are returned.**

## Exiting your room and checking out

- We recommend you change your address with Canada Post  
<https://www.canadapost.ca/cpc/en/personal/receiving/manage-mail/mail-forwarding.page>

If you expect a parcel, please arrange with our office prior to leaving your room and we will contact you when it arrives.

- dispose of all garbage and recycling from your room
- leave your reusable dining services container in the room
- close all windows, and close the blinds
- please turn off all lights and lock the door behind you
- return your keys to the office **DO NOT give your keys to a friend to drop off**

**Key Drop boxes are located close to the mailboxes in AVM, PHR, UCR and PHR Res. Life Office.**

