

MOVE OUT CLEANING CHECKLIST - Room

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
- clean bathroom (PHR and AVM*)
- vacuum floor, vacuum cleaners are available at our PHR and AVM front desk.

AVM*

- 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

- 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 after office hours, please use the appropriate Key Drop boxes.**

Key Drop boxes can be found located close to the mailboxes in AVM, PHR, UCR and

PHR Res. Life Office.

Thank you for your corporation.

Occupant Signature(s): _____ Date: _____

_____ Date: _____