

Residence Move Out Checklist

- 1. Move out by 12:00pm on Sunday, August 29. Confirm your travel arrangements in advance.**
- 2. Prepare in advance for cleaning inspections. Inspections are conducted by Student Housing and Facilities staff after move out**
 - Commit to a cleaning schedule with your housemates. All housemates are expected to share the task of cleaning to the best of your abilities
 - In all areas in your unit:
 - Remove all waste
 - Vacuum floors; mop hard surface floors
 - Clean and disinfect surfaces
 - Return furniture to its original setup
 - Remove ALL personal belongings
 - Once cleaned and emptied, leave cupboard doors open
 - In each specific room (where applicable):
 - Bedroom:** Check all drawers, closet(s), under/behind the mattress and furniture for belongings and waste
 - Bathroom:** Clean the sink, bathtub/shower, and toilet
 - Kitchen:** Clean the sink, clean out cabinet underneath the sink, wipe out all cupboards, thoroughly clean the microwave, refrigerator, stove top and inside oven
 - Front foyer/Hallway/Stairs:** Vacuum and mop floor
 - Storage room(s):** Sweep and remove all items and garbage
 - Living room:** Check in the seat cushions, behind/underneath all furniture for items and waste, remove all personal belongings
 - Exterior garbage room:** All garbage, recycling, and compost must be removed.
- 3. Ensure all waste is removed from the unit.** Garbage bags are available in laundry rooms.

Townhouses:

- All waste must be curbside by 10:00am on Mondays and Thursdays, otherwise bring the garbage directly to the dumpster behind Foley Hall
- Remember to remove all waste from exterior garbage rooms

Foley Hall:

- Do not leave bags on the floor in the garbage rooms. Bags that do not fit down the garbage chute must be taken down to the dumpster

4. Check out of residence

- Obtain an Express Check Out envelope from the Residence Centre or your laundry room
- Ensure all steps on the envelope have been completed
- Complete a final check of all areas for your belongings and garbage
- Lock your bedroom door
- Fill out the Express Check Out envelope and put keys inside only. Remove lanyards/keychains.
- IMPORTANT: Seal the envelope ONLY by using tape, glue, staple, or paper clips. For the safety of yourself and SHRL staff, please do NOT seal the envelope by licking it.
- Submit the keys to the Student Housing & Residence Life after hours drop box. The drop box slot is located outside the front of the Residence Centre (left of the SHRL office windows)

5. Update your address – Do not continue to order parcels to residence after you have moved out. All letters and packages for non-returning students will be Returned to Sender. Change your address with:

- University of Toronto (ACORN)
- Government of Canada (ex. immigration documents)
- Your bank
- Your credit card company
- Your cell phone company
- Your driver's license
- Your Ontario health card
- Canada Post (mail forwarding)
- Your family and friends
- Your employer
- Your magazine subscriptions
- Your charities/associations
- Online shopping accounts (Amazon)