

★ CHECKLIST ★

MOVE OUT

ENSURE THE ROOM/UNIT IS IN GOOD CONDITION.

Make sure to clean your room so that it is in the same condition it was when you moved in. If there are any damages not mentioned in the Electronic Room Condition Report that you filled out earlier in the semester then there might be an additional charge/fee. To view the list of possible charges for damages please visit the [CCA portal](#).

- Kitchenette (if applicable):
 - Refrigerator: Empty and wipe down the refrigerator/freezer. Move and sweep/mop under it. Defrost and unplug the mini-fridge. Suites units do not need to defrost.
 - Microwave: Please remember to clean the inside and outside of the microwave.
 - Stovetop: All the obvious areas AND the exhaust fan filter (located above the stove).
 - Clean the kitchenette space: wipe down the sink, stovetop, range, and countertops.
 - Walls: Wipe down the wall behind the sink and stovetop. Scrub off grease, dirt, etc.
 - Dishes: wash and clean them.
- Bathroom:
 - Shower: Thoroughly clean the shower and tub with a household cleaner.
 - Toilet: Clean the toilet, inside and out.
 - Sink: Clean the entire sink and counter with a household cleaner.
 - Mirror: Please use a glass cleaner.
 - Floor: Sweeping, vacuuming, mopping.
 - Cabinets: clean out and wipe down.
 - Clean and wipe down all of the bath/toilet rooms including the toilet, wipe down surfaces, sweep/mop floor, wipe down doors
 - Clean and wipe down the sink
 - Clean and wipe down mirrors
 - Sweep and mop all floors
 - Make sure the plunger is present otherwise you will be charged for replacement.



— ✨ CHECKLIST ✨ —

MOVE OUT CONTINUED

Other:

- Common living area furniture are wiped down, and floors are swept and mopped.
- Empty trash, recycling, and compost bins using appropriate trash chutes in the trash room.
- Defrost and unplug the mini-fridge. Suites units do not need to defrost.
- Remove posters, signs, etc. from windows and walls
- Dust and wipe down shelves, wardrobe, and drawers
- Blinds and windows: All blinds should be dust-free and in good working condition. Charges will occur for the replacement of any blinds that are broken unless noted on your move-in condition form.
- Close and lock windows
- Move furniture to the original spaces. Moving fees will be charged for any table, not in the proper location.
- Please remember to leave behind: compost, recycling, trash bins, shower curtain, and disinfectant spray bottle. Failure to do so will result in a fee.
- Remove all personal items (double-check your drawers and closet)
- All trash **MUST BE** removed from the unit and hallways
- Clear all decorations and wipe down the bulletin board on the unit door.
- Ensure all lights, and appliances are switched off, and windows closed shut

There is an Improper Check-Out Fee of \$125.00. Here are some of the reasons why you may be charged this fee:

- Not being ready at your check-out time
- Not showing up for your check-out
- Being late to your check-out
- Leaving without going through the proper check-out procedures
- Note: If you are not ready to be checked out at the time you scheduled, you may be considered an “Improper Check-Out”. This means that you will be charged \$125.00, in addition to being charged for any damages assignable to you).
- If you stay in the building past 12 PM, noon, on your move-out date you will be charged \$50 for every 30 minutes. The amount will accumulate until you are physically out of the building.