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:
     o Remove all waste
     o Vacuum floors; mop hard surface floors
     o Clean and disinfect surfaces
     o Return furniture to its original setup
     o Remove ALL personal belongings
     o Once cleaned and emptied, leave cupboard doors open
   □ In each specific room (where applicable):
     o Bedroom: Check all drawers, closet(s), under/behind the mattress and furniture for belongings and waste
     o Bathroom: Clean the sink, bathtub/shower, and toilet
     o Kitchen: Clean the sink, clean out cabinet underneath the sink, wipe out all cupboards, thoroughly clean the microwave, refrigerator, stove top and inside oven
     o Front foyer/Hallway/Stairs: Vacuum and mop floor
     o Storage room(s): Sweep and remove all items and garbage
     o Living room: Check in the seat cushions, behind/underneath all furniture for items and waste, remove all personal belongings
     o 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)