

# MOVE-OUT CHECKLIST

Unfortunately the time to say goodbye is approaching quickly. To help you organize your time we have created a checklist to guide you through your move-out process.

✓	TASKS
	<b>PLACE ALL SUITE FURNITURE IN ITS ORIGINAL POSITION</b> Check the entire suite for all, if any, faults.
	<b>CLEAN DESK</b> Wipe the drawers of the dresser and remove any fallen items.
	<b>CLEAN BATHROOMS</b> Remove shower curtain and hooks. Thoroughly clean your bathroom: sink, shower, and toilet. Don't forget the mirror and the counter top. Clean under the sink as well.
	<b>CLEAN MICROWAVE</b> Pull out the glass plate in the microwave and wash it. Wipe the inside of the microwave (including the door) while the plate is out. Clean the exterior of the microwave.
	<b>CLEAN KITCHEN</b> Pull out the kitchen drawers and remove any fallen items. Clean out the sink, as well as the counter top and shelf. Clean under the sink. Once the refrigerator has been emptied please remove the bottom drawers (crispers) and clean it. Wash out the entire inside and outside of the refrigerator. Please clean and remove all the contents within the freezer compartment. Clean stove top and oven. <b>DO NOT UNPLUG REFRIGERATOR.</b>
	<b>CLEAN BEDROOM AND COMMON AREAS</b> All floors must be swept/mopped and/or vacuumed.
	<b>REMOVE GARBAGE</b> All garbage and personal items must be removed from the suite and taken to the dumpster.
	<b>CLOSE WINDOWS</b> All windows are to be closed and locked securely.
	<b>CLOSE BEDROOM DOORS</b> Please ensure the bedroom doors are closed and locked.
	<b>TURN OFF LIGHTS</b> Turn off all the lights within the suite.
	<b>PAYMENTS DUE</b> All outstanding payments are due. Check with the front desk for any outstanding payments.
	<b>MOVE-OUT DAY</b> You must vacate your room within 24 hours of your final exam.
	<b>HAND IN ITEMS</b> Hand in your Room Key, Suite Key, Mail Key (If Applicable), and any other required items at time of check out. Failure to do this will result in a charge.