



# CLEANING CHECK LIST: CCIC 2 BEDROOM MOVE OUT

During the term break there may be multiple inspections of your unit common areas/shared spaces. If unsatisfactory conditions or damage are found during either or both of these inspections charges may be assessed against all persons occupying the unit preceding that inspection. Even if you are staying in your unit you are responsible for the following. All cleaning duties are expected to be complete by 12 noon on Move out day and the cleanliness of the unit must be maintained until all rooms within a unit are occupied. Information regarding the dates of inspections will be provided by email.

Please take the time to read the information below and use the cleaning checklist to help you leave your room in satisfactory condition and avoid cleaning charges.

For more information visit the Residence & Housing web page here <http://bit.ly/2VBa8oG>

## Cleaning Checklist Everyone's Responsibility :

### Bathroom

Remove personal belongings. If you are staying, store in your room until all new roommates have moved in

Clean all surfaces:

- o Sink
- o Toilet
- o Tub
- o Shower
- o Floor
- o Cupboards and counter top

### Living Area

Remove personal belongings. If you are staying, store in your room until all new roommates have moved in

Clean all surfaces

- o Furniture
- o Walls
- o Windows – including window frame

### Kitchen

If moving out, remove all personal items.

Organize/clean all stored items ensuring cupboard and fridge space remains for incoming roommate

If staying, Label your fridge items and cupboards with your name and room number. Unlabeled items will be considered abandoned and disposed of.

Remove all garbage and recycling

Clean all surfaces

Fridge - inside and outside

Freezer – inside and outside, defrost if necessary

Cupboards

Counter top

Stove and oven

Sink

Floor

Furniture

## Cleaning Check List (Bedroom - individual responsibility)

Remove dirt and dust by wiping down and/or vacuuming

Bed – including mattress, base, drawers and frame

Desk and desk chair

Floor including under furniture and fridge

Drawers inside and out

Closet including shelf

All shelves

Walls and windows

Remove all personal belongings from all areas of the unit

Remove all garbage and recycling and dispose of it appropriately

Remove all items from bulletin boards inside and outside of your room

## Inspections:

- o Individual bedrooms and common areas may be inspected immediately following the move out of any occupant

## Move out day check list. To be fully checked out of your room:

- o Clean room
- o Remove all personal belongings
- o Close window
- o Lock door
- o Return your keys to the drop box by the mailboxes in the lobby

## After you've moved out:

- o Facilities staff will inspect the room and will document and take photos of anything left in an unclean or damaged condition
- o This documentation will be compared to the Room Inventory Condition report completed when you moved into the room to determine if there is new unreported damage
- o Students whose account has been assessed damage or extra cleaning charges will be emailed an outline of the charge along with documentation within a month of move out
- o For more information including a list of possible damage and cleaning charges can be found here <http://bit.ly/2VBa8oG>