



CLEANING CHECK LIST CCIC STUDIO MOVE OUT

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

- including mattress, base, drawers and frame
- All furniture
- Floor including under furniture, fridge and stove
- Drawers inside and out
- Closet including shelf
- All shelves
- Walls and windows

- Fridge – inside and out, including shelves and door seal
- Freezer – inside and out, defrost
- Stove – all surfaces including hood
- Bathroom – all surfaces
- Remove all personal belongings
- Remove all garbage and recycle of it appropriately
- Remove all items from bulletin board and outside of your room

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

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

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 Student's 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 see here <http://bit.ly/2VBa8oG>