

Before moving out of the Residence, you are responsible for restoring your room and suite to the condition it was in when you moved in. Specifically, you are expected to do the following:

In your room:

- ❑ Remove all garbage and belongings from your room; empty all garbage containers
- ❑ All wall surfaces must be cleared of any pictures & posters and adhesive tape or backing; wipe clean any walls, surfaces, windows, or fixtures – **do not use any abrasive cleaners**
- ❑ Remove all items from and wipe clean all shelves and drawers
- ❑ Remove all items from your closets and drawers
- ❑ Close and lock your door when you're ready to return your key to the Front Desk: do not leave your room door open or you will be responsible for any damage or extra cleaning charges if your room is left open and used by other residents

In your suite (all residents are responsible for attending to the following):

- ❑ Remove all garbage and belongings from the suite; empty all garbage containers
- ❑ Remove all food from the fridge and freezer and wipe clean– **do not unplug the fridge**
- ❑ Remove all posters/decorations from the walls, doors and ceiling (including tape and putty)
- ❑ Return all furniture to its proper location (make sure all your bedroom furniture, including a stool are in your room)
- ❑ Make sure your bedroom window and all windows in the suite are closed
- ❑ Make sure to contact Bell Canada and Roger's Cable to discontinue any services
- ❑ Remember to take your bike out of the garage
- ❑ Leave the mattress pad on the bed (we will wash it)
- ❑ Do not wash the shower curtain -- leave it attached to the rod

Note: The Residence does not have any storage facilities. Anything you leave behind will either be thrown out or given away.

You must make an appointment with the Front Desk to schedule a room inspection immediately before your departure. Once a satisfactory inspection has been completed, you must return your keycard to the Residence staff and leave the Residence.

The last resident out of the suite is responsible for the check-out of the suite, but all residents of the suite are responsible for restoring the suite's common areas to a suitable condition. This is a shared responsibility among the suitemates and should not be left to the last resident to attend to.