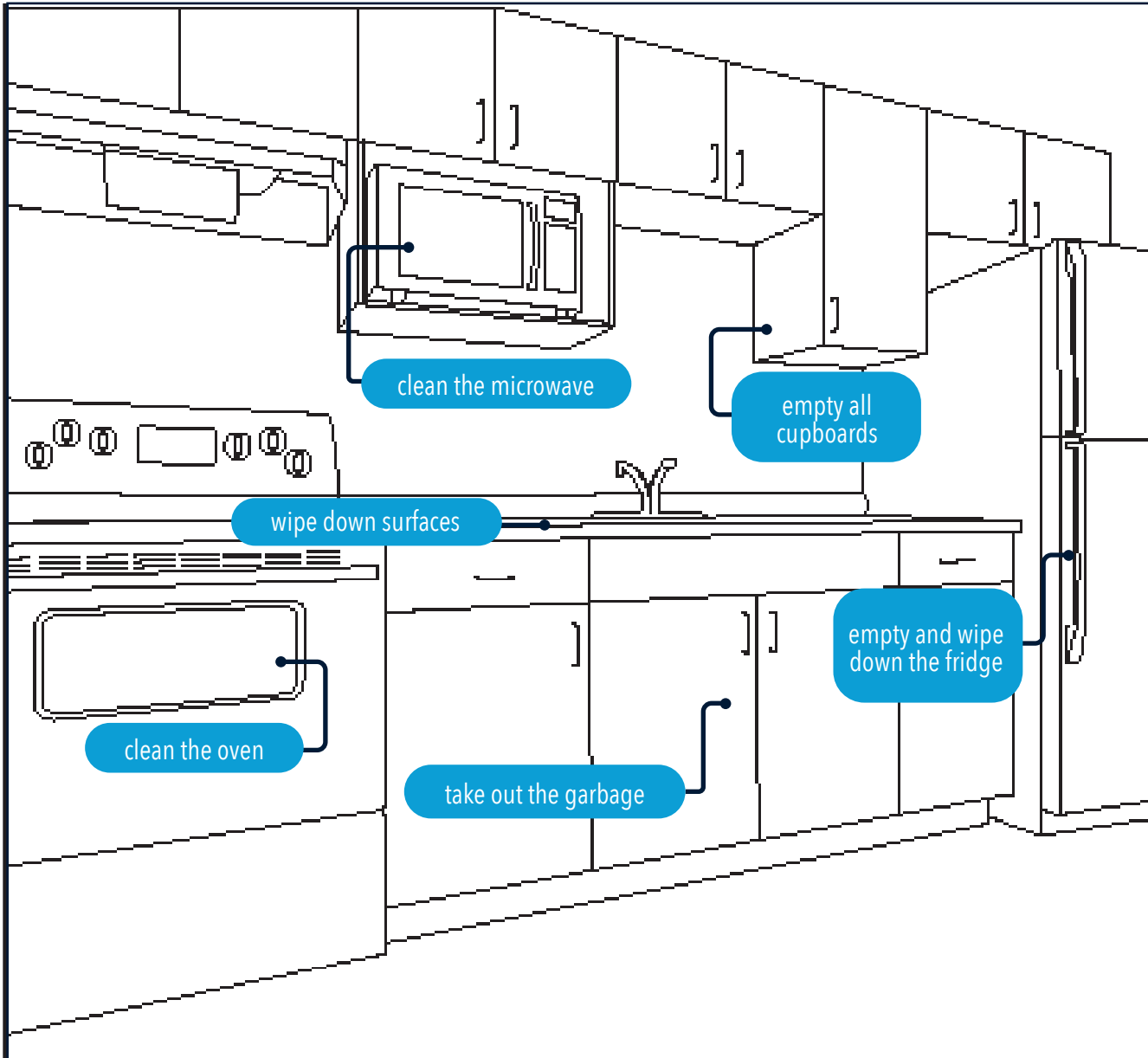


# HOW TO PREPARE FOR MOVING OUT

Here's the basic cleaning we expect you to do when you move out if you would like to avoid cleaning charges. A good rule of thumb is leave your unit in the same condition as it was when you moved in.

## Common Area



**You must officially check out by returning your black room key and mailbox key to the Residence Office located in West Residence Building B.**

Be sure to check your mailbox and lock your doors first! Report any maintenance issues by logging in to the Residence Portal at <https://mtroyal.starrezhousing.com/StarRezPortalX/>

If you need help, you can find further instructions in your Residence Handbook.

## Cleaning Checklist

### **Common Area**

- clean the oven
- clean the microwave
- take out the garbage
- empty all cupboards
- empty and wipe down the fridge
- wipe down surfaces

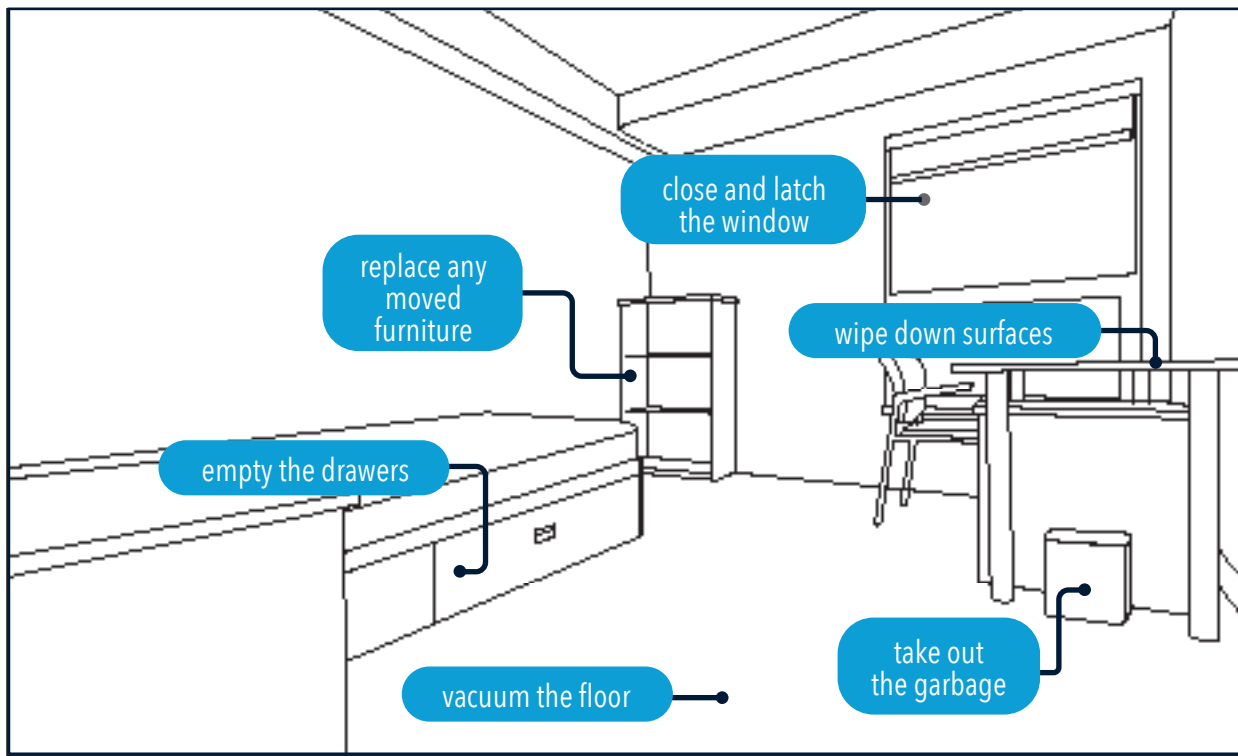
### **Bedroom**

- close and latch the window
- replace any moved furniture
- wipe down surfaces
- empty all drawers
- take out the garbage
- vacuum the floor

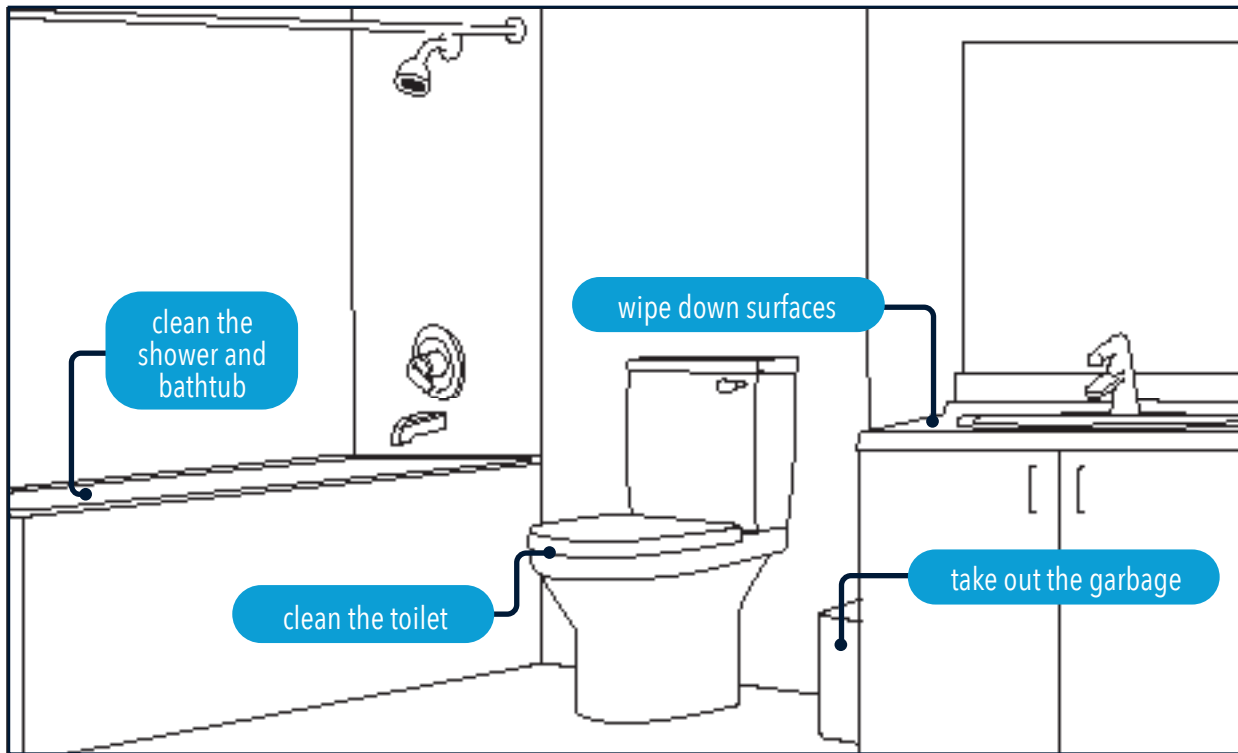
### **Bathroom**

- clean the shower and bathtub
- clean the toilet
- wipe down surfaces
- take out the garbage

## Bedroom



## Bathroom



### How to divide cleaning fairly:

#### ***make a plan for who will clean what***

Split up the areas to clean and decide ahead of time who will be responsible for each. Work together to make a consistent contract that outlines expectations.

#### ***have a roommate meeting***

If your roommates still aren't cleaning, talk to them! Most people are reasonable and open to receiving feedback - stay polite and constructive. If this doesn't work, your RA can help. They are trained to help mediate and solve conflicts like this.

### What to do if your roommate moves out and leaves a mess:

#### ***take pictures before you move out***

That way we have evidence of what cleaning you did and how the unit was left upon your departure. If this is not done, we usually split charges between roommates.

#### ***send us an email***

If you didn't take pictures, send us an email. We will address concerns with the messy roommate and decide if the charges should be split or not.

### How to donate the stuff you don't want:

#### ***non-perishable food***

There are food donation bins located on the ground floor of each building in West Residence and in the East Community Centre.

#### ***clean clothes***

There are clothing donation bins located on the ground floor of each building in West Residence and in the East Community Centre.