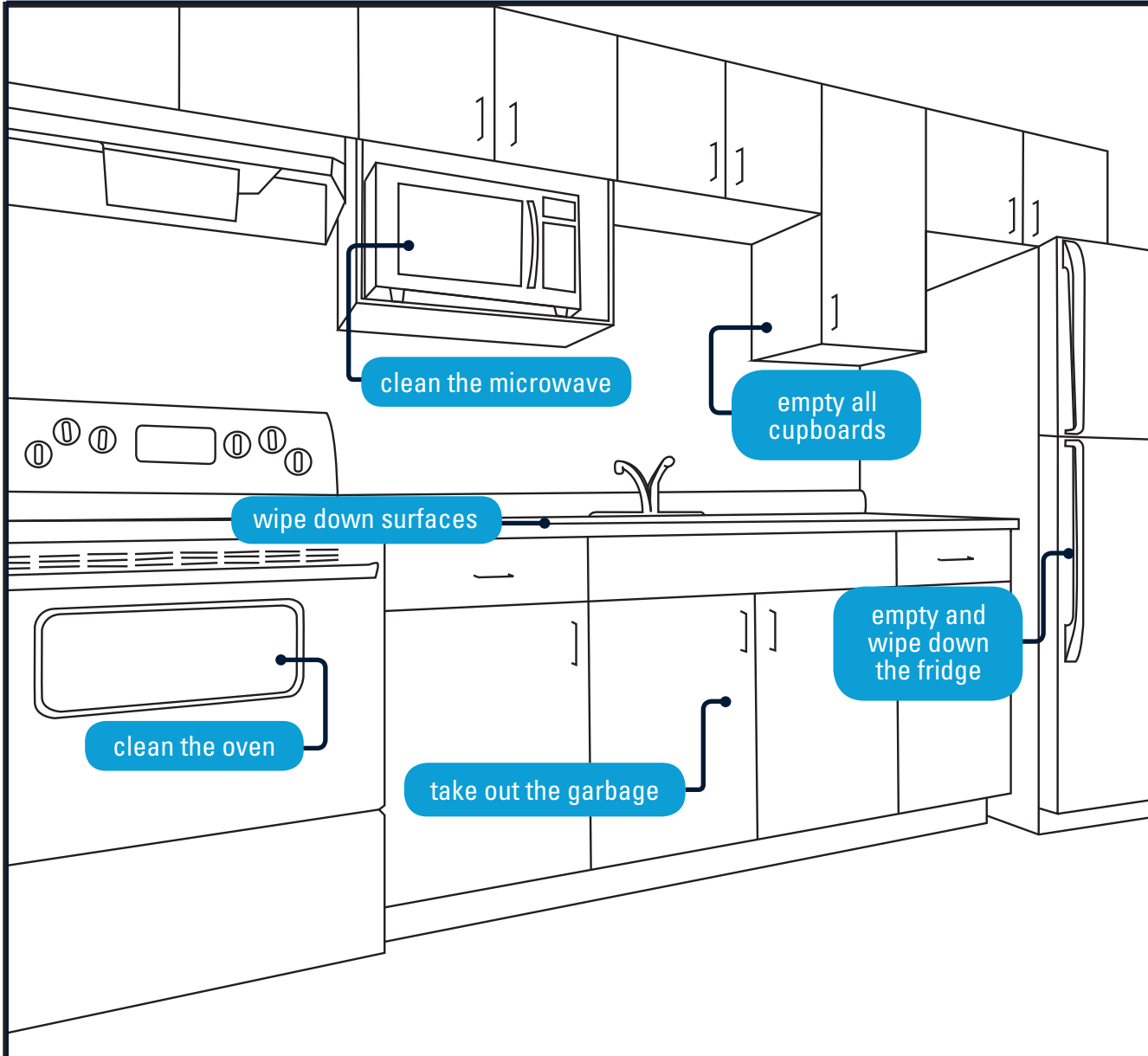


How to Prepare for Residence Move Out

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://rezweb.mtroyal.ca/StarRezPortal> 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

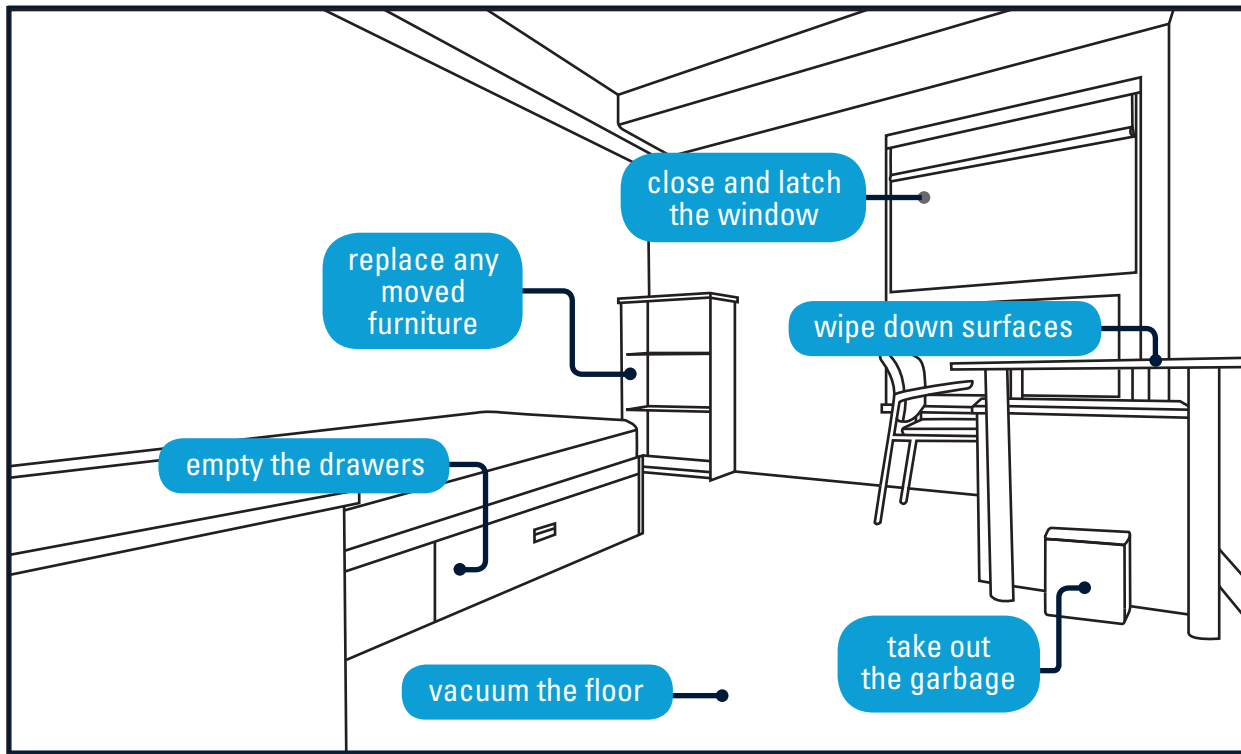
Bedroom

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

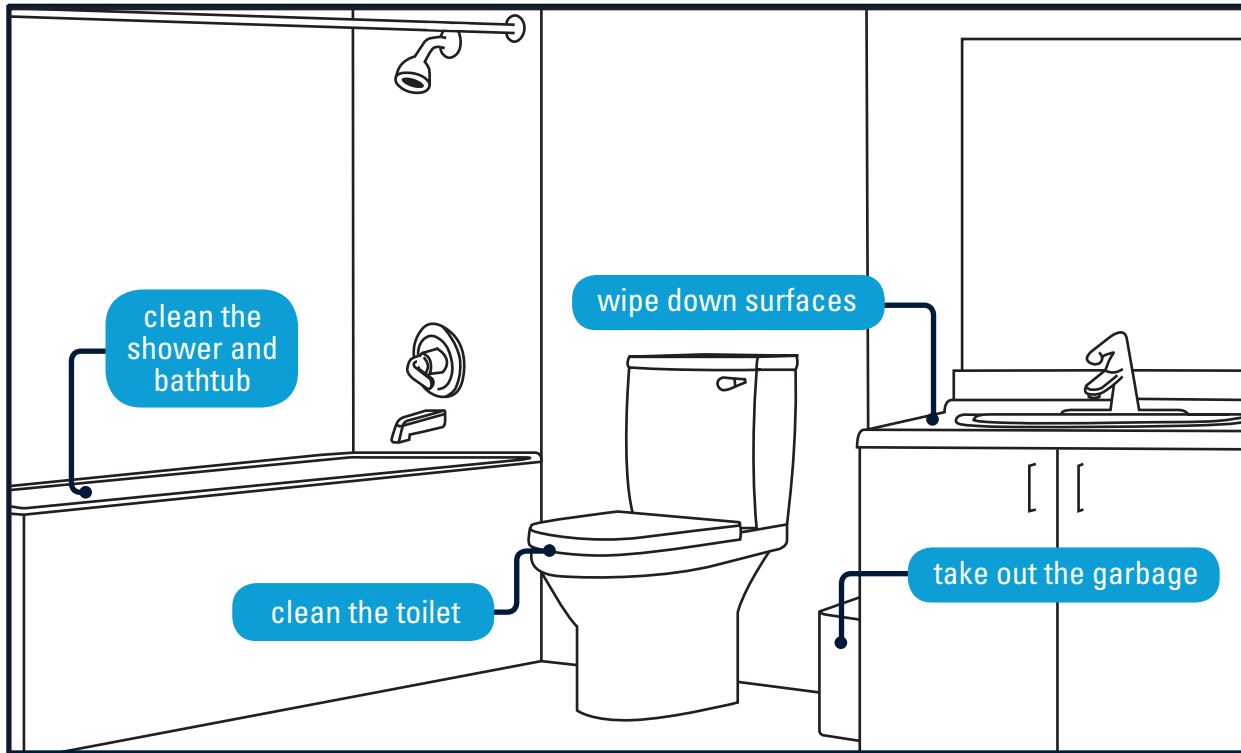
Bathroom

- 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 consistency 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 - be sure to stay polite and constructive though. 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.