**CLEANING INSTRUCTIONS: CHARLES CHANG INNOVATION CENTRE**  
**2 BEDROOM / 2 BEDROOM + FLEX UNITS**

For more information on move out visit the Residence and Housing Move Out page at [Bit.ly/SFUMoveOut](https://bit.ly/SFUMoveOut)

This instruction sheet contains all of the information you need to make your move out a smooth and easy process. Please take the time to read the information below and use the cleaning checklist so that you leave your room and shared spaces in a satisfactory condition and do not incur cleaning charges.

### 5 STEPS TO MOVING OUT

Moving out means that you are leaving your unit in the following condition:

1. Remove all your belongings from your two-bedroom unit. Ensure your unit is clean and damage free.
2. Clean your bedroom and remove all garbage/recycling and dispose of it appropriately.
3. Do your share of cleaning the shared spaces in your two-bedroom unit.
4. Close your windows and lock your doors.
5. Return your keys to the Dropbox located beside the mailboxes in the lobby.

**RETURNING YOUR KEYS**

AVOID THE LOCK CHANGE CHARGE OF $155!

- Drop off your keys in the drop box located beside the mailboxes in the lobby.
- Do NOT ask a friend to return your keys for you.
- If you did not return your keys, and cannot produce a receipt verifying return, you will be charged $155.

### AVOID CLEANING CHARGES

Throw away all of your garbage/recyclables in their proper bins.

After you’ve moved out:

- Our facilities staff will take pictures of your room and document anything left in an unclean or damaged condition.
- Any previous damage or items needing repair will have been reported on the Room Condition Report that you completed when you moved in.
- This report will help to assess if your room has been left in the same condition as when you moved in. For more information, see the Room Condition Report you completed on the [Housing Portal](https://example.com/housing-portal).
- If you have any concerns about your room, contact our maintenance staff before you move out. To see the list of possible damage and cleaning charges for areas left in an unsatisfactory condition, see the ‘Damages and Cleaning Charges’ list on the Residence and Housing Move-Out page.

### YOUR RESPONSIBILITY

**HOW TO CLEAN YOUR ROOM**

- **Wipe Down/Sweep:**
  - Bed mattress AND base
  - Shelves
  - Desk and Desk chair
  - Walls and windows
  - Under bed, under desk
  - Couch
  - Drawers inside and outside
  - Closet
  - Floor and carpet

- **EVERYONE’S RESPONSIBILITY**
  - **BATHROOM**
    - Clean sink and taps, bathtub and taps, and tiles (remove soap scum/stains/hair)
    - Clean toilet, inside & out, with toilet bowl cleaner
    - Wipe down counter
    - Sweep and clean floors

- **THE STOVE**
  - Clean the stove and oven thoroughly, inside and out, including oven racks, burner drip trays & chrome rings
  - Lift and remove burners from stove top
  - Pull out stove and clean all outside surfaces of the stove, counters, floor, and walls
  - Clean the hood fan

- **THE FRIDGE**
  - To Clean Fridge
    - Remove all food items
    - Turn temperature dial all the way to the left (least cold)
    - Remove all thawed ice and water
    - Wipe down the following surfaces:
      - Racks
      - Crisper bin
      - Drip tray
      - Door shelves
      - Door seal
      - Floor

- **AROUND THE UNIT**
  - Empty out cupboards and wipe to remove all food residue, grease, dirt, and dust
  - Clean both sides of the cupboard doors
  - Wipe down walls
  - Clean carpet and furniture (clean under the furniture)
  - Sweep and wash linoleum floors (clean under the fridge and behind the stove)
  - Ensure no personal belongings are left in the unit