CLEANING INSTRUCTIONS: CHARLES CHANG INNOVATION CENTRE - STUDIO

For more information on move out visit the Residence and Housing Move Out page at Bit.ly/SFUMoveOut

This instruction sheet contains all 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 on the back 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 suite in the following condition:

1. Remove all of your belongings from your room. Ensure your suite is clean and damage free
2. Clean your room
3. Remove all garbage/recycling and dispose of it appropriately
4. Close your windows and lock your door
5. Return your keys in-person to the CCIC Residence Administrator

RETURNING YOUR KEYS
AVOID THE LOCK CHANGE CHARGE OF $155!

- Before you move out, you must email your CCIC Residence Administrator to set up a key return time
- When moving out be sure to get a key receipt
- If you cannot arrange a time for a key return, the CCIC Residence Administrator will provide further instructions.
- Do NOT ask a friend to return your keys for you
- If you are charged for non-return of keys, and cannot produce a receipt verifying return, you will be charged $155

AVOID CLEANING CHARGES
Throw all of your garbage and 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
- If you have any concerns about your room, contact your CCIC Residence Administrator 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

HOW TO CLEAN YOUR STUDIO

Clean/Wipe Down:

- Bed mattress AND base
- Under bed, under desk
- Drawers inside and outside
- Closet
- Table and chairs
- Walls and windows
- Floor

BATHROOM

- Clean sink and taps, bathtub and taps, and tiles (remove soap scum/stains/hair)
- Clean toilet, inside and out, with toilet bowl cleaner
- Wipe down the counter
- Sweep and clean the floor

KITCHEN

- Remove all of your food from the cupboards
- Wipe out cupboards removing all grease, dirt and dust
- Clean both sides of the cupboard doors
- Wipe down kitchen walls
- Make sure no garbage/recycling is left inside your unit and has been sorted into the appropriate bins

THE STOVE

- Clean the stove thoroughly, inside and out.
- Remove burners to clean underneath, put burners back by connecting prongs in the same location it was removed
- Place burner drip trays and chrome rings in oven
- Spray oven, burner drip trays, chrome rings, oven racks and broiler pans with oven cleaner - Wipe when ready
- Pull out stove and clean all outside surfaces of the stove, counters, floor, and walls
- Clean the hood fan
- Wipe off grease from all surfaces

THE FRIDGE

To Clean Fridge

- Remove all food items
- 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