CLEANING INSTRUCTIONS: SHELL

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 in a satisfactory condition and do not incur cleaning charges.

### 5 STEPS TO MOVING OUT
Moving out means that you are leaving your room in the following condition:

1. Remove all of your belongings from your room. Ensure your room is clean and damage free
2. Clean your room, including defrosting your fridge
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 Residence Office by 12:00 pm (noon) on move out day!

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

- Place your keys in an envelope with your name, building/room number, and your student I.D. (key envelopes are available at the front desk)
- Drop your keys off with the front desk staff in the Residence Office (Keep the receipt as proof of return)
- If you are did not return your 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 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

### HOW TO CLEAN YOUR ROOM:

**Vacuum/Wipe Down:**
- Bed mattress AND base
- Desk and desk chair
- Under bed, under desk
- Drawers inside and outside
- Closet
- Bookcase and shelves
- Walls and windows
- Floor

**THE FRIDGE**
You must clean and defrost the fridge. **Do NOT** chip out ice or use any type of heating device to melt the ice. You will be charged for repairing and/or replacing the fridge if you cause any damages and/or fail to defrost/clean the fridge.

**To Defrost/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
  - Drip tray
  - Door shelves
  - Door seal
  - Floor

**After Defrosting/Cleaning**
- Turn temperature dial to the middle position
- Close the fridge door
- Ensure no water is underneath the fridge or the floor

**KITCHEN**
- Empty out cupboards and wipe to remove all food residue, grease, dirt, and dust
- Clean both sides of the cupboard doors

**OTHER**
- Ensure that there is no writing on your walls or door
- Remove all items from your bulletin board inside and outside of your room
- Ensure no personal belongings are left in the unit