CLEANING INSTRUCTIONS: TOWNHOUSES - MOVING OUT

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 to use the cleaning checklist on the back so that you leave your room and shared spaces in satisfactory condition and do not incur cleaning charges.

YOUR RESPONSIBILITY

Communicate with your roommates to accomplish all cleaning duties by 12PM/Noon on move out day

AVOID CLEANING CHARGES

- Throw all of your garbage and recyclables in the proper bins
- 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

Note*: Any cleaning costs due to shared space cleanliness (fridge, bathroom, etc.) will be split amongst all townhouse residents

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 townhouse room and shared space. Ensure your unit is clean and damage free
2. Clean your room and do your part of cleaning your shared spaces
3. Remove all garbage/recycling and dispose of appropriately
4. Lock your bedroom door
5. Return your keys in-person to the Residence Office by 12:00 pm (noon) on move out day

SEE PAGE 2 FOR DETAILS ON EVERYONE’S RESPONSIBILITY

HOW TO CLEAN YOUR ROOM:

Vacuum/Wipe Down:
- Bed mattress AND base
- Desk and desk chair
- Under bed, behind bed, under desk
- Drawers inside and outside
- Closet
- Bookcase and shelves
- Walls and windows
- Floor
- Remove all items from bulletin board

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 charged for non-return of keys, and cannot produce a receipt verifying return, you will be charged $155.

LIVING ROOM

- Remove small personal items and store them in your room; label anything left; ensure everything is clean in the room
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EVERYONE’S RESPONSIBILITY
(schedule time with your roommates to clean or coordinate a cleaning schedule)

BATHROOM (on your floor)
- 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 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
- Clean and remove all items from the pantry closet in the kitchen
- Sweep and wash linoleum floors (clean under the fridge, behind the stove, and under the dining table)
- Make sure no garbage/recycling is left inside or outside of your townhouse unit and has been sorted into the appropriate bins

THE FRIDGE
You and your roommates must clean the fridge. (Remove all of your food from the fridge.)

Clean Fridge and Freezer:
- Wipe down the following surfaces:
  - Racks
  - Crisper bin
  - Drip tray
- Door shelves
- Door seal
- Floor

OTHER
- Ensure that there is no writing on your walls or doors
- Clean under all furniture in the living room
- Clean and remove all items from the storage closet on the 3rd floor
- Remove all items from the balcony on the 3rd floor
- Ensure the entrance way and stairwells are clean and
- Ensure no personal belongings are left in the unit

THE STOVE
Clean the stove and oven thoroughly, inside & out including oven racks, burner drip trays, and chrome rings
- Remove burners to clean underneath, put burners back by connecting prongs in the same location it was removed
- 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

EVERYONE’S RESPONSIBILITY
(schedule time with your roommates to clean or coordinate a cleaning schedule)