CLEANING CHECK LIST: SHELL HOUSE & MCTAGGART COWAN HOUSE

Please take the time to read the information below and use the cleaning checklist to help you leave your room in satisfactory condition to avoid cleaning charges.

For more information visit the Residence & Housing webpage: http://bit.ly/2VBa8oG

Cleaning Checklist:

- Bed- Including mattress, base, drawers and frame
- Desk and desk chair
- Floor including under furniture and fridge
- Drawers inside and out
- Closet including shelf
- All shelves
- Walls and windows
- Fridge: inside and out, including racks, shelves and door seal
- Fridge: defrost freezer compartment, remove ice and wipe up water
- Remove all personal belongings
- Remove all garbage and recycling and dispose of it appropriately
- Remove all items from bulletin boards inside and outside your room

Move out day checklist. To be fully checked out of your room:

- Clean room
- Remove all personal belongings
- Close Window
- Lock Door
- Return your keys to the Residence and Housing main office

After you've moved out:

- Facilities staff will inspect the room and will document and take photos of anything left in an unclean or damaged condition
- This documentation will be compared to the Room Inventory Condition report completed when you moved into the room to determine if there is new unreported damage
- Student's whose account has been assessed damage or extra cleaning charges will be emailed an outline of the charge along with documentation within a month of move out
- For more information including a list of possible damage and cleaning charges see here: http://bit.ly/2VBa8oG