Cleaning Check List: Townhouse

During the break between two terms there will be TWO inspections of your townhouse unit common areas. If unsatisfactory conditions or damage are found during either or both of these inspections charges may be assessed against all persons occupying the unit preceding that inspection. Inspections of common areas may happen as early as 12:00 / noon on Residence Move Out day and again as late as 9:00 am on Residence Move In day.

Please take the time to read the information below and use the cleaning checklist to help you leave your room in satisfactory condition and avoid cleaning charges. Cleaning in all common areas must be complete by 12 noon on Residence Move Out day.

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

Cleaning Checklist – Everyone’s responsibility:

**Bathroom**
- Remove personal belongings. If you are staying or room switching, store in your room until you move out or all new roommates have moved in.
- Clean all surfaces:
  - Sink
  - Toilet
  - Tub
  - Shower
  - Floor
  - Cupboards and counter top

**Storage Closet (top floor)**
- Remove personal belongings. If you are staying or room switching, store in your room until you move out or all new roommates have moved in.
- Clean all surfaces

**Living Room**
- Remove personal belongings. If you are staying or room switching, store in your room until you move out or all new roommates have moved in.
- Clean all surfaces:
  - Furniture
  - Walls
  - Windows – including window frame

**Kitchen**
- If moving out, remove all personal items.
- Organize/clean all stored items ensuring cupboard and fridge space remains for incoming roommates.
- If staying or room switching, label your fridge items and cupboards with your name and room number. Unlabeled items will be considered abandoned and disposed of.
- Remove all garbage and recycling.
- Clean all surfaces:
  - Fridge – inside and outside
  - Freezer – inside and outside, defrost if necessary
  - Cupboards
  - Counter top
  - Stove and oven
  - Sink
  - Floor
  - Furniture
Bedroom Cleaning Check List - individual responsibility

- Remove dirt and dust by wiping down and/or vacuuming
- 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
- Remove all personal belongings from all areas of the unit
- Remove all garbage and recycling and dispose of it appropriately
- Remove all items from bulletin boards inside and outside of your room

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

- Clean room
- Remove all personal belongings
- Close window
- Lock door
- Return your keys to the Residence Office

Inspections:

- Individual bedrooms may be inspected immediately following the move out of the occupant
- The inspection schedule for common areas will be provided by email and available on the Residence & Housing Website here http://bit.ly/2VBa8oG
- 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/unit 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
- Cleaning charges for common/shared spaces will be split between all persons living in or in possession of keys for the unit during the time period immediately preceding the inspection.
- For more information including a list of possible damage and cleaning charges see here: http://bit.ly/2VBa8oG