EVERYTHING YOU NEED TO KNOW ABOUT RETURNING KEYS

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 your key receipt. If you cannot arrange a time for a key return, the CCIC Residence Administrator will provide you with further instructions.

Please do NOT ask a friend to return your keys for you and hand deliver your keys to a Residence Life staff member. Keep the key receipt that will be provided to you as proof of return. If you are charged for non-return of keys, and cannot produce a receipt verifying return, you leave yourself vulnerable to being charged for a lock change charges. So, please remember to ask for a receipt!

AVOID CLEANING CHARGES

Make sure to take out all your garbage and recycling! Do NOT leave them in the suite or other common areas.

After you’ve moved out our maintenance staff will stop by and take pictures of your suite. We will document rooms that have been left in an unclean, untidy or damaged condition. Any previous damage or items needing repair will have been reported on the room inventory condition report that you completed when you moved in. This report will be used as the standard to assess whether or not your room has been left in the same condition that it was received. For more information, see the room inventory condition report you completed online via the housing portal.

If you have any concerns about your room, do not hesitate to contact the CCIC Residence Administrator before you move out. To see the list of possible chargebacks for areas left in an unsatisfactory condition, please refer to the Residence & Housing website: www.sfu.ca/students/residences and click on “Fees.”
Moving out means that you are leaving your unit in the following condition:

- Clean & damage-free
- Windows are closed
- Doors are locked
- Keys returned to the CCIC Residence Administrator

**YOUR ROOM**

Vacuum/Wipe Down:
- Bed mattress
- Bed mattress base
- Headboard & drawers
- Chairs
- Inside drawers and closet
- Floor, under bed, under desk, under fridge
- Shelves
- Walls
- Window

**SHAW**
The Shaw modem, cords, & remote control MUST be left behind or you will be charged $300.00.

- Place all equipment on top of a table where it can be easily seen.

**THE STOVE**
Clean the stove thoroughly, inside & out.

- Lift & remove burners from stove top
- Place burner drip trays & chrome rings in oven
- Spray oven, burner drip trays, chrome rings, oven racks and broiler pans with oven cleaner (follow instructions/safety precautions on the can) - Wipe when ready
- Pull out stove & clean all outside surfaces of the stove, counters, floor, & walls
- Wipe off grease from all surfaces

**THE FRIDGE**
You must clean & 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 the fridge.

Clean:
- Remove all food items
- Turn off the fridge
- Wipe down all surfaces
  - Racks
  - Crisper bin
  - Drip tray
  - Door shelves
  - Door seal

For more move-out information, see: http://www.sfu.ca/students/residences/current-residents/moving_out.html
CLEANING INSTRUCTIONS: CHARLES CHANG INNOVATION CENTRE
STUDIO UNITS

After Defrosting/Cleaning the Fridge:
☐ Turn temperature dial to “3” (after defrosting & cleaning)
☐ Close the fridge door
☐ Insert the fridge’s power plug back into the power socket

IMPORTANT: Do not leave behind any food, garbage or other items. ALL perishable foods MUST be taken with you or thrown out. ALL non-perishable foods must be taken with you, given to others or thrown away. DO NOT leave these items behind.

BATHROOM
☐ Clean sink and taps, bathtub and taps, & tiles (remove soap scum/stains/hair)
☐ Clean toilet, inside & out, with toilet bowl cleaner

OTHER
☐ Empty out cupboards & wipe to remove all food residue, grease, dirt, & dust
☐ Clean both sides of the cupboard doors
☐ Wipe down walls
☐ Vacuum carpet & furniture (make sure to clean under the furniture)
☐ Sweep and wash linoleum floors (clean under the fridge & behind the stove)
☐ Make sure no garbage is left inside or outside of your unit