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 to use the cleaning checklist on the back 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 - Clean and damage-free
2. Clean your room, including defrosting your fridge
3. Remove all garbage and dispose of it appropriately
4. 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!**

If you are moving out of residence:

- 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), OR
- Drop your keys in the after hours drop box [no receipt], located beside the office entry
- If you are charged for non-return of keys, and cannot produce a receipt verifying return, you will be charged $155.

### AVOID CLEANING CHARGES

Throw all of your garbage away.

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](https://sfu.ca/students/residences/current-residents/moving_out.html).

### HOW TO CLEAN YOUR SUITE

**Vacuum/Wipe Down:**
- Bed mattress and base
- Under the bed
- Inside drawers and closet
- Floor
- Table/chairs
- Closet
- Walls
- Windows

**THE STOVE**

Clean the stove thoroughly, inside & out.
- Lift and remove burners from stove top
- Place burner drip trays and chrome rings in oven
- Spray oven, burner drip trays, chrome rings, oven racks and broiler pans with oven cleaner - Wipe when ready
- Pull out stove and clean all outside surfaces of the stove, counters, floor, & walls
- Clean the hood fan
- Wipe off grease from all surfaces

**BATHROOM**

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

**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 dial to “0”
- Remove all thawed ice and water
- Wipe down the following surfaces:
  - Racks
  - Crisper bin
  - Drip tray
  - Door shelves
  - Door seal
  - Floor

After Defrosting/Cleaning:
- Turn temperature dial to “3” (after defrosting and cleaning)
- Close the fridge door
- Ensure no water is underneath the fridge or the floor

**AROUND THE SUITE**

- Empty out cupboards & wipe to remove all food residue, grease, dirt, & dust
- Clean both sides of the cupboard doors
- Wipe down walls
- Vacuum carpet and furniture (clean under the furniture)
- Sweep and wash linoleum floors (clean under the fridge and behind the stove)