CLEANING INSTRUCTIONS: SHELL/MCTAGGART

For more move-out information, see: http://www sfu ca/students/residences/current-residents/moving_out.html

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.

<table>
<thead>
<tr>
<th>5 STEPS TO MOVING OUT</th>
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<tbody>
<tr>
<td>Moving out means that you are leaving your room in the following condition:</td>
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<tr>
<td>1. Remove all of your belongings from your room - Clean and damage-free</td>
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<td>2. Clean your room, including defrosting your fridge</td>
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<td>3. Remove all garbage and dispose of it appropriately</td>
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<td>4. Lock your door</td>
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<td>5. Return your keys in-person to the Residence Office by 12:00 pm (noon) on move out day!</td>
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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 $155.00.

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 rooms that have been 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 move 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.

HOW TO CLEAN YOUR ROOM:

Wipe Down:
- Bed mattress AND base
- Bed headboard, drawers
- Desk chair
- Inside drawers and closet
- Floor, under bed, under desk
- Bookcase & shelves
- Walls
- Window & window blinds

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

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

KITCHEN

- Empty out cupboards & wipe to remove all food residue, grease, dirt, & dust
- Clean both sides of the cupboard doors

OTHER

- Ensure that there is no writing on your door
- If door number (#) plate falls off, submit a maintenance request and bring the number plate to facilities or the front desk
- Remove all items from your bulletin board inside and outside of your room
- Remove any items you have in storage