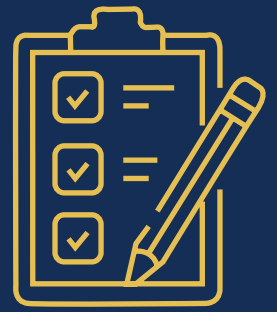


UTM RESIDENCE CHECK OUT CHECKLIST



PREPARE FOR CHECKOUT

- **KNOW YOUR CHECK-OUT TIME.**
- **CHECK OUT DAY PLANS:** Set up and confirm your travel arrangements for your check out day.
- **KEY ENVELOPE:** Pick up an envelope for key return from the Residence Services Desk or in laundry rooms around the residence
- **CLEANING SCHEDULE:** Develop a cleaning schedule with your house/roommates. All residents are expected to work together to ensure their spaces are fully cleaned upon check out



BEFORE CHECK OUT DAY

- Remove all waste and place in dumpsters
- Clean and disinfect all surfaces
- Move items out early if you can.
- Return furniture to original setup
- Vacuum floors/mop hard surface floors
- Pack up all personal belongings.
- Wipe walls and remove tape/tacks etc.
- Report all damages to work order system

ROOM SPECIFIC CLEANING

- **BEDROOM:** Check all drawers, closet(s), under/behind the mattress and furniture for belongings and waste
- **BATHROOM:** Clean the sink, bathtub/shower, and toilet
- **KITCHEN:** Clean the sink, cabinets, cupboards, refrigerator, stove top, and inside the oven.
- **FRONT FOYER/HALLWAYS/STAIRS:** Vacuum and mop floor
- **STORAGE ROOM(S):** Sweep and remove all items and garbage



UPDATE YOUR ADDRESS

- All Letters & packages received for non-returning residence students will be returned to sender as of July 6. Change your address on ACORN, with the Government of Canada, bank/credit card companies, etc...

EXTENSION APPLICATIONS

Need to extend your checkout past April 26th at 12:00 p.m. (noon)? Submit the extension application (uoft.me/utmcheckouts) by April 4, 2022. Extensions will only be granted until May 1, 2022 at 12:00 p.m. (noon). If you're staying for Summer, you do not need to submit an extension request!

UTM RESIDENCE CHECK OUT CHECKLIST

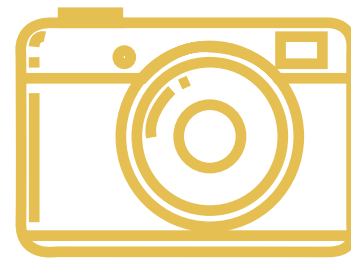


RESIDENCE SUSTAINABILITY INITIATIVE (RSI)



Check out RSI's Instagram (@utm.rsi) to learn how to have a sustainable checkout and see some fun initiatives!

TIKTOK COMMUNITY VIDEO



We are compiling videos for some end of year TikTok videos. More information to come in Community Gatherings.

RSD SCAVENDER HUNT



Check out our Scavenger Hunt to win some great prizes! Come to the Residence Services Desk to learn more.

OFF-CAMPUS HOUSING



Join our session on April 11 learn more about off-campus housing!

Follow us on Instagram @UTMResidence to find out more about our end-of-year programming! For all checkout information, please visit: www.uoft.me/utmcheckouts

EXPERIENCE UTM RESIDENCE
#EXCELLENCE LIVES HERE