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 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

CLEANING YOUR SPACE
- 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 25th at 12:00 p.m. (noon)? Submit the extension application (uoft.me/utmcheckouts) by April 3rd, 2023. Extensions will only be granted until May 1, 2023 at 12:00 p.m. (noon). If you’re staying for Summer, you do not need to submit an extension request!

#EXCELLENCE LIVES HERE
Join our off-campus related sessions!

- **April 4 @ 6:30pm**, Roommate Meet & Greet
- **April 6 @ 3:00pm**, Off-Campus Housing Info-Session

Find more on CLNx

Need to donate some things before you leave? Consider donating to local charities in Mississauga such as:
- Goodwill Industries
- The Salvation Army
- Seva Food Bank
- Mississauga Food Bank
- Donation bins in South Commons

Residence will have donation bins for **clothing & non-perishable items only**. Stay tuned in the newsletter for details.

Let’s end the year on a high note with a last chance for you to win prizes! Stay tuned for more details in the newsletter on what our front desk has prepared.