

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



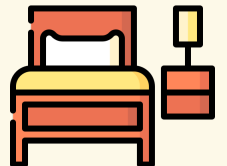
BEFORE CHECK OUT DAY

- ☐ 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

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DONATIONS/ SUSTAINABILITY

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



RESIDENCE SERVICES DESK PROGRAMMING

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

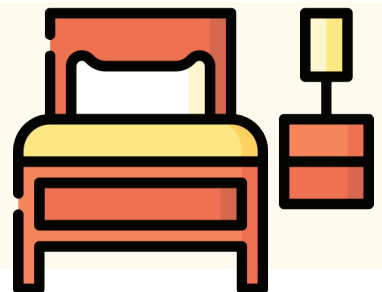


OFF-CAMPUS HOUSING

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



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