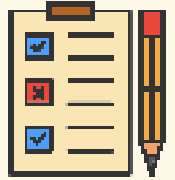


# UTM RESIDENCE CHECK-OUT CHECKLIST

## PREPARE FOR CHECKOUTS

- Check-out time:** you're required to check out by the advertised deadline
- 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

*Don't wait until the last day to get started!*

- Move items out early if you can
- Return furniture to original setup
- Pack up all personal belongings
- Remove all waste and place in dumpsters
- Clean your space (as seen below)
- Report all damages by submitting work orders



## CLEANING YOUR SPACE

- Bedroom:** Clean and ensure all belongings/waste are removed from drawers, desk, closet(s), under/behind mattress, furniture, and floors
- Bathroom:** Clean the sink, bathtub/shower, toilet, and floors
- Kitchen:** Clean the floors, 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. Change your address on ACORN, with the Government of Canada, bank/credit card companies, etc



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# UTM RESIDENCE CHECK-OUT CHECKLIST

## DONATIONS

Need to donate some things before you leave?  
Consider donating to local charities in  
Mississauga such as:

- Goodwill Industries
- Diabetes Canada
- 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

## SUSTAINABILITY

Please consider using sustainable practices when checking out, including:

- Using proper reduce, reuse, and recycle techniques
- Breaking down your cardboard boxes
- Reusing boxes to help move items

Learn more about sustainable check-outs on our website



## OFF-CAMPUS HOUSING

Nervous about living off-campus? We host Off-Campus Housing  
Information sessions and workshops. Learn more information on  
events and our supports/resources on our website:  
<https://www.utm.utoronto.ca/housing/off-campus-housing>



Please note that items left behind after your check out date will be disposed of. Subject to applicable charges.

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