**KNOW YOUR CHECK OUT TIME:** Tuesday, June 22 2021 at 12:00 pm (noon)

**KEY ENVELOPE:** Pick up an envelope for key return from the Residence Services Desk

**CHECK OUT DAY PLANS:** Set up and confirm your travel arrangements for your check out day.

**CLEANING SCHEDULE:** Develop a cleaning schedule with your house/room mates. All residents are expected to work together to ensure their spaces are fully cleaned upon check out

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**Prepare for Check Outs**

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

**Before Check Out Day**

- **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, clean out cabinet underneath the sink, wipe out all cupboards, thoroughly clean the microwave, refrigerator, stove top and inside oven
- **LIVING ROOM:** Check in the seat cushions and behind/underneath all furniture for items and waste. Remove all personal belongings
- **FRONT FOYER/HALLWAYS/STAIRS:** Vacuum and mop floor
- **STORAGE ROOM(S):** Sweep and remove all items and garbage

**Room Specific Cleaning**

**UPDATE YOUR ADDRESS**

All Letters & packages received for non-returning residence students will be returned to sender as of **July 6, 2021**. Change your address with:

- University of Toronto (ACORN)
- Government of Canada (ex. immigration documents)
- Your bank/credit card company
- Your cell phone company
- Your driver's license
- Your Ontario health card
- Canada Post (mail forwarding)
- Your family and friends
- Your employer
- Your magazine subscriptions
- Your charities/associations
- Online shopping accounts (e.g. Amazon)
UTM Residence will be collecting a variety of items for donations. Items include:

- **Laundry Supplies** (detergent, pods, dryer sheets, etc.)
- **Cleaning Supplies** (dish soap, glass cleaner, mops, buckets, etc.)
- **Small Appliances** (toasters, microwaves, coffee machines, etc.)
- **Books** (textbooks, novels, picture books, etc.)
- **Bedding** (bed sheets, comforters, duvets, pillows, etc.)
- **Unopened, Non-perishable Food Items** (cans, dried pasta, dried beans, etc.)

To donate laundry & cleaning supplies, please drop these items off in your respective laundry rooms. To donate all other items, please drop off these items at the collection area in RH lobby.

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**CHECK OUT DAY CHECKLIST**

- Complete the full residence check out checklist
- Place your keys in the check out envelope
- Ensure all steps on the envelope have been completed. *Including cleaning and removing ALL items and garbage. Leave all cupboard doors and drawers open.*
- Complete a final check of all areas for your belongings and garbage.
- Lock your bedroom door/unit door.
- Fill out the Check Out envelope and seal your keys inside it. Submit the keys to the Residence Services Desk in OPH.

*If you are leaving after business hours, submit your envelope to the key drop off box.*

Follow us on Instagram @UTMResidence to find out more about our end-of-year programming! For all checkout information, please visit: [www.uoft.me/rescheckouts2021](http://www.uoft.me/rescheckouts2021)