

Before moving out of BROCK SUITES - GATEWAY, please ensure that you:

- Pack up all personal items and belongings
- DO NOT leave any items/belongings behind. All items/belongings left behind will be considered abandoned and removal costs will be charged to you
- Remove posters, drawings/window art, and adornments (including tape/stickers) from ALL surfaces - walls, windows, ceilings and doors within your suite and bedroom
- Remove ALL garbage/recycling into proper outside dumpsters
- Ensure all non-Brock items are removed; consider placing unwanted items in campus donation bins
- In Bedroom:
 - Clear the closet shelves, drawers, and surfaces and wipe them clean
 - Place the furniture back in its correct location - see back of move-in inventory and condition report for diagram or refer to <https://brocku.ca/brock-suites/gateway-suites/> for a typical layout
 - Return the bed height to its original position: bed platform should be set so bed drawers fit underneath without hitting and not left on highest level
 - Unzip and remove the mattress protector that is over your mattress and leave in your room, this will be inventoried during the move out inspection
- In Washrooms:
 - Pack all your toiletries and personal items
 - Scrub clean the sink, toilet, and tub/shower free of soap residue, hair and grime
 - Clear the cupboard, cabinet, drawer, and countertop - clean along with the mirror
- In Kitchen:
 - Empty of all items and wipe clean the fridge/freezer both inside and out
 - Empty of all your items and wipe clean the dishwasher both inside and out
 - Clean the stove top (including element rings and burner plates) and inside the oven (including the racks and oven bottom)
 - Clean the microwave (wiping inside and outside surfaces)
 - Clear the cupboards, drawers, and countertops and wipe them clean
- Vacuum the carpets (living room, halls, storage room, bedroom) and wash the floors throughout (bathrooms, kitchen, and vestibule)
- Empty the washer and dryer of all items; wipe both inside and out; ensure lint is removed from the trap
- Securely close and LOCK all windows in the suite / bedroom; pull the shade down to cover the window(s)
- Turn the thermostat down to the lowest setting, set the fan to AUTO and **leave it on HEAT mode**
- Turn off all lights in your bedroom and throughout the suite
- LOCK your bedroom door and suite door (ensuring it is shut tight behind you) **and take your keys, student card and the completed express checkout form with you to the EAST SERVICE DESK to check out.**
- On your way to the desk – do not forget to check your mailbox
- While at the service desk – do not forget to check if you have any packages remaining to pick up

DO NOT leave without checking out at the desk!

You are not considered to be “moved out” until you return your keys and formally sign out with the East Service Desk. If you do not hand in your keys by noon on your scheduled departure date, a lock change will be initiated at your expense and additional fees may be assessed.

AVOID DAMAGE / EXTRA CLEANING CHARGES – As per the Brock Suites Residence Agreement:

You must pay for all missing items, damage or cleaning caused to your room/unit by you or your guests. If your room/unit is shared or there are common areas, all costs for missing items, damage or cleaning will be divided and assessed equally between you and the other residents, unless the damage or disorder can be attributed to one student, then that student will be responsible for the full cost.

<https://brocku.ca/brock-suites/resident-information/#RA>