

Before moving out of BROCK SUITES – QUARRY VIEW, please ensure that you:

- Pack up all personal items/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
- Ensure all non-Brock items are removed; consider placing unwanted items in donation bins located in and around residence (*Housing Services is not responsible for abandoned items*)
- Remove posters, drawings/window art, and adornments (including tape/stickers/residue) from ALL surfaces -walls, windows, ceilings, doors and furniture within the unit and bedroom
- Remove ALL garbage/recycling and dispose of it into proper outside dumpsters
- Ensure all non-Brock items are removed; consider placing unwanted items in campus donation bins
- In Bedroom:
 - Clear closet, shelves, drawers, and surfaces and wipe them clean
 - Place 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/quarry-view-townhomes/> for a typical layout
 - Return the bed height to its original position: there are 2 black lines on the footboard/headboards, place bed platform between these lines (middle height)
 - Unzip and remove the white 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 cupboard and countertop - wipe clean along with mirror
- In Kitchen:
 - Empty of all items and wipe clean the fridge/freezer both inside and out
 - Clean stove top (including the element rings and burner plates) and inside oven (including the racks and oven bottom) using oven cleaner)
 - Clean microwave (wiping inside and outside surfaces)
 - Clear cupboards, drawers, and countertops and wipe them clean; wash sink(s) and faucets
- Vacuum the carpets (living room, stairs, halls, bedroom) and wash the floors throughout (bathrooms, kitchen, storage, stairs and vestibule)
- Securely close and LOCK all windows in the unit / bedroom; pull shades closed to cover all window(s)
- Set thermostat to 60°F(16°C), set the fan to AUTO and make sure to leave on HEAT mode
- Turn off all lights in your bedroom and throughout the unit
- LOCK your bedroom door and unit door (ensuring it is shut tight behind you) **and take your keys, student card and the completed express checkout form 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>