

Before moving out of DECEW Residence, please ensure that you:

- Pack up all personal items and belongings
- DO NOT leave any belongings in your room. Any items/belongings left behind will be considered abandoned and removal costs will be charged to you
- Pack up/remove all your toiletries from the shared washroom and common lounges
- Remove posters, drawings/window art, and adornments (including tape/stickers) from all surfaces (walls, windows, ceilings, doors, etc.)
- Remove all garbage/recycling and dispose of it into the proper bins in the lounge
- Ensure all non-Brock items are removed; consider placing unwanted items in donation bins located around campus
- Clear closet, cabinets, shelves, drawers, and surfaces and wipe clean
- Vacuum the carpet
- Place furniture back in its correct location - see back of move-in inventory and condition report for diagram or refer to <https://brocku.ca/housing/decew/> for a typical room layout
- Return bed height to its original position: there are 2 black lines on the footboard, place the bed spring between these lines (bed 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 it in your room, this will be inventoried during the move out inspection
- Securely close and LOCK both the middle and top windows in your bedroom (basement rooms pull down window and lock); pull the shade to cover the window
- Turn the thermostat down to the lowest setting possible
- Turn off all lights in the room
- LOCK your bedroom door (ensure it is shut tight behind you) **and take your student card and the completed express check-out form to the NORTH SERVICE DESK to check out**
- While at the service desk - don't forget to check if you have any packages or mail remaining to pick up

DO NOT leave without checking out at the desk!

You are not considered to be "moved out" until you formally sign out with the North Service Desk and hand in your signed express check out form. If you do not check out by your scheduled move-out date and time, you will be in violation of the Residence Agreement, this carries a \$100 fine (per day or any part of a day) and you will still be required to leave immediately.

****PLEASE NOTE: Your card will not allow access to your building/room past 12 noon on your move-out date.**

AVOID YEAR END DAMAGE CHARGES

Help yourself save money and avoid charges by ensuring you take the time to know what you need to do in your room before leaving. Learn more about common repair, replacement, and/or cleaning costs that you will incur if found in your room at <https://brocku.ca/housing/moving-out/end-of-winter-term/>