

Before moving out of RESIDENCE 8, please ensure that you:

- Pack up all personal items/belongings
- DO NOT leave any belongings in your room and/or washroom. Any 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 bedroom and washroom
- Remove all garbage/recycling and dispose of it into proper bins in garbage room
- 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/residence8/> for a typical room layout
- Return bed height to its original position: bed platform should be set at the level that allows the bed drawers to 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 the Washroom:
 - Pack up all your toiletries and personal items
 - Scrub clean the sink, toilet, and shower free of soap residue, hair and grime
 - Clear the cupboard, wall unit, and countertop-wipe clean along with the mirror
 - Wash the floor
- Securely close and LOCK both the inside and outside panes of the windows in your bedroom; pull shade down to fully cover the window
- Turn off all lights in your bedroom (entrance and wall light) and bathroom
- Shut your washroom door and LOCK your bedroom door (ensuring it is shut tight behind you) and **take your student card and the completed express check out form to the EAST SERVICE DESK to check out.**
- While at the desk - don't forget to check if you have any mail or packages 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 East 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/>