

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

- Pack up all personal items/belongings
- DO NOT leave any belongings in your room/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 the hallway corridor
- Ensure all non-Brock items are removed; consider placing unwanted items in donation bins located in and around campus
- Clear the wardrobe, 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/vallee/> for a typical room layout
- Return the bed platform to the lowest level setting
- 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 tub free of soap residue, hair and grime
 - Clear the cupboard, cabinet, and countertop-wipe clean along with mirror
 - Wash the floor
- Securely close and LOCK the window in your bedroom; pull blinds fully across and close to cover the window
- Turn thermostat in your room to 16°C
- Turn off the lights in your bedroom and bathroom
- LOCK your washroom door and LOCK your bedroom door (ensuring it is shut tight behind you) and **take your student card and room key, along with the completed express check out form, to the NORTH 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 return your key and formally sign out with the North Service Desk and hand in your signed express check out form. If you do not return your key and check out by your scheduled move-out date and time, a lock change will be initiated at your expense AND you will be considered in violation of the Residence Agreement. A charge of \$100 applies (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/floor 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/>