

# MOVE OUT CHECK-LIST

The time to say goodbye has come! To help organize your time wisely, we have created a checklist to guide you through your moving out journey.

## MOVE OUT PLANNING

### MOVE-OUT DATE

Fill out and submit the [Move Out Plan Form](#). Note that the last day to move out of residence is before **May 1<sup>st</sup> at 9 AM** for 8 months' residence agreements and **August 29<sup>th</sup> at 9 AM** for 12 months' residence agreements.

### MAKE ARRANGEMENTS FOR YOUR TRAVEL

All residents must be vacated and are expected to arrange their own travel. No additional accommodations are available.

### BUSY MOVE-OUT PERIOD

We have hundreds of students moving out at the same time. If you can make arrangements to slowly send out unneeded items before, that would be highly recommended. Please also respect the limits in elevators.

### ASSISTANCE DURING MOVE-OUT

Anyone coming to campus must be fully-vaccinated for COVID-19, wear masks in residence and complete the [uOttawa COVID Self-Assessment](#). One helper can assist you on the day of your move. Anyone else must wait outside in their vehicle in the designated loading areas.

## TO DO BEFORE MOVING OUT

### PLACE ALL FURNITURE IN ITS ORIGINAL POSITION

Inspect and clean your entire room and unit. Remember to submit any repairs in [ARCHIBUS](#) with your student account. If you are having issues submitting a request, please contact [IT support](#).

### TAKE DOWN ALL POSTERS AND DECORATIONS

Remove all markings and tape.

### CLEAN BED

Do not remove mattress pad or mattress protector.

### CLEAN DESK

Remove items & wipe the drawers.

### CLEAN BATHROOM

Thoroughly clean your bathroom: sink, shower, toilet, mirror, countertop, and drawers/cabinet. Remove shower curtain and hooks.

### CLEAN KITCHENETTE

If applicable, pull out the kitchen drawers and remove any items. Clean out the sink, as well as the countertop, shelf, and under the sink. Empty the refrigerator and wash the entire inside and outside of the refrigerator. Please clean and remove all the contents within the freezer compartment. **DO NOT UNPLUG REFRIGERATOR.**

### CLEAN MICROWAVE

Pull out the glass plate in the microwave and wash it. Wipe the inside of the microwave (including the door) while the plate is out. Also clean the exterior of the microwave.

### CLEAN UNIT

Floors should be vacuumed, swept, and mopped.

### REMOVE GARBAGE

All garbage, compost and recycling must be removed from your unit. Return your compost bin! Please respect the environment! Garbage chutes will be closed one week prior to the end of your residence agreement. Please use garbage bins outside your residence where applicable.

### RETURN YOUR RENTAL APPLIANCES

### CLOSE WINDOWS

All windows should be closed and locked securely.

### TURN OFF LIGHTS

### LOCK YOUR BEDROOM DOOR

### HAND IN YOUR ACCESS CARD AND KEYS

Drop your access card and keys in the designated box of your residence. Failure to do this will result in additional charges.

### EMPTY YOUR MAILBOX AND FORWARD YOUR MAIL TO A NEW ADDRESS

Ensure to cancel all your subscriptions.

### PAYMENT DUE

All outstanding payments are due. Check the front desk for any outstanding payments.

### FINAL ROOM INSPECTION

Final room inspections from the housing team for cleaning and damages will be completed after your departure. You will be charged for any cleaning and/or damages should your room or unit be considered in an unacceptable condition.

### CARTS

We highly recommend you bring your own! A limited number of carts are available to those who have made the request using the [Move Out Plan Form](#) and will be available near the reception of your residence. Please drop your cart at the same location you picked it up. An identification card will be required to borrow a cart. Note that boxes are available at the 90U reception for a cost.

### DUMP AND RUN

Drop off your donations at the collection bin located under the staircase on the first floor of the Learning Crossroads building ([CRX](#)) or at the entrances of residences. Be sure to check [the list of what is and isn't accepted](#) before you go! You cannot leave any items behind. Learn more about the [Dump and Run](#) program.

### SUBMIT THE CHECKOUT FORM

Fill out and submit the [Move Out Confirmation Form](#) on your way out!

