

Move-out Task Schedule



This is a list of tasks that need to be completed before move-out. Discuss and divide the tasks among all roommates to make cleaning manageable. Flip this page for important move-out information.	Roomie #1	Roomie #2	Roomie #3	Roomie #4
Empty all food and other items from the fridge, cupboards, drawers etc. Wipe down fridge interiors, clean up any spills or stains.				
Wipe down kitchen counters and clean stove and oven if dirty				
Take out all garbage and recycling from common areas into the bins outside in Residence Court				
Vacuum all floors & sweep/mop kitchen and bathroom floors				
Remove all products and personal items from bathroom, wipe down bathroom counters, drawers and cupboards				
Clean the toilet bowl and outside the toilet				
Scrub bathtub and surrounding areas and wipe down, clean mirrors and sink if dirty				
Ensure all furniture is in the right place, the suite should have a coffee table, dining table, four dining chairs, and a couch - remove any furniture that does not belong to UNBC				
Clean and wipe down dining & coffee tables				
Every one is responsible for their own bedroom: vacuum bedroom floors, remove all garbage and belongings, wipe down table and drawers, remove bedding, remove command hooks and strip lighting (if removable without damaging walls/paint). Each resident must lock their bedroom door when they move out.	✓	✓	✓	✓
Last person to move out takes out any remaining garbage, quick clean of any mess, turn heaters to lowest setting, close windows, lock doors.				

MOVE-OUT INFORMATION

We know the end of the semester can be hectic, so we've created this move-out task schedule to help you and your roommates divide up tasks and chores that must be done prior to moving out.

This schedule is a helpful tool to help you plan and organize your move-out tasks with your roommates. This is an informal tool designed to support coordination while ensuring that everyone remains equally responsible for keeping shared spaces clean. It's here to help make move-out planning easier for you! There's no need to submit it to your RAs—please use it to maintain fairness and organization among yourselves.

- All maintenance issues should be reported through the Residence Portal. If you'd like to report any damage or have knowledge of how it was caused, please email housing@unbc.ca with information.**
- String lights and command hooks must be removed very carefully from walls. Do not remove if it will cause wall or paint damage. Please report any wall damage.**
- All UNBC provided items should be returned to their original place. Kitchen stoppers should be in the sink, plunger in the bathroom, and all furniture returned to its original place.**
- If you have borrowed any vacuums or ethernet cables, please return to the Housing Office before you move out. Any desk lamps borrowed can be left in the bedroom.**
- Vacuums can be borrowed for cleaning from the Housing Office during business hours (Mon-Fri, 10AM-4PM) or from the RA on call after hours or on weekends!**
- Any personal items that you do not need can be taken to the Free Store (located on the third floor of Building 6, past the CFUR radio station). Items for donation must be in usable and clean condition. Do not donate any open or partially used containers of food or pantry items or soiled/dirty items. Visit the NUGSS website for more information on what items can be donated to the Free Store.**