CLV-North ONLY End of Term Expectations/Checklist

Please note:

- You will be held responsible for completing all items and cleaning all common areas. Only students that are moving out are required to clean their bedrooms. **In the event that additional cleaning is required, fines will be applied to the resident of the unit** (fines will be a minimum of $100.00 per student).
- You are not permitted to store any personal items in your current townhouse or a friend’s townhouse after vacating.
- Removal fees will be applied for all items left behind.

If you are leaving at the end of December:

- Complete the Cleaning Checklist form (below).
- Donate all unwanted food and clothing to the CLV Community Centre **no later than 10:00 a.m. on Thursday, December 29, 2022.** No household items accepted.
- Return keys to the CLV Front Desk or key drop-off box in the lobby of the CLV Community Centre no later than 10:00 a.m. on Thursday, December 29, 2022. If keys are not returned, a lock change will be completed immediately and a fine of $100.00 will be applied to your Quest account.
- Leave the mailbox key on the hook inside the townhouse.
- Return any unused Parking Tokens with your keys.

If you are staying for the next term:

- Complete the Cleaning Checklist form (below).
- In townhouses where new students are scheduled for move in, you will receive notice, and contract cleaners will complete sanitization in the empty bedroom and upper washroom.
- Ensure you have prepared space in the kitchen (fridge, freezer, and cupboards) and in the washroom (vanity cabinet and shower) to provide your roommate with space for their items.
- Maintain the clean condition of your townhouse until your roommate arrives.

Packing, cleaning, and moving always takes more time than you initially estimate. You and your roommate are strongly encouraged to take advantage of the excellent student cleaning rates offered through JDI cleaning services. Free quotes also available. Call 519-884-9600 or visit their [website](#) (please call now as this is a very busy time of the year). Hired contract cleaners must finish their work by 10:00 a.m. on Thursday, December 29, 2022.

Thank you in advance for your co-operation!
CLV Townhouse End of Term Checklist

The following items must be completed prior to sanitation:

Kitchen and Front Hall
- Sweep/wash floor
- Clean stove top/pots/exterior/range hood & fan
- Clean sink/taps
- Clean countertops & backsplash
- Wash cupboard drawer & door fronts
- Clean the fridge
- Remove all garbage and recycling

Living Room
- Vacuum carpet OR
- Sweep and wash hardwood flooring
- Wipe furniture

Upstairs and Hallway
- Vacuum carpet (do not use beater bar on stairs)

Upper Washroom
- Remove all personal items
- Sweep/wash floor
- Clean sink/taps
- Clean counter/vanity
- Wipe down mirror
- Clean toilet
- Clean tub/shower

Study Room and Stairs
- Vacuum carpet (do not use beater bar on stairs) OR
- Sweep and wash hardwood flooring

Basement Washroom
- Sweep/wash floor
- Clean sink/taps
- Clean counter/vanity
- Wipe down mirror
- Clean toilet

Laundry Room
- Sweep/wash floor
- Wipe washer/dryer
- Clean laundry sink

Bedroom*
- Remove all personal items
- Return all Waterloo bedroom furniture to original position (see picture)
- Wipe all furniture
- Remove all garbage
- Vacuum carpet

*Only for students leaving at the end of term

ADDITIONAL NOTES / INFORMATION:

- Final inspections are performed after vacating and return of keys.
- Keys must be returned to the front desk no later than 10am on move-out day.
- Prior to vacating please ensure all cleaning items have been completed and all personal belongings have been removed from the townhouse including both front and back yards (charges will be applied for any items left uncompleted from checklist above).
- Any applicable charges will be posted to the main tenants Quest account (failure to pay outstanding charges will result in a Request to Withhold Marks – no diplomas, transcripts or other student documents will be released until all outstanding charges have been paid in full).
Estimate of cleaning charges:

Please note: these figures are estimates only – actual charges are assessed on an individual basis per condition and time required to perform corrections. Additional maintenance/repair charge estimates are not included in list below, as repairs may vary depending on damage.

General:
$ 10.00  Vacuum carpets/sweep and wash hard flooring (per room)
$ 10.00  Wipe window sills/wash vents (per room)
$ 10.00  Wipe wood trim (per room)
$ 10.00  Wash dirt etc. from walls (per room)
$ 10.00  Remove all garbage and recycling (per room)
$ 10.00  Clean laundry room sink
$ 30.00  Wipe surfaces of washer / dryer / water heater / furnace / sump pump
$100.00 Removal of any personal items and/or furniture etc.

Kitchen:
$ 25.00  Oven
$ 25.00  Burner pots
$ 15.00  Top and sides of stove
$ 25.00  Range hood/filter/backsplash
$ 30.00  Clean fridge and freezer (inside and outside)
$ 50.00  Wash cupboards (inside and out)
$ 25.00  Clean sink/taps/countertops
$ 25.00  Sweep & wash floor (including under & behind fridge & stove)

Washrooms:
$ 30.00  Clean bathtub / tub walls/ taps & showerhead
$ 15.00  Clean sink / taps / countertop
$ 15.00  Clean cupboard (inside and outside)
$  5.00  Clean mirror
$ 15.00  Clean toilet
$ 15.00  Sweep and wash floor

If you have questions or concerns about moving or cleaning, contact clvmaint@uwaterloo.ca.
Thank you in advance for your cooperation.

Campus Housing