

Thank you

for choosing to reside in Residence at the University of Saskatchewan. We sincerely hope that you have enjoyed your stay in Residence this year. Please make sure to read the following information to ensure that your move-out is hassle-free and to avoid any unnecessary charges following your move-out.

Residents of College Quarter, Voyageur Place, and Seager Wheeler and Graduate House Undergrad units are required to move-out of the unit no later than 12pm (noon) on Friday, April 28, 2023 if they will not be staying for the Spring/Summer Term.

USASK RESIDENCE MOVE-OUT GUIDE

Fall/Winter 2022-2023





MOVE-OUT INSPECTION:

Residents of College Quarter, Voyageur Place and Seager Wheeler, Graduate House please use the online calendar to schedule your move-out inspection between April 20, 2023 and April 29, 2023 (weekdays only). The deadline to apply for your move out inspection will be April 14th, 2023.

Move-Out Inspection Form Instructions:

1. Using your NSID and password, login to the online Move-Out Inspection Form at the following link: <https://book.usask.ca/residence/calendar>
2. Please contact the Residence Services Office if you have troubles accessing this form. residence@usask.ca or you may call 306-966-6775
3. Select the date on the calendar that you plan to leave Residence and return your keys. It is important to note that the room inspection must be performed on your final day in Residence.
4. Select an inspection time between **9 AM – 3:45 PM** (there will be no room inspections performed on the weekend of April 22-23).





KEY RETURN PROCESS

Keys must be returned at the time of your move out. A charge will be processed on your Residence Account for all unreturned keys, including mailbox, building and/or unit keys. In order to properly identify returned keys, key tags are provided to residents in each Residence Hall and are available at the Residence Services Office. **Please follow the steps outlined below to properly return your keys at Move-Out:**

STEP 1

Write your name on one side of the key tag and your unit number on the reverse.

STEP 2

Attach unit and mailbox keys to the key tag.

STEP 3

Drop keys in the key return slot in the door of the lobby RA/Coordinator Office, the McEown Park Residence Office or return them to the Residence Services Office in Saskatchewan Hall.

Charges will also be incurred if we are unable to identify the keys to your unit.

PARKING FOR MOVE-OUT

Parking regulations must be followed while moving out. Do not park on the grass, or in other NO PARKING areas.

Please be courteous and move your vehicle as soon as it is loaded to allow others to load their vehicles.

If you have any concerns you can contact Parking Services usask.ca/parking

REDIRECTED MAIL

The Residence Services Office is unable to redirect mail that arrives after a resident moves out.

Also, Canada Post does not forward or redirect mail from dormitory or shared delivery addresses.

It is important that residents contact any regularly scheduled mail providers (i.e. utility service providers and banks) to provide them with a forwarding address prior to vacating residence.

STUDENT STORAGE

It is important that students take all belongings or dispose of any items. Items being disposed must be placed in the garbage disposal bins located at each building (not left outside the building, or next to the garbage bin. If you have rented a storage locker (CQ, GH) please ensure you return your storage locker key.



FALL/WINTER USASK RESIDENCE MOVE-OUT GUIDE

CLEANING GUIDE

- Wipe-down and dust furniture
- Remove all posters, stickers and tape from walls and ceilings that you have placed
- Clean and close all windows and heat registers
- Check all drawers and closets to ensure these have been emptied and wiped down
- Sweep/vacuum floors
- Remove all personal belongings from room/unit
- Clean all kitchen appliances
- Sanitize fridge racks, freezer, trays and doors.
- Remove stove burner element trays and ensure all debris removed from the elements, burners and stove drawer.
- Clean oven (where applicable)
- Clean cupboards drawers and doors
- Garbage and recycling should be bagged and removed from your unit
- Ensure to remove all food items
- Turn off the lights, make sure stove/oven is turned off and lock the door
- Spot wash the walls and doors
- Ensure all furniture is moved back into its original location
- If applicable, bathrooms should be sanitized, hair removed from sinks, shower/tub walls washed.
- Toiletries removed, mirrors washed and toilet bowl, toilet lid and seat sanitized.

PLEASE ENSURE THE FOLLOWING ITEMS ARE LEFT IN THE UNIT:

- Bed mattress and frame
- Mattress cover (if applicable)
- Garbage bin and/or recycle bin
- Window coverings with rods or blinds (if applicable)
- Desk, lamp, microwave (if applicable) and bookcase
- Telephone
- All tables and chairs (including bedside nightstand)

SHAW COMMUNICATIONS CANCELLATION

- Upon moving out of Residence, please remember to leave all Shaw Communications equipment in the unit.
- As a reminder, residents are responsible for canceling any purchased services they may have upgraded through Shaw Communications by contacting Shaw Customer Service directly at 1-888-472-2222.
- Please inform the Customer Services Agent that you live in Residence at the University of Saskatchewan and provide them with the serial number located on your internet router in order for them to access your account.