

USASK RESIDENCE MOVE-OUT GUIDE

Fall/Winter 2026-27

CQ GH MP SW VP

University of Saskatchewan



CONTACT INFORMATION FOR BOOKING MOVE-OUT INSPECTIONS

Voyageur Place Office
128 Saskatchewan Hall
91 Campus Drive
Saskatoon SK S7N 5E8
Phone: 306-966-6775
Email: maria.myshchyshyn@usask.ca
Website: livewithus.usask.ca

McEown Park Residence Office
(Seager Wheeler, Wollaston, Assiniboine and Souris Hall Inspections)
104-103 Cumberland Avenue South
Saskatoon, SK S7N 1L6
Phone: 306-374-4432
Email: maria.myshchyshyn@usask.ca

Colliers International
(College Quarter/ Graduate House Inspections)
728 Spadina Crescent East
Saskatoon, SK S7K 4H7
Main: 306-653-4410
Email: Lauren.McDonald@colliers.com



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.

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 (if applicable)
- ☐ All tables and chairs (including bedside nightstand)

ROGERS COMMUNICATIONS CANCELLATION

- Upon moving out of Residence, please remember to leave all Rogers Communications equipment in the unit. This includes: the modem, remote control(s) and all associated cords/cables.
- As a reminder, residents are responsible for canceling any purchased services they may have upgraded through Rogers Communications by contacting Rogers Customer Service directly at www.rogers.com/contact.