

ROOM:

NAME:

Mail Forwarding

Residence services currently have the following address on file for you

CHANGE MY ADDRESS TO THE ONE BELOW

What you need to know:

- Your mail will only be forwarded ONCE A WEEK (no exceptions) until May 28, 2010.
- If you are going to be a student living on campus from May- Aug 2010 you still need to fill out this form.
- As Canada Post will not accept change of addresses for P.O. Boxes, you need to make a change of address with all your professional and personal contacts.
i.e.: Telephone, Cable, Magazines, Friends and Records Services, etc.
- A change of address with our office **does not** update your address with UVic Record Services. **Similarly, a change of address with UVic Record Services (i.e. uSource) DOES NOT update your records with the Residence Services Office.**
- Junk mail will not be forwarded.
- After May 28, 2010 all mail will be returned to sender.

Please print:

E-Mail Address: _____

Street

City

Province/State

Postal/Zip Code

Country

(_____) _____
Area Code

Telephone Number

Move Out Date: _____

Students Signature: _____ Date: _____

Cluster Unit

Name: _____

Room # _____

Signature: _____

Date: _____

To avoid cleaning charges the following checklist must be completed:

Bedrooms

- _____ Remove all food and garbage
- _____ Empty garbage and recycling bins
- _____ Vacuum the carpet
- _____ Strip all linens and leave on the bed
- _____ Remove all stickers, posters & pictures
- _____ Empty all drawers and closets
- _____ Put all furniture back into its original place
- _____ Remove any furniture not in the room

Common Area

- _____ Take garbage & recycling to appropriate bins
- _____ Return blue box to unit
- _____ Wash all kitchen cupboards – inside & out
- _____ Wipe all kitchen countertops
- _____ Wash kitchen and entrance floors
- _____ Clean fridge/ stove/ dishwasher
- _____ Wash all bathroom cupboards – inside & out
- _____ Wash bathroom floors
- _____ Vacuum hall and living room carpets
- _____ Re-hang and re-tie curtains
- _____ Put all furniture back in original position
- _____ Remove anything not in unit upon arrival
- _____ Return all cleaning equipment to hall closet

_____ **Lock both your bedroom and exterior door before leaving!**

After completion please hand this sheet in, along with your keys and address change form, to the Housing Office.

For Office Use Only

Room # _____

Cleaning Charges:

Number of Hours: _____

Rate: \$ _____

Subtotal: \$ _____

Repair Charges:

Labour Charges: \$ _____

Material Charges: \$ _____

Subtotal: \$ _____

Total Cleaning and Repair Costs: \$ _____

CHECK-OUT PROCEDURES:

**Your Cluster Unit must be vacated no later than
12:00pm Noon on
Thursday, April 29, 2010**

**It is the responsibility of all 4 roommates to ensure common
areas are clean and presentable for the next set of students**

Before leaving, please be sure you have done the following:

- ✓ Complete and return the **address change** form (included).
- ✓ Complete and return the **cleaning checklist** (included).
- ✓ **Empty** your storage and bike **locker**.
- ✓ **Cancel** your **phone** and **cable** services.
- ✓ **Lock** your **door** when you leave your room.
- ✓ **Return** your **keys** to the Housing Office (envelope included).

Key Drop Off - (envelope included)

- **Print your name, unit number and room number on the envelope.**
- **Cluster A room** - should return 5 keys: 1 x Exterior key, 1 x Bedroom key, and 1 x Storage Room, 1 x Laundry key 1 x Mail Key.
 - If leaving earlier than everyone else pass on the mail and laundry key to the student leaving last AND make a note on your key envelope stating with whom you have left the keys.
- **Cluster B, C, D rooms** - should return 3 keys: 1 x Exterior key, 1 x Bedroom key, and 1 x Storage Room key.
- A lock change charge of **\$100.00** will be issued for missing keys.
- Keys can be dropped off at the Craigdarroch Residence Services Office during business hours: Monday-Friday, 8:30am-4:30pm.
 - If handing in your keys after hours or on the weekend, drop them through the mail slot located in the front door of the office in an envelope.
- **Ensure envelopes are clearly labelled with your name and room and are sealed!**

**TO AVOID CHARGES, DROP YOUR KEYS OFF AT THE
CRAIGDARROCH RESIDENCE SERVICES OFFICE**

Thank-you for choosing University of Victoria Residence Services!
We hope you enjoyed living on campus and welcome any feedback you have about
our staff, your room, the food, or campus life in general.