University of Windsor

Policy Title: Self-Checkout Policy

Date Established: Historical Policy

Office with Administrative Responsibility: Housing and Residence Life

Functionality Area: Facilities

Approver: Residence Facilities Manager

Revision Date(s): January 2026

Purpose

The purpose of the Self-Checkout Policy is to provide a convenient and flexible move-out process for students while allowing the Housing and Residence Life staff to efficiently manage the large volume of end-of-term move-out's while also ensuring accountability for room condition. This policy is applicable to move-outs that occur at any time during the term.

Scope of Policy

This policy pertains to all students living in residence.

Definitions

1. "Self-Checkout" refers to the process completed upon move out at any point within the term, ie. early withdrawals, end of term.
2. "Broom Cleaned" condition refers to the standard of cleanliness required for a successful checkout and is the expectation upon move out.
3. "Normal wear and tear" refers to the natural, expected, and gradual aging of a room/suite and its furnishings that results from regular daily use over the course of a residency. Damage is not considered 'wear and tear'.
4. "Damage" refers to, but not limited to, large holes (larger than a dime), permanent stains, and peeling paint from the improper removal of adhesive hooks, broken or missing furniture.
5. "Room Condition Survey" refers to the survey sent to all residents upon move in to document any pre-existing room damage and/or deficiencies room/suite at move in.

Policy Statement

Upon move out, Residents must complete the digital Self-Checkout form. This includes removing all personal items and restoring the room to its original move-in condition without a formal in-person staff inspection. By completing the digital self-checkout form and returning any assigned keys to the

designated drop box, the resident acknowledges that Housing and Residence Life staff will perform a final inspection, at a later time, for damages and cleanliness. The resident remains financially responsible for any damages or cleaning deficiencies discovered during the final inspection; if not noted in the Room Condition Survey that was completed upon move in.

Keys must be returned in a labeled envelope to a secure drop box found in the lobby area of your residence building. Failure to return keys will result in lock and key replacement fees. Residents do not return their student card, that remains the property of the resident and will be deactivated for their room upon check out.

Rooms must be left in "broom cleaned" condition and furniture returned to original set up. This includes removing all adhesives from walls (posters, hooks), emptying all trash, and cleaning appliances. Uncleanliness, ie. excessive dirt, mold growth from poor ventilation/cleaning, or abandoned trash typically incurs an additional cleaning fee.

Self-Checkout Instructions:

1. **Pack & Clean** – Ensure your room is empty and tidy, take a photo to upload.
2. **Log In** – Complete the self-check out form on the residence portal **PRIOR** to leaving residence.
3. **Upload a Photo** – During the self-check out process, submit a picture of your empty, clean room.
4. **Return Your Keys** – Place them in a self check-out envelope and then put in the designated drop box in the lobby area of your building. Rodzik Hall Residents: physical keys received at move in time, must be placed on bedroom desk upon move out.

Avoid additional charges:

- **Return your room** to its original condition.
- **Take out garbage & recycling** (including fridge items).
- **Reset furniture** to its original position.
- **Remove decorations** (tape, adhesives, posters, etc.).
- **Close windows & lock your door.**
- **Return your keys** – Avoid a $125 lock change fee + $10 per key.
- **Complete the self-check out** process **PRIOR** to leaving residence – Avoid a $125 fee.

All steps as outlined above, must be completed prior to leaving residence to avoid additional charges.

Review by Residence Facilities Manager

Annually in July

Policy Title: Procedures for Implementing the Self-Check Out Process

Date Established: Historical Procedure

Office with Administrative Responsibility: Housing and Residence Life

Functionality Area: Facilities

Approver: Residence Facilities Manager

Revision Date(s): January 2026

Scope:

These procedures apply to the implementation of the Self-Checkout Policy

Procedure:

1. Residents complete the self-checkout process upon move out.
2. Housing and Residence Life staff (Facility Coordinator) or Housekeeping staff completes inspections of rooms to identify any repairs or cleaning needed beyond "normal wear and tear".
3. Housing and Residence Life staff (Facility Coordinator) collects keys from designated drop boxes.
4. Housing and Residence Life staff (Facility Coordinator) monitors portal for completed self-checkouts and follows up as necessary for missing keys, late checkout's, etc.

Review by Residence Facilities Manager

Annually in July