



MOVE-IN MEMO 2025

SOLIN HALL - EXCHANGE STUDENTS

Student Housing and Hospitality Services would like to extend a warm welcome to all residence students! This memo will help you plan your move and provide important information about your building.

GETTING READY FOR MOVE-IN

RESERVE YOUR MOVE-IN DAY AND TIME

Move-in weekend is August 23-24, [book a time now](#).

Early move-in is available on August 21 and 22 **only if you are unable to move in on the weekend**. A nightly fee of \$50 applies.

WHAT TO PACK:

[View this list](#) to see which items we suggest you pack. Keep in mind that many items can be purchased here in Montreal upon arrival. **PLEASE NOTE THERE IS NO EXTRA STORAGE SPACE BEYOND WHAT IS AVAILABLE IN YOUR ROOM.**

MCGILL ID CARD- Submit your photo by July 26

Your student ID card gives you access to essential services on campus and in residences.

1. [Submit your photo](#) by **July 26** to Service Point for approval.
2. Once your photo is approved, you will receive a confirmation email. **Please DO NOT make an appointment with Service Point.**
3. Instead, **pick up your ID card from Student Housing and Dining Service Centre at 3465 Durocher** from 9h-16h, when you move in.

CONTACT INFO

SOLIN HALL
[3510 AV. LIONEL-GROULX, MONTRÉAL, QC H4C 1M7](#)

FRONT DESK:

514-398-5131 | Monday-Friday 9h00 - 17h00

The Front Desk is available to assist you with any questions you may have.

SENIOR ADMINISTRATIVE COORDINATOR:
HOWARD ZINMAN:

514-398-5131 | howard.zinman@mcgill.ca

STUDENT HOUSING AND DINING SERVICE CENTRE:

514-398-6368 | housing.residences@mcgill.ca

Hours: Monday-Friday 9h00- 16h00

3465 Durocher, Montréal, QC H2X 2C6

For questions regarding residence admissions, hall and room changes, meal plans and off-campus housing.

FOLLOW US ON INSTAGRAM:

 [/mcgillresidences](#)

 [/residencelifemcgill](#)

 [/mcgillfood](#)

SAFETY & SECURITY

IN CASE OF EMERGENCY

If a student or community member is in immediate danger:

- **CALL 911** (Montreal emergency services) for an emergency requiring ambulance, fire or police.
- Then, **CALL MCGILL SECURITY SERVICES AT 514-398-3000** who will coordinate with emergency responders.

FOR RESIDENCE RELATED MATTERS WHEN THE FRONT DESK IS CLOSED:

Room lockouts (fee of \$40), noise complaints or emergency maintenance issues such as water leaks, power outage and strange odours, etc

CALL SHHS PROTECTION SERVICES TEAM AT 514-398-7772

ONECARD FLEX

You are assigned a [oneCard Flex](#) account that can be used at the 15 on-campus dining locations including the All-You-Care-To-Eat dining halls, the McGill Campus Store, and several other services.

- It is **directly linked to your McGill ID card**.
- There is nothing for you to do, it is **automatically activated** on August 23.
- The oneCard Flex account **expires at the end of the semester**
- **Unused funds are non refundable and non transferable.**

ROOM INFORMATION

BATHROOMS

As bathrooms are inside your leased space, cleaning them is your responsibility. Make it a habit to clean regularly! Each bathroom has a toilet brush and caddy, we recommend that you purchase a plunger.

The toilets are only equipped to handle 1 or 2-ply toilet paper – please don’t put any paper towels, facial tissue, feminine hygiene products, or anything else in your toilet as it will get clogged.

CLEANING YOUR ROOM/APARTMENT

Cleaning inside your leased space is your responsibility. Areas you should clean weekly are:

- Bathroom surfaces: sink, toilet, shower.
- Kitchen: sink, fridge, stove, counters.
- Regular vacuuming of carpeted areas, brooming and mopping of tiled floors.
- Dusting of furniture.
- Remove garbage, recycling and compost into the appropriate bins located in the building as needed.

DECORATING

Only non-marking adhesives are permitted for securing decorations. **Pushpins, hooks, nails, duct tape, double sided tape, are not permitted.**

GRAFFITI

Any graffiti on your room door is your responsibility. You will be given a notice and deadline to remove it. If it is not removed by that date, we will clean and paint the door/frame and you will be charged. No further notice will be issued.

HEATING

When the cold weather begins, turn on the heat, please fill out a [Maintenance Repair Request](#) if you have any problems with the radiator in your room.

- Always close both window panes during cold weather if you are leaving for an extended period of time, otherwise your apartment could sustain water damage from a burst pipe. Any damage caused by leaving your windows open will result in extra fees.
- The thermostat should remain between 15-20 degrees Celsius if you are away for an extended period of time.

PEST CONTROL

If you suspect the invasion of any critter including bed bugs, please fill out a [Maintenance Repair Request](#). If it is an emergency please report it to the front desk as soon as possible. This is **VERY important** to avoid contamination. A protocol is in place to avoid the spread of the bugs.

- **Used furniture is not permitted to be brought into residences.** Although it seems in good condition, it may be infested.
- Store food properly and keep any dishes or cups in your room clean.

ROOM INSPECTION

Upon moving in, report maintenance issues with a [maintenance repair request](#). For housekeeping, please report those to the front desk.

Room inspections will take place during the academic year to assess the health and safety conditions of your room and belongings. Info will be posted about the dates and times a week in advance of each inspection. Failing an inspection can result in fines when professional cleaning is warranted.

- Unacceptable conditions will be addressed with a warning and a deadline. If not resolved, we will correct the issues at your cost.
- Your room should be tidy and free of clutter and trash.
- Large, extra pieces of furniture should not be brought into your room, as they pose a potential fire hazard. They will be removed upon sight and a fee will be charged.

Examples of possible charges at the end of the year for damaged or missing items

Extra cleaning of room (billed per hour)	\$50.00/hr
Broken/missing bedframe/mattress/box spring	\$250.00 - \$600.00
Painting of wall/room/door	Starting at \$75.00
Removal of graffiti on door	Starting at \$100.00
Broken and missing furniture and room decor	per unit replacement price
Carpet damage/replacement	\$2,000.00
Damaged floor	\$100.00 - \$300.00
Fridge /Stove replacement	\$600.00
Sanitation due to smoking	\$350.00 (divided equally among roommates)
Window and screen damage	Starting at \$150.00

ROOM KEY

For your security, we use the Medico key system. **If keys are lost or misplaced your lock will have to be changed. Fees depend on the type of apartment you have:**

- Three-bedroom: \$250 - three apartment keys (one for each resident), one bedroom key, and one mailbox key.
- Two-bedroom: \$200 - two apartment keys (one for each resident), one bedroom key, and one mailbox key.
- One bedroom: \$150 - one apartment key (one for the resident), one bedroom key, and one mailbox key.
- Studio apartment: \$100 - one apartment key (one for the resident) and one mailbox key.

If you lock yourself out of your room, please come to the front desk. When the front desk is closed, call SHHS Protection Services at 514-398-7772 for assistance. A lockout fee of \$40 may apply.

WINDOWS

Always keep your windows closed during the cold winter months to prevent any chance of pipes bursting. Any damage caused by leaving your windows open will result in extra fees.

BUILDING INFORMATION

BUILDING SECURITY

If you see people in the building who do not belong there, notice anything out of the ordinary or see any vandalism, **please report it to a staff member or call Protection Services at 514-398-7772 as soon as possible.**

COMMON ROOMS

- There is a **common room in the basement** where you can find a television, a piano, and games equipment. **Study rooms are located on each floor** of the building outside the main elevator.
- The common areas are fully furnished for your use and comfort.
- Please respect your fellow students by leaving the common room furniture where it belongs. Fees will apply for any furniture that has been moved.

CORRIDORS AND STAIRWELLS

The City of Montreal Fire Prevention department requires that corridors be **free of clutter** at all times for obvious safety reasons. **In winter, please keep all boots inside your room.** For your own safety, keep the hallways inside of your apartment clean and free of anything that may hinder you from evacuating the building safely.

DELIVERIES (FOOD, GROCERY)

To ensure your ongoing safety and security, people making deliveries (pizza, Uber Eats, groceries, etc.) are not permitted to enter the building.

- Be sure to provide your phone number to the delivery person so they may contact you when they arrive. You can instruct them to meet you **outside the Lionel-Groulx doors or at the gate on Delisle street.**
- The Front Desk cannot accept food deliveries of any kind on your behalf.

GARBAGE, RECYCLING & COMPOST

Your apartment has a garbage, recycling and compost bin. These bins are the property of the residence and must remain in the room at the end of the year.

- Please use the bins for indicated materials only.

GARBAGE

- Garbage chutes are located on every floor. All garbage must be put into closed garbage bags.
- Students living in the Annex are to put all garbage in the blue bins located in front of the driveway.
- Do not throw glass in the chutes.

RECYCLING

- Recycling bins are in the basement, by the garage area. Please try not to accumulate too much recycling in your apartment by emptying your apartment bin regularly.

COMPOST

- Bring your organic waste to the compost bin in the parking area.
- To manage odours and pest be sure to keep the lid on your countertop bin tightly closed and the latch snap shut.

LAUNDRY ROOM

They are located on the following floors in the **Main building: 1, 2, 3, 4, and in the Annex Basement**

- **The use of washers and dryers in the residence buildings are available 24/7 at no additional charge.**
- Clothes left in the laundry room will be removed by the staff.
- **Important: Do not put laundry pods in the dispenser drawer meant for liquid detergent; this can damage the machine.** Please read the laundry instructions carefully.
- Do not overstuff the machines.
- Retrieve your clothes as soon as possible after the cycle ends to allow others access to the machines.

MAIL & PACKAGES

Letter Mail is delivered by Canada Post directly into your mailboxes. If the **name and room number** are not clearly indicated on the item, it will be returned to sender.

- Packages can be retrieved from the Expedibox.

You must opt in for this service on the [oneCard site](#)

Select the EXPEDIBOX OPT IN Panel and consent to the terms and conditions.

See this [video](#) for information.

Your postal address at Solin Hall:

Your name, Room #, Residence Abbreviation (M for the Main Building, A for the Annex Building)
c/o 3510 Lionel-Groulx,
Montreal, Quebec H4C 1M7

QUIET ROOM

You can find a quiet room on 5th floor, use this space as a place of reflection, meditation, and calmness.

REPAIRS

- Fill out the [Maintenance Repair Request](#) to report repairs in your room or building.
- If you require assistance filling out the form please see the front desk.
- **In the event of a building maintenance emergency** such as a toilet flooding or broken windows, **please contact the front desk or SHHS Protection Service after hours: 514-398-7772.**

TRADES & HOUSEKEEPING STAFF

- The Housekeeping staff work diligently to ensure spaces are cleaned and sanitized to the highest possible standard including frequent sanitation of high traffic areas.
- Housekeeping services are provided five days a week.
- Full-time Trades staff are on duty Monday through Friday. You can identify them in navy blue uniforms, with a name patch and McGill ID card.

Report major carpet spills/stains to the Front Desk immediately so they may dispatch Housekeeping to assist you. Addressing these issues promptly is crucial, as damages or replacements will be at your expense.