

**CATERED HALLS
MOVING OUT
GUIDE
(APPLICABLE AT
HOLLAND HALL AND
MARDON HALL)**

MARCH 2012

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We hope you have enjoyed your second term in your University of Exeter residence.

To assist you in moving out of your residence we have produced this moving out guide. This guide reminds you of your responsibilities for clearing and cleaning your room, prior to departure, to avoid you paying additional charges for cleaning or damage.

We would like to take this opportunity to wish you all the very best and hope you enjoy your holidays.

WHEN DO I NEED TO VACATE MY ROOM?

The last day of term will be: Friday 30th March 2012
You must vacate your room by: 10am on Sat 31st March 2012

The last meal will be breakfast on Saturday 31st March 2012 which will be served until 9.30am.

Residents can return on Sunday 29th April and the first meal is Brunch from 11.15am to 1.30pm.

Important Note:

**** Any resident with a particular problem concerning the date & time of departure or arrival, or who would like to book additional accommodation for visitors should see the RESIDENCE MANAGER, to make special arrangements.****

Vacation Contact Details

Holland Hall Reception
01392 722330
hollandhall@exeter.ac.uk

WHAT DO I HAVE TO DO ON/BEFORE DEPARTURE?

- 1. ALL PERSONAL PROPERTY MUST BE REMOVED.** This includes posters and stickers from walls. **The University will not be held responsible for left property. Any property left will be disposed of.**

Charges will be made to remove any item/s, please refer to the removal of items charges. Please refer to the charges listed in the [Guide to Facilities and Services](#).

If your room has a lockable box please ensure that if it is used it is secured. You may obtain a key from reception with a refundable deposit of £10. The contents are left entirely at their owners risk.

Please ensure that all belongings are removed from your safe, if you have one in your bedroom, and that the **safe is left open**. A charge of £15.50 will be made to open your safe if you have not left it open.

Ensure that you remove all clothing from the laundry room

We do not have any storage facilities available at the University. The Reception team should be able to supply information on local storage companies.

- 2. KEYS OR FOBS must be handed in and signed out at the Reception on departure).** Any keys or fobs found missing, on Saturday 31st March, will be charged to you automatically. **Charges will be made for replacing keys or fobs.** Please refer to the charges listed in the [Guide to Facilities and Services](#). For security reasons students are not able to enter the residence during the vacation, unless permission has been given by the Residence Manager. Swipe cards and PIN code access will be disabled over the vacation.

- 3. BICYCLES.** If you wish to leave your bicycle in the cycle shed over the Easter vacation period, please make sure that it is secured, and tagged. Any bicycle that does not have the correct tag may be removed. If your bicycle is not tagged please enquire at Reception to have this done.

ALL BIKES ARE LEFT AT YOUR OWN RISK.

- 4. RUBBISH.** Please dispose of ALL rubbish and unwanted items from your room in the bulk bins and skips located outside your building. Please ask the housekeeping staff if you require black plastic sacks. Before disposing of the sack please tie it up securely. **A charge of £5 per bag will be made for any waste that Campus Services staff have to dispose of from your accommodation.**

All personal posters on notice boards must be removed. **Please recycle any cardboard, bottles, cans and paper** in the bins near your residence.

- 5. CLEANING OF BEDROOM, ENSUITE & MINI FRIDGE.** You will be expected to leave your bedroom and ensuite clean and tidy.

Please ensure that the fridge is emptied of all food, defrosted and cleaned out. **A charge will be made for any extra cleaning which may be needed as a result of the room not having been left in a clean and tidy state. Please refer to the charges for additional cleaning [Guide to Facilities and Services](#).**

- 6. MAIL.** Mail will be held over the vacation and can be collected on your return. Please note that the university does not forward mail.
- 7. PLEASE TAKE YOUR COMPUTER CABLE WITH YOU.** If you leave your cable in your room it will not be there when you return.

**EXAMPLES OF UNACCEPTABLE & ACCEPTABLE
CLEANING/CLEARING**



**CHECKLIST BEFORE YOU VACATE UNIVERSITY
ACCOMMODATION**

- Empty room bin and dispose of any other rubbish in your room.
- Remove belongings from communal areas including lounge and any drying rooms.
- Clear out kitchen cupboard and fridge and freezer of any items of food and belongings.
- Windows and doors must be shut and locked.
- Any maintenance faults should be reported to Reception before departure.
- Return your keys or fob to Reception by 10am Saturday 31st March.