

The academic term officially ends on _____

but your contract extends until _____

Your room must be vacated by 12 noon on Saturday _____

If you have not returned your key or visitor Ucard by then you will be charged extra.

Before you leave:

Please clean your room!

IF YOUR ROOM IS NOT LEFT IN A CLEAN AND TIDY STATE, YOU WILL BE CHARGED

We recommend that you take dated photographs of your room before you leave.



Bedroom:

- Empty wardrobe and drawers and wipe clean
- Wipe clean all surfaces
- Vacuum carpet
- Clean the sink & mirrors
- Check under your bed
- Carefully take down any decorations and posters
- Unplug and remove your charger!
- Remove all rubbish, recycling and belongings
- Vacuum the floor
- Remember that the mattress cover, bins and desk lamp in your room belong to the hall.
- Remember that you can donate any unwanted items to the Big Give
- Please **turn off** all lights, leave your **windows secure** and **lock your door**
- Return your key

Shared Bathroom or En-Suite:

- Remove all rubbish and personal belongings
- Clean your shower, toilet, basin and mirror and wipe all surfaces

Communal Areas in your block

- Please **clear all communal areas in your block** of personal belongings.
- Take out the rubbish and recycling to the bin stores.
- **Clean thoroughly, wipe surfaces down and vacuum or mop the floors.**
- *Excessive cleaning or damage charges for these spaces will be shared amongst blocks and corridors*

The Big Give

The Big Give is running in all the halls until the end of the year.
Our donation point is _____.

They WILL NOT accept duvets, pillows, perishable food and dirty or broken items

Cleaning Costs

Every room will be checked against the inventory which you completed in September and any damage, extra cleaning or missing items will be charged for.

Leaving University Halls of Residences

www.bristol.ac.uk/students/life-in-bristol/accommodation/university-accommodation/moving-out

- If you have a bike anywhere on site, then this needs to be removed by July 17th. *Note that any bicycles left after this date will be removed according to the University of Bristol bicycle policy.* www.bristol.ac.uk/transportplan/transport/cycling/cycle-policies.
- **PLEASE COLLECT ALL POST and PARCELS, these will NOT be held onsite until September.** Please advise correspondents about your **change of address** (including bank statements, phone bills, internet deliveries, loyalty card mailings & magazine subscriptions! The hall is unable to forward any post. Royal Mail provide a forwarding service should you wish to subscribe.

Remember to **allow plenty of time** to pack up and clean your room and to return keys etc. as you leave, especially if you are relying on public transport for your onward journey. Staff may not be immediately available to help you or there may be a queue of people leaving.

Once you have vacated your room it will be checked and any damage, extra cleaning or missing items will be charged for. Charges will be invoiced through your MyBristol portal and can be paid online. *You will be informed of any charges through your Bristol e-mail address so please check your account regularly over the summer.*

Have a great summer.

Final Checklist – Have you...?

- Changed your internet shopping address(es)
 - Redirected your post and magazine subscriptions
 - Removed your bike from the bike shed & returned your bike shed key
 - Cleaned your room & sink/en-suite**
 - Removed your things from the bathroom
 - Removed your things from the pantry/kitchen
 - Taken out the rubbish and recycling from your pantry/kitchen
 - Removed all belongings from your room
 - Left your window shutter key on the hook in your room
 - Checked under your bed
 - Taken down decorations and posters and removed any blu-tak
 - Unplugged and packed your charger
 - Left the mattress protector, bin and desk lamp!
 - Removed all rubbish & recycling from your room to the bin stores
 - Vacuum the carpet
 - Closed the windows & turned off the lights
 - Locked the door
 - Return your key – this can be deposited / handed in at**
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- Checked your post
 - Said Goodbye 😊