

**IMPORTANT INFORMATION ON YOUR DEPARTURE**  
**HALLS OF RESIDENCE/ NORMANBY HOUSE/ SOUTH EAST FLATS**  
**CHECK LIST FOR RESIDENTS ONLY**

On arrival all residents completed a Room Condition Report, it is expected that when you depart your room matched with the original room condition report. Please use the following as a check list in preparation of your departure.

When you check out of your room you may be billed for any damages not listed at the time of check-in.

<u>ITEM</u>	✓	<b>CONDITION REQUIRED ON DEPARTURE</b>
ENTRY DOOR		Free from graffiti, sticky Name Label residue, blu tack and sticky tape.
ROOM ENTRY KEY		Returned upon departure undamaged
WALLS & CEILING		Clean and free of graffiti, sticky tape, holes, hooks, blu tack, posters, stickers etc.
CARPETS		Rubbish picked up from floor and no stains on carpets.
WARDROBE		Doors and catches working, attached to cupboard and empty of clothing, food and rubbish. (Check all drawers and open all days)
MIRROR		No graffiti.
WINDOWS		Free from graffiti, sticky tape, sticky hooks, posters, stickers, etc.
FLYSCREENS		Present and without tears or rips.
RUBBISH BIN		Empty and clean.
SMOKE DETECTOR		On ceiling with battery and working.
HEATER		Free from graffiti, sticky tape, holes, hooks, posters, stickers, etc.
BED & MATTRESS		Mattress clean without holes or rips and bed base frame without bends or breaks in metal.
BED LINEN		1 x Mattress protector
CURTAINS		Clean and free of marks, no rips or tears, hooks and runners in working condition.
NOTICEBOARD		Free of graffiti and push pins
SHELVES		Free of graffiti, stickers, blu tack.
DESK		Free from graffiti, liquid paper graffiti, stickers, food scraps in desk drawer, carving.
DESK CHAIR		Desk chair present ( <b>not</b> Common Room Chair) or a record of the Operations Office removing yours on file.
CLOTHES AIRER/CLOTHES DRYING RACK		Present or a record of the Operations Office removing yours on file.
ARMCHAIR		Armchair present ( <b>not</b> Common Room Chair) or a record of the Operations Office removing yours on file.
TELEPHONE + two cables		Present with clips intact.
EN-SUITE SHOWER ( <i>En-suite room only</i> )		Free from rubbish, cleaned and wiped down. We assume that it has been cleaned on a semi-regular basis during the year.
EN-SUITE TOILET ( <i>En-suite room only</i> )		Cleaned and wiped down. We assume that it has been cleaned on a semi-regular basis during the year.
HAND BASIN (Normanby House)		Cleaned and wiped down. We assume that it has been cleaned on a semi-regular basis during the year.
Lost Property / general rubbish		Nothing to be present in the room which was not there upon arrival