



A guide to moving out



We hope you have enjoyed your time in residence. To assist you in moving out, we have produced this guide to remind you of your responsibilities for clearing and cleaning your room and communal areas prior to departure to avoid you paying possible additional charges for cleaning or damage as per Section 2 (j).

WHEN DO I NEED TO VACATE MY ROOM?

Your official end date is in your contract and you should be leaving at 10am on this date at the very latest. You are more than welcome to move out earlier if this is more suitable. If you have any queries regarding your contract please contact the office at Maclay Residences during usual weekday working hours.

KEY RETURN



We will be continuing to adhere to physical distancing. Prior to moving out you will be provided with a key envelope which you must complete and place the key in it prior to coming to reception to return it.

When at reception you will be required to follow the physical distancing of keeping 2 meters from everyone – the envelope can be dropped off either via the mail box or at reception – the process needs to be as quick as possible minimising risk to all

Failure to return a key will result in a lock replacement charge being made (approx cost £100.00 per lock).

ELECTRICAL ITEMS

If you are leaving at summer and have any working electrical items that you no longer wish to use they can be left at reception during office hours for donation to the British Heart Foundation.

Please note we cannot accept inkjet printers or computers.

NON-WORKING ELECTRICAL ITEMS

If you are leaving at summer and have any old electrical items no longer needed they can be left in the bin area behind our common room for safe disposal.

PREPAYMENT

Before you moved into Maclay Residences you made a pre-payment. A quick reminder—this wasn't a refundable deposit but a payment which was deducted from your Accommodation fees.

BICYCLES



If you have paid to stay over the summer you may leave your bike in the shed. Please make sure that it is secured and clearly labelled with your name and dates you will be in residence.

This is essential, as unmarked bikes will be disposed of in July and University of Glasgow cannot accept responsibility for any disposed of bikes

ALL BIKES ARE LEFT AT YOUR OWN RISK.

RUBBISH



Please dispose of ALL rubbish and unwanted items (including online supermarket delivery containers) from your room inside the metal bins located in the bin areas adjacent to your building and remember to put the lid down. Before disposing of your rubbish, ensure that it is in plastic bin bags and that they are tied securely. If you have been collecting cans, bottles, newspapers, etc. for recycling purposes, please take them to the local on-site collection areas. **Failure to remove rubbish will result in a £10 per bag charge being made. Any items left in your room will be presumed unwanted and will be thrown out by our contractors – before you return your key please double check in all areas of your room (including under the mattress!) to make sure all items have been removed.**

Please do not leave any items in the hallway or hallway cupboard.

SKIPS

Closer to your departure date we have some rubbish skips onsite and you are free to use them (do not place any electrical items in the skip. Please flatten any boxes before putting in and do not leave rubbish on the ground or overfill the skip.

Please remember to remove any non-GU furniture you have brought in from your flat prior to you moving out.

MAIL



Please make sure that everyone who needs to know is aware of your forwarding address. Remember to update companies you may regularly make orders with removing your Maclay Residences address from all future orders. We are unable to forward or keep mail, any mail that arrives after your departure will be returned to the Post Office marked "Return to Sender".

You might like to consider the mail redirection service operated by the Post Office (<https://www.royalmail.com/personal/receiving-mail/redirection>).

If you are moving rooms over summer please ensure that you update your address as soon as possible as we are unable to allow access into any flat you may have previously lived in.

CLEANING OF FLAT, ROOMS, KITCHENS AND COMMUNAL AREAS.



You will be expected to clean your bedroom, shower/bathroom, kitchen, lounge and other communal areas thoroughly before leaving. Please arrange with your flatmates to clean various communal areas. Remove and dispose of all unwanted food from cupboards and fridge/freezer. Take your dishes etc away with you.

A charge will be made for any extra cleaning which may be needed as a result of the communal areas within a flat or a bedroom not having been left in a clean and tidy condition.

All personal posters on notice boards must be removed. Damage to the paintwork will result in recharge.

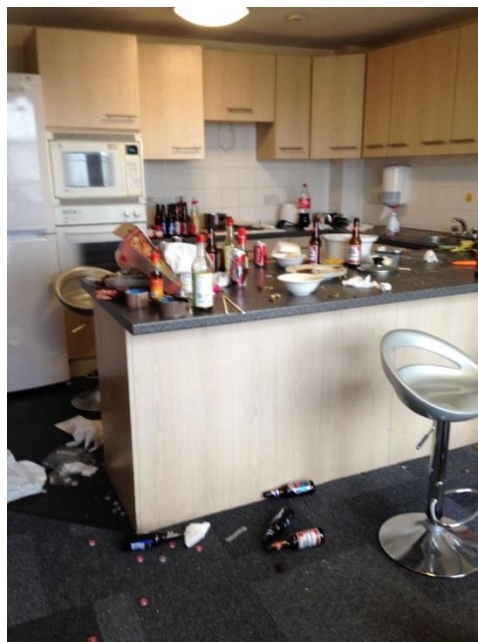
Remember to check under your mattress as quite often important documents have been handed in by our contractors which have been left under the mattress

As a reminder, please move furniture back where it was found when you moved in. If for example you have taken a chair from the kitchen to use in your room please return it to the kitchen before you depart.

Here are some images of what is an acceptable standard. If you do not understand what is expected then please contact reception.



This is not how your flat should look like when you depart.



STORAGE

We cannot store any of your belongings for you as we have no storage facilities on site. You must remove all your possessions from the residence on your date of departure. This includes any spare items of furniture you have brought into the residence. Please be aware that any items left will be deemed to be surplus to requirements and will be disposed of within a day or two of the room being vacated and a charge will be made to you. University of Glasgow will not be held responsible for any property which has been left behind, accidentally or otherwise. Should you require storage please visit:

<http://www.flexistore.co.uk/student-storage/>.

CUTLERY, PLATES ETC

We don't have the facility to recycle or give cutlery/crockery to future students. If you have any items in good condition why not bring it a charity shop for donation?

CONFISCATED ITEMS

If you have had any items confiscated during your stay and you are leaving in June, they can be collected from a week before your departure during normal working hours. **Please note that we are unable to give back any items on the date of your departure.** Any uncollected items will be disposed off after your departure.

If you are leaving in September, any confiscated items can be collected from Wednesday 4th September during normal working hours. Please note that we are unable to give back any items on the 5th September. Please note that any uncollected items will be disposed of after your departure.

DONATE TO FUTURE STUDENTS

Got an umbrella or a great non-academic book you want to leave behind for the next students?

If so donations are gladly accepted at reception.

FOOD DONATIONS



Got unopened and within expiry date foodstuffs (non-refrigerated) left?

Why not drop the items into the foodbanks located in local supermarkets such as Sainsbury's at the top of Kelvinhaugh Street.

Desklamp

Please leave the provided desklamp in your room upon departure as it is university property.

Charity Recycling:

The reception and site has various bins for recycling for charity.

- Printer cartridges can be recycled at reception.
- Foreign coins/unused coins can be recycled at reception.
- Used household batteries can be recycled at reception.
- Stamps can be recycled at reception.



- Clothing can be recycled in the red British Heart Foundation or Yorkhill Childrens Charity bins next to the main gate.
- CD's / DVD's can be recycled in the red British Heart Foundation Yorkhill Childrens Charity bins next to the main gate.
- Books can be recycled in the red British Heart Foundation or Yorkhill Childrens Charity bins next to the main gate.

INDICATIVE CHARGES

The table below gives an indication of the likely charges for various cleaning tasks to be charged if you have made no/inadequate attempts to clean or if communal areas have been wilfully left in a mess at the end of term.

Area	Cost
Bedroom	£75 per room
En suite bathroom	£32
Complete kitchen clean	£276.30 divided amongst residents
Removal of Graffiti	£94 per SQ meter
Bin bag removal (per bag)	£10
Carpet cleaning/vinyl cleaning	Quote required

REPLACEMENT COST FOR FURNITURE AND EQUIPMENT

Please note costs below are indicative and may vary depending on their size and fittings in each room. If charges are to be made for items not listed below you will be advised of the cost accordingly.

Item	Cost of replacement
Single Mattress	£200
Kitchen worktop around hob	Quote required
Toaster	£7.50
Curtains (bedroom)	Quote required
Desk chair	£95.09
kitchen easy chair	£56
Wardrobe door	£80 per door
Kitchen barstool	£95 per chair
Kettle	£7.30
Iron	£17
Ironing Board	£19.20
Vacuum cleaner	£87
Waste paper bin	£10
Kitchen bin/ recycling bin	£55
Tall fridge/freezer	£354
Microwave	£54
Kitchen worktop	Quote required

Please note it is not acceptable for you to replace the above items with high street products of a higher, equal or lower value. Equipment in University residences needs to meet certain standards and specifications.

CHARGES FOR DAMAGE

All damage, which is not general wear and tear, will be charged at the advertised rates, however please note that these charges are as a guide price only. The Office will need to be informed of who is responsible for any damage before the final inspection. Damage in any communal areas, such as kitchens and lounges in the flat will be equally charged to all the residents in that flat, unless the individual responsible is identified. Students will be individually responsible for their bedroom.

Standard Charges

To replace/refill	Cost
<i>Fire extinguishers/equipment</i>	£65
2 kg CO2	£65
6 ltr AFF Foam	£65
Fire Blanket	£65

Electrical Equipment

Item	Cost
Replace diffuser or cover	£16
Replace centre light fitting	£61

Structural	Cost
Reglazing window	£Quote required
Boarding window prior to reglazing (out of hours)	£Quote required
Redecoration of student bedroom	£Quote required
Replacement of standard door inclusive of decoration	£Quote required
Notice board	£Quote required
Replace mirror	£81
Replace hand wash basin	£95+quote for labour
Replace toilet seat	£17
Replace desk	£Quote required
Replace carpet	£Quote required
Replace carpet tile	£10 per tile
Replace kitchen linoleum	£Quote required

PLEASE NOTE THAT PRIOR TO ANY CHARGES BEING MADE, CROSS CHECKS WILL BE CARRIED OUT WITH THE INVENTORIES THAT WERE LEFT IN YOUR ROOM AT THE BEGINNING OF YOUR STAY.

IN CASE OF DOUBT PLEASE CHECK POSTER IN LAUNDRY AREA FOR A FULL DISPLAY OF CHARGES.



Don't chuck it. Donate it.

Donate your clothes,
bags, books, CDs, DVDs
and other unwanted
stuff and you can fund
research, fight heart
disease and save lives.

You'll find your nearest
donation point at:

Main gate & at block 10



**FIGHT
FOR EVERY
HEARTBEAT**
bhf.org.uk



To pack it or not to pack it?

