



Your checklist for departing from your student apartment

Kitchen

Please ✓

Clear out kitchen cupboards and fridge-freezer of any items of food. Unopened non-perishable food can be left on the kitchen table and we will donate to the local food bank. All other food should be put in the rubbish bag, tied securely and disposed of in the bins at the back of the building	
Wash all dishes, pots and cooking utensils	
Clean the kitchen – including the hob, work tops, sink, microwave and sweep the floor	
Take out all your rubbish & recycling to the bins at the back of the building.	

Bedroom

Please ✓

Vacuum and clean all the surfaces your room	
Check your wardrobe, drawers and under the bed for any personal items.	
Please put any unwanted, good condition, items in into a BHF donation bag and leave in the main hallway. NB they do not take duvets & pillows	
Check the laundry room to ensure you haven't forgotten any items.	
Empty your bin and dispose of all rubbish in the bins at the back of the building	
Make arrangements for forwarding mail	
Close all windows and lock all doors	
Return your keys to our office or to the Gatehouse	