

# MOVING OUT OF HALL

## Essential information

Avoid any charges by following these simple steps to make the end of your residency agreement and moving out of halls as smooth and easy as possible:

- 1. Don't delay the return of your damage deposit! Make sure you have provided your bank details.** Go to [www.reading.ac.uk/applicantportal](http://www.reading.ac.uk/applicantportal) and follow the links to 'Arrivals, Departures and Deposits'.
- 2. Check the date you should be moving out of hall**  
You can check your departure date on the RISIS web portal using the link above. You need to move out by 9am on your departure day.
- 3. Start packing!**  
Don't leave packing to the last minute, it's a bigger job than you think! Either recycle or dispose of any unwanted food or items. Read the table below for how to recycle different items.
  - Don't pack your belongings in bin bags as they could be mistaken for rubbish and thrown out.
- Don't leave any items unattended while you are moving out.
- No items can be left in your room. A charge will be made for items left behind.
- 4. Clean your room and shared areas.** Please see the cleaning checklist.
- 5. Collect post/parcels**  
Check all of your post and parcels are collected and remember to let your contacts know your change of address. All mail arriving once you have departed will be returned to sender.
- 6. Return your key/card in the envelope provided**  
All keys, fobs and cards (except your Campus Card) including your washstation card and postal locker keys **must be returned on the day you leave.** Please sign the key return envelope provided and hand into your local Reception or deposit in the key drop box outside your Reception if it is closed.

### WHAT IF MY CAMPUS CARD PROVIDES MY ACCESS TO MY ACCOMMODATION?

If your Campus Card was your access card and you have lost any keys or your laundry card, you still need to return your empty envelope when you leave to signify you have left your accommodation.

## CLEANING AND LEAVING CHECKLIST

Remove everything from all areas of your accommodation that wasn't there when you arrived. Don't forget to check under your bed and in all communal areas.

### Your room

- Ensure all furnishings that were in the room when you arrived are still there
- Empty and clean the wardrobe and drawers
- Clean all surfaces
- Wipe walls to clean off any marks
- Vacuum the carpet including under the bed and furniture
- Switch off all lights
- Remove all rubbish to external bins

### Kitchen and other shared areas

- Remove all your personal possessions, including food and cookware. Use the table below to help you recycle your unwanted items
- Remove food and items from the fridge/freezer and cupboards

- Remove all rubbish to external bins
- Recycle glass bottles
- Wipe out cupboard space

### Your en-suite shower room

- Clean the shower tray, walls and controls
- Clean the sink, taps, floor and wall tiles
- Wipe clean all other surfaces and mirrors
- Clean inside and outside of the toilet

**Please make sure** you have cleaned and cleared all parts of your accommodation as per this checklist or you may face additional cleaning/removal charges (see *Halls Handbook* for details of charges).

## ARE YOU A CYCLIST?

Don't forget to take your bike with you!



## RECYCLE OR RE-USE

Recycling and reusing items is very important, not only to help reduce landfill but to support a great range of charities.

Use the table opposite for more information on how to reuse and recycle your unwanted items. Please also feel free to bring any charity items into your Reception.

| Item   | What you need to do   |
|--|---|
| Paper, plastic and tins  | Use the normal recycling bins in your kitchen.  |
| Glass  | Use the outside bottle banks near your hall. Dispose of broken glass in the 'sharps' bin in your kitchen.                   |
| Clothes, bags and shoes  | Use the charity recycling bags placed in your kitchen and put them in the outside clothes/shoes recycling bin at your Hall. |
| Dry and tinned food  | Bring any unopened and 'in date' food to your Group Reception to give to charity.   |
| Books, crockery, cutlery, pots, pans and anything else that's recyclable                   | Place them in bags and drop off at the recycling points (located where the bottle banks are) to give to charity.            |
| Small electrical items e.g. hairdryers, rice cookers, toasters etc – no televisions please | Please bring all unwanted electrical items (working or not) to your local reception who will recycle these for you.         |

From April 2018 – September 2018, over **£34,580** was raised for the British Heart Foundation from bags of unwanted items collected from halls!

## Environmental impact

Equivalent of 21 Tonnes of items diverted from the waste stream



Your donations have helped save 213,717kgs of CO2 greenhouse gas emissions



Your donations have saved the weight of 3.5 elephants in waste going to landfill

## HAD A FANTASTIC TIME LIVING IN HALLS?

Why not leave your Hall a Google Review?

Google Reviews are a great way for new students to find out more about their new home.

Goodbye, good luck and best wishes for the future!