

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 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 09:00 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 after the end of your contract. 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/fob 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.
- 7. Are you a cyclist?** Don't forget to take your bike with you!

ANY QUESTIONS?
Speak to your local Reception team, Monday–Friday, 08:30–17:30. Remember the Halls Hotline is available 24/7 on **0800 029 1984**.

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
 - Recycle glass bottles
- Remove food and items from the fridge/freezer and cupboards
 - Remove all rubbish to external bins
 - 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 A–Z Handbook* for details of charges).

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 below 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	Place into bins outside with green lids (if bagging items please use clear bags).
Glass	Use the outside bottle banks near your hall. Dispose of broken glass in the 'sharps' bin in your kitchen.
Clothes, bags and shoes	Please use British Heart Foundation clothes banks at your Hall.
Food, toiletries and cleaning materials	Please bring food e.g. tins, rice, pasta etc and toiletries to your reception. These will be donated to ReadiFood (Food Bank), a local Reading charity who support those in need in the area.
Kitchen utensils such as crockery, cutlery, pots, pans, mugs, glasses, kitchen knives and kitchen gadgets such as rice cookers	Please collect donation bags from reception and leave bagged donated items inside your room on departure.
Books and DVDs	Please collect donation bags from reception and leave bagged donated items inside your room on departure.
Laptop, mobile phones, batteries, stationary	Please bring to your reception and we can donate to charity. Please do not throw them in the charity recycling bins.
Hangers	If you don't need these, and they are in great condition, please don't throw them. Leave them in your wardrobe and the next tenants will find these very useful.

If you are unsure whether an item can be recycled or not, please take them to your local reception where they can be checked.

ENVIRONMENTAL IMPACT

Equivalent of 26.3 Tonnes of items diverted from the waste stream.

Your donations have helped saved 268,021 Kgs of CO₂ greenhouse gas emissions.

Your donations have saved the weight of 4.4 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!