

Instructions for students moving out of accommodation units in Sázava residence hall

Every student moving out of an accommodation unit is responsible for its cleaning. This even applies to the case when other roommates stay there.

Important – if the below listed instructions are not fulfilled, timely and proper moving out cannot be realised !!!!!

1. When moving out, it is necessary to an inventory handover record completed with a note from the Sázava residence hall cash desk confirming the payment of all accommodation fees until the date of moving out or the student has to present a record on his/her moving within the Sázava residence hall or on moving from Sázava to the residence hall of Volha.

2. On the 4nd floor in front of the lifts, there is a notice board with a form into which the following data have to be filled in: date, first name, surname, room number and time of moving out.

3. Before cleaning service workers arrive, move all your personal belongings from the room into the shared area of the unit.

4. At the defined time, wait for the cleaning workers to arrive and hand them over the clean room and corresponding keys.

5. After the keys are handed over, the cleaners shall lock the room!!

6. If the room/unit is properly cleaned, the cleaning service worker will sign the record on inventory handover containing the following information: the record confirming the payment of accommodation fees or moving to another room, possible defects and damage.

7. The complete form Protocol on Inventory Handover is to be delivered to the residence hall office on weekdays from 07.00 till 10.00 a.m. or possibly by 12.00 a.m. at the latest if this was previously agreed upon.

For proper and complete cleaning of the whole accommodation unit, use suitable disinfecting and cleaning media (which you have to buy yourself) and observe the following instructions:

- Put the furniture to its original place
- Arrange the replacement of broken chairs and lamps in the warehouse (supplied by residence hall management workers)
- Clean the room (wipe the dust, wash the doors and floors, clean the balcony, remove posters, stickers, strings, nails, etc.)
- Clean the toilet and bathroom (shower, basin, floor...)
- Clean the kitchen, the door and floor
- Clean the cooker
- Wash both the inside and outside of the fridge
- The last person to move out of the unit has to defrost the fridge
- Remove all your belongings from wardrobes, shelves and storage space
- Clean the rubbish bin and dispose of all the waste into outside containers that are located in front of the Sázava residence hall (PET bottles, newspapers, magazines, scripts, book, empty bottles etc...)
- Due to capacity limits, when moving out, do not use the recycling bins located next to the elevators
- Do not put any waste on the floor next to the recycling bins