

Instructions for moving out of residence halls Volha.

- 1) Pay the last dormitory by credit card or in cash at the box office of the Sázava residence hall and make sure that the payment is confirmed in the "Record of Inventory Handover". The payment of the accommodation fee must be confirmed in the record covering your whole stay up to its very last day. If you know the date of your moving out, it is possible to pay the accommodation fee in advance. This way you can avoid a long waiting time characteristic of the end of a school year.
- 2) Clean wardrobes and beds.
- 3) Clean all furniture – desks, chairs, shelves and bookshelves.
- 4) Move the furniture to its original place.
- 5) Wash the room door and the main door as well.
- 6) Tidy the balcony.
- 7) Wash the floor in the room.
- 8) Tidy sanitary facilities/bathroom-shower, sink, mirror, floor, the inside and the outside of the toilet and remove your belongings, all that even if somebody stays in the room/s.
- 9) Clean the refrigerator and remove all unconsumed food. Tidy the area behind the refrigerator.
- 10) Fill in your full name, room number and required time of room handover to a responsible cleaner in the list that is available on the 9th floor, blue side of the stairway, door 913.
- 11) On the day of your departure at the agreed time, hand over the unit/room to the cleaner and make sure they confirm the handover in the "Record of Inventory Handover". Then, you also have to hand in the keys to your room.
- 12) The Record of Room/Inventory/ Handover and all laundry have to be brought and handed over to the accommodation office in Volha residence hall/ground floor/. Here, you are to receive back the refundable deposit but only in case you paid it at the beginning of your accommodation stay.

Management of Volha residence hall