



Storage and Check out Procedure SP2, 2019

Before Friday 1st November

- Make plans to vacate your room by your approved checkout date/time
- Make plans to store any items the College cannot store (e.g. storage in excess of 4 general storage and 2 book storage boxes, TVs, PCs, personal storage boxes, lounges, futons etc)
- Submit application for late departure (if applicable)
- Submit application to leave your car on site (if applicable)
- Collect bike registration tag from reception (if you're leaving your bike on site)
- Pre-order your storage boxes by completing the deck list held by your RA.
 - *You may order up to 4 x general storage boxes (no books to be put in these) and 2 x book boxes.*
 - *Returning residents will be charged \$5 per box and this will be credited back to your account when you return the boxes by the due date in good condition.*
 - *Non returning residents must pay \$5 per box on collection of boxes by cash or EFTPOS*

24hrs before checkout

- Check mail, pick up parcels, arrange mail redirection
- Check your common room and bathroom for any of your belongings
- Check clotheslines (outside & breezeways)
- Turn off bar fridge, defrost, clean, empty all water and dry

On check out

Charges will apply if your room is not left in an acceptable state

- Non returning residents must take all storage and belongings with them
- Returning residents –
 - place your belongings in the storage boxes provided by the College and leave the boxes open in your room.
 - Any personal chairs, fridges and other small items left in your room will incur a \$5 storage fee
 - Tape clothes drying racks closed
 - Personal storage boxes and electrical items (e.g. TVs, PCs) will not be stored and must be taken with you (charges apply)
 - Large furniture items (e.g lounge chairs, futons will incur additional storage fees up to \$200)
 - Check your bar fridge is dry – Empty all water.
 - Remove all belongings from your room except your storage items
 - If you have approval to park your car on site, park your car in the Harrison car park near L deck. Remember its cyclone season - park your car away from trees.
 - Tag your bike and lock it in the Traeger House bike enclosure
- Double check cupboards (including over head cupboards), common room, bathroom
- Strip your bed
- Remove all rubbish, blue tac and any marks off all surfaces of your room
- Lock all windows and doors
- Turn off fan, lights, air conditioners
- Drop your room key (and car keys if applicable) off to Reception (or in the key drop box in the wall outside the student kitchen)