



## Storage and Check out Procedure Semester 1

### Before Friday 28<sup>th</sup> May

- Make plans to vacate your room by your approved checkout date/time.
- Make plans to store any items the College cannot store (**see over**)
- 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 that are not returned 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, and 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*

- Please put your rubbish in the skip bin near the volley ball court
- 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 fridges, lounges, coffee tables, book cases, hammocks left in your room will not be stored. They must be in good condition. These are left in your room at your own risk as someone will be occupying your room during the break.
  - Tape clothes drying racks closed.
  - Personal storage boxes, electrical items (e.g. TVs, PCs), plants and other items will **not** be stored and must be taken with you (charges apply).
  - Check your bar fridge is clean, dry and turned off – empty all water at the back
  - 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.
  - Tag your bike and lock it in the Traeger House bike enclosure.
- Double check cupboards (including overhead 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).



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### Important information about storage

A benefit of Flynn is that we don't charge accommodation fees during the mid-year break. Rather, we hire out our rooms to school sporting groups.

During the up-coming mid year break we have a large number of school sporting groups staying at Flynn. As such all residents (except trimester students or students who have approval to stay) must pack up their room as if they were vacating their room.

The amount of man power required to store your property and clean your room is significant so if you could help us out that would be appreciated. We're sorry that the below is a little strict, but for logistical reasons, we must limit the amount of items we store for each resident.

#### **We will only store the following:**

- 4 large boxes (provided by the college)
- 2 small boxes (provided by the college)
- a small book shelf
- your desk chair
- a clothes drier

Place your belongings in your boxes and leave the boxes open in your room. Please do not over fill your boxes. Staff will seal, label and store these items.

#### **Fridges**

We will not store your fridge. You are welcome to leave it in your room but, given that someone may be occupying your room over the break, you do so at your own risk. If you are leaving your fridge in your room, you must:

- Empty your fridge and wipe it out
- Turn it off
- Empty the water catch container at the back

Alternatively, please store your fridge in your car or somewhere offsite.

#### **Lounges, coffee tables, book cases, hammocks**

We will not store these items. You are welcome to leave them in your room if they are in good condition and appropriate for the size of you room, but you do so at your own risk, knowing that someone may be occupying your room over the break.

Alternatively, please store these items in your car or offsite.

If you leave these items in your room, and they are not in good condition, you will incur a removal fee of up to \$200

#### **TVs, other electronic items, plants and other items**

We will not store these items and you must not leave them in your room. Please store them offsite.

If you leave these items in your room, you will incur a removal fee of up to \$200

If you are unsure about the above, please don't hesitate to contact your RA or drop in to reception to discuss.