

# LIVERPOOL HOPE UNIVERSITY



# MOVING OUT Guide



LIVERPOOL  
HOPE  
UNIVERSITY



# What date do I need to vacate my room?

5

JUNE

## Masters

Saturday 5th June 2021

12

JUNE

## Level H

Saturday 12th June 2021

19

JUNE

## Level C, F & Level I QTS

Saturday 19th June 2021

26

JUNE

## Level I not including QTS

Saturday 26th June 2021

10

JULY

## PGCE/PGDE & School Direct

Saturday 10th July 2021

Make sure to check your Accommodation Contract - if you are unsure when your contract ends contact the Accommodation Office who will confirm the details for you. Failure to vacate your room by the contract end date will lead to further accommodation charges.

t: 0151 291 3434 e: [accommodation@hope.ac.uk](mailto:accommodation@hope.ac.uk)

### COVID Information

The safety of our students and staff is a prime concern of the University. It is the responsibility of all of us to keep everybody as safe and healthy as possible. We therefore ask that when vacating your room on campus, you follow all signage and one way systems in place and when on campus you are wearing a face mask and practice good hand hygiene. If you have parents or friends assisting you with your departure we ask that they remain outside the hall entrance and adhere to the current government social distancing guidelines.

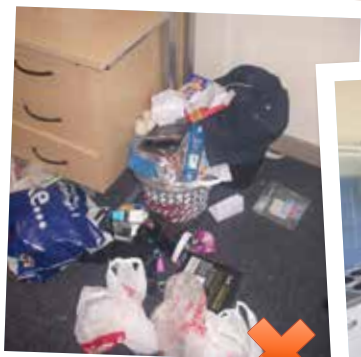


# Leave your room Empty, Clean and Tidy

Please leave all areas of the accommodation in the clean and tidy condition in which they were when you arrived.

## Cleaning Tips

- Clean your bedroom and ensuite (if applicable) before you depart
- Remove all rubbish from your bedroom and ensure removal of all your belongings when you leave, this includes duvets and pillows
- Do not get caught out and be left to do all the cleaning in the communal areas. Before you move out get together with your flatmates and agree a date to clean and tidy the communal areas
- Do not forget to clean the fridge and/or freezer, and cooker/oven.



Your room will be inspected once you vacate and return the keys.

Please report any maintenance faults prior to your room inspection. Faults can be reported on the online help desk by visiting [www.hope.ac.uk/estates](http://www.hope.ac.uk/estates). Any faults advised on your original room inventory completed on arrival (e.g. scuffs or marks to decoration) will be disregarded on the room inspection and you will not be recharged for such items. This is only applicable where a room inventory had been returned to the Accommodation Office.

Charges will apply to remove property that is left behind, additional cleaning and for damage to the fixtures and fitting that is not classed as wear and tear.

If you have any queries please contact [accommodation@hope.ac.uk](mailto:accommodation@hope.ac.uk)



### Common damage/cleaning charges

Removal of Rubbish (per bag)	£10.00
Replacement Single Mattress	£70.00
Redecoration of one wall	£50.00
Fridge/Freezer Clean	£20.00
Kitchen/Lounge Clean	£85.00
Deep Clean bedroom carpet	£40.00
<b>Total</b>	<b>£275.00</b>

For further details of damage/cleaning charges see recharge schedule on pages 10 and 11 or please go to [www.hope.ac.uk/halls](http://www.hope.ac.uk/halls)





# Redirect Your Post!

The University is unable to forward any post or parcels that arrive after your departure date, so do not forget to pass your forwarding address to friends, family, banks etc. Any post received at the University after you have vacated will be returned to sender.

Visit [www.royalmail.com](http://www.royalmail.com) for details on their mail redirection service.

## Return your keys

On the day of your departure you will need to return your keys. Keys can be returned at the following locations depending on where your halls are located:

- **Hope Park** - Security Lodge
- **Aigburth Park** - Reception in the Trinity Building
- **Creative Campus** - Security Lodge.

Keys that are not returned will incur replacement charges, for more information see attached recharge schedule.

Any students with assisted living needs should contact the Accommodation Office to discuss the return of the specialist pages.

# Don't bin it - Pack for Good!

Don't leave packing until the last minute, it's a bigger job than you think! Recycling and reusing items is very important, not only to reduce waste going to landfill but also supports a great range of charities.



Place clean, good quality items in the British Heart Foundation (red) collection bins located on your campus:

- Clothes, shoes and accessories
- Books, CDs and games

**NB:** Pack for Good will not accept any dirty or broken items, duvets, pillows, hangers, food, bikes or helmets.

## Dry and tinned food

Are your cupboards still full of food you won't eat?

Don't bin it - bring any **unopened** and **'in date'** packets and tins to your common room.

Remember to use your green recycling bin in your kitchen for your paper, card and empty and clean plastic bottles, cans, glass bottles and jars.

I ♥ MY  
Campus

# Moving out check list



## Bedroom

- Remove all personal belongings from your room and communal areas
- Remove all rubbish from your room
- Dispose of all bedding (duvets & pillows)
- Leave mattress protector
- Clean bedroom and ensuite (if applicable) do not forget to vacuum
- Return all furniture to its original place
- Empty and clean the mini fridge in your room (if applicable)
- Lock all windows
- Switch off lights
- Remove any posters, papers from pin boards and walls
- Most importantly lock your bedroom door on departure

Once the key has been returned any items left in bedrooms will be disposed of, which will incur charges (see recharge schedule).

## Communal Areas

- Remove all food from fridges, freezers and cupboards - donate any unopened non perishables
- Any unwanted cutlery and crockery can be recycled in the crates provided in your hall/common room.
- In your communal area - clean microwave, cooker, hob, grill, freezers and fridges.
- Empty all bins and remove all rubbish and clean floors
- If you are the last person to leave your flat please ensure appliances are left clean and tidy

Once all students have vacated any items left in the communal area will be disposed of.



# Deposits/Charges

When you accepted your accommodation contract you should have paid a deposit of £200, which is held in case you are responsible for any damage or cleaning issues in your accommodation.

Once you have vacated, your accommodation will be inspected and we will contact you within 4 weeks to advise of any charges (if any) and the final amount you will be refunded.

- Charges under £200 will be deducted directly from your deposit
- Charges over £200 will mean you will not receive any refund and you will be sent an invoice to cover the remaining amount

If you have any queries relating to a charge you will need to contact **accommodation@hope.ac.uk** within seven days.

The balance of deposits will be refunded directly to your bank account. Please ensure you complete the secure bank task on your SRM which is available until 30th May 2021.

# Recharging Schedule for Residential Halls

<b>Furniture/Soft Furnishings</b>	
Broken Bed Base	£115.00
Replacement Bedside Cabinet	£90.00
Replacement Bedroom Desk	£145.00
Replacement Chest of Drawers	£150.00
Replacement Coffee Table	£55.00
Replacement Curtain/Blind	£65 - £95
Replacement Desk Chair	£30 - £82
Replacement Dining Chair	£30.00
Replacement Dining Table	£95 - £145
Replacement Sofa Large	£460.00
Replacement Sofa Small	£330.00
Replacement Single Mattress	£85.00
Replacement Wardrobe	£180.00
Repair to Kitchen Worktops	£100.00+

<b>Electrical Equipment</b>	
Replacement Cooker	£162 - £225
Replacement Built in Oven	£170.00
Replacement Hob	£138.00
Replacement Table Top Oven	£101.00
Replacement Table Top Fridge	£91.00
Replacement Fridge	£145.00
Replacement Freezer	£175.00
Replacement Fridge/Freezer	£311.00
Replacement Intercom	£80.00
Replacement Iron	£27.00
Replacement Kettle	£20.00
Replacement Microwave	£52.00
Replacement Toaster	£18 - £39

Replacement TV	£431.00
Replacement Vacuum	£114.00

<b>Fire Fighting Appliances</b>	
Malicious damage to Break Glass	£25.00
Refill Fire Extinguisher (CO2/Foam)	£38.00
Replace Missing Fire Blanket	£20.00
Replacement Smoke/Heat Detector	£110.00

<b>General Items</b>	
Re-connecting door closer	£15.00
Replacement door closer	£75.00
Replacement Cylinder	£60.00
Room Key	£20 - £35
Post Box Key	£5.00
Door/Swipe Access Card	£5.00
Internet Cable	£5.00
Notice Board	£35.00
Replacement TV remote control	£10 - £25.00
Upholstery repairs	£TBC

<b>Kitchen/Lounge</b>	
Fridge/Freezer Clean	£20.00
Kitchen/Lounge Clean	£85.00
Microwave Clean	£10.00
Freestanding cooker/Hob Deep Clean	£55.00
Built in oven/Hob Deep Clean	£40.00
Replacement Ironing board	£20.00
Removal of Rubbish (per bag)	£10.00
Replacement Kitchen door	£360.00
Washing of kitchen bins (per bin)	£5.00
Freezer defrost (if applicable)	£25.00
Alpha Centauri Recycling Bin	£141.60
Black General Waste Enviro Bin 100l	£168.96

<b>Bedroom</b>	
Bedroom Clean	£25.00
Replacement bedroom door	£280.00
Mattress Cover – Replacement	£4 - £6

<b>Ensuite/Shared Bathroom</b>	
Bathroom Clean	£25.00
Replacement shower curtain	£6.00
Replace Shower Hose	£20.00
Replace Toilet Seat	£25.00

This schedule is not exhaustive. Please note: some halls may not have post boxes or en suite rooms and may differ in the provision of furnishings and kitchen equipment.

Some costs are estimated and may be subject to change. When external contractors are required, costs may be revised in accordance with invoices received and additional charges applied for suppliers/contractors to install items. All prices quoted include VAT.

Joinery repairs to woodwork i.e. kitchen worktops/table tops and doors may not be possible due to cost effectiveness and will be replaced.

<b>Decoration</b>	
(No patch painting - minimum repaint one full wall)	
Bedroom - damage to walls i.e. posters, blue/white tack etc	£50 - £75
Communal hallway/lounge/kitchen damage to walls i.e. posters etc	£100.00+
Redecoration to Shower Room	£50.00
Redecoration full bedroom/kitchen	£150.00+
Replacement Mirror	£TBC

<b>Carpet</b>	
Replace Communal/Kitchen Flooring	£250.00+
Replace Study Room Carpet	£220.00+
Replacement carpet tiles (each)	£20.00
Deep Clean bedroom carpet	£30.00
Spot clean bedroom carpet	£20.00+
Vacuum (per room)	£10.00





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