

## Preparing for Room Departure

Thank you for studying with us! It was a pleasure sharing time, space and teachings with you. As you prepare to depart, please use the following procedure to assist you in departing and preparing your room for the next occupying student.

### Student Room Procedure

#### Cleaning Protocol

1. Wash, dry and fold neatly bedding
2. Label the bedding linen individually
  - a. Use masking tape + marker to label  
E.g 1 x Single Quilt Cover
  - b. Repeat for all bedding linen
3. Place **clean, folded and labeled linen** in the HK Linen tub
4. Grab a new set of bedding from HK
5. Replace new bedding onto bed
6. Clean room + add/remove items as per **student Room Checklist** below

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## Student Room Checklist

Every Student Room should have:

- Ready-Made Bedding: Single bed linen + Pillow (if pillow is in poor condition, please request another from HK)
- Student Bath Towel
- [Fire Emergency Protocol](#) on wall
- Clean and vacuum room (including: floors, cupboards and drawers)

**To ensure the above criteria is met, please complete and tick**

- Cobweb, dust and wipe all surfaces and ensuites
- Remake bed
- Remove all personal furniture
- Remove all clothing and personal decorative items
- Remove posters and wall decoratives
- Clean and wipe walls (Remove Blu-tack and tape, remove posters apart from Fire Emergency protocols and map)
- Vacuum floors and furniture
- Vacuum and empty drawers

Please return this form to the HK Department Head once completed and inform them of any issues/concerns promptly

# Preparing for Room Departure



## Student Room Feedback Form

### Feedback: Student Rooms

Name:

Date:

My room code is:

Category	Yes / No
I had sufficient bedding	
I had sufficient shelving (wall)	
I had sufficient storage (books/ non-clothing items)	
I had sufficient storage (clothing/ towel)	
The windows / fly screen were in good condition	
The door was in good condition	
The ceiling/ roof was in good condition	

Please elaborate on any of the above/ make any suggested structural or furniture changes ( e.g walls require paint work etc):