

CHECKING OUT

Your step-by-step guide

The Sanctuary Students team would like to take this opportunity to wish you well in your future. We hope that you have enjoyed your stay in Kelvinhaugh Residence and that you will have good memories of your time in Glasgow.

We've put together the following information to help make moving out go as smoothly as possible.

Returning your keys

- Please return your keys and cards to Cairncross House Reception or your Residence Life Assistant/Security officer by **10am on Friday 7 June 2024**.
- Please use the envelope provided for keys.
- If there is no one at the office, please contact the Residence Life Assistant by phone - Cairncross House & Kelvinhaugh Street flats 3 - 53 on **07816 364 800** - Kelvinhaugh Street flats 61 - 91 & Kelvinhaugh Gate on **07816 364 202** or security on **07826 876 581** (mobile).
- You may be charged for the fitting of a new lock to the property if all keys are not returned by **10am on Friday 7 June 2024**.

Forwarding address

We can't be held responsible for forwarding your mail or parcels once you have left the residences.

- Please let your bank, the University and your GP know that you are moving.
- You can contact the Post Office to have them forward your mail.

Confiscated items

If you had any items confiscated during your time with us, you can collect them from reception on the date you leave. Please notify the office 48 hours before your departure that you have an item to collect.

Cleaning your flat

- Please leave your bedroom and kitchen clean and tidy, you may be charged for any extra cleaning.
- Leave the mattress protector and bedding on bed.
- Leave any unwanted items with us and we will give them to our nominated charity, the British Heart Foundation. Please bag up your items and bring them to the Cairncross House Office.
- Please report any repairs that are needed to the office as you may be charged for any damage found after check out. A guide to the re-charges policy can be found here: https://www.gla.ac.uk/media/Media_241510_smxx.pdf

Please read this before you leave us, it contains information about the cleaning required and charges.

Recycling

Please donate any unwanted items to Charity using the red BHF bins. Any non-perishable food items can be handed into the collection point in the reception at Cairncross House and will be donated to Glasgow Womens Aid.

Bikes

Any bikes left on site will be retained for two weeks. We will email you post departure if you leave your bike behind. If they are not claimed within the two weeks they will be donated to local charity, The Common Wheel Project.

Thanks for staying with us.

Please call or email us with any queries after your departure. **Goodbye and Good Luck!**