

# CHECKING OUT

## Your step-by-step guide

The Sanctuary Students team would like to take this opportunity to wish you well for your future. We hope that you have enjoyed your stay in Queen Margaret 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 to the Queen Margaret Residence Office or your Resident Life Assistant/Security officer by **10am on Friday 7 June 2024**.
- Please use the small bag provided for keys.
- A signature is required when you return your key. Please use the sheet which is available at the Residence Office.
- If there is no one at the office, please contact the Resident Life Assistant by phone on 07816 364 802 or Security on 07826 533 082.
- 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 on bed.
- Leave all bedding and linen on bed or return to CSB.

A moving out guide can be found here:  
[www.gla.ac.uk/services/accommodation/studentmovingoutguides](http://www.gla.ac.uk/services/accommodation/studentmovingoutguides)

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

### Recycling

Please use The British Heart Foundation (BHF) bags to donate any unwanted items. The bags should be placed in the red BHF bins.

Any non-perishable food items can be handed into the collection point in reception and will be donated to Trussell Trust.

### Bikes

Any bikes left on site will be kept for two weeks. We will email you after your departure if you leave your bike behind. If you do not claim your bike 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!**