Accommodation

- Room Checks
- Problems With Bedrooms

Room Checks

> Rooms checks should be carried out before the arrival of students to ensure bedrooms are ready and fit for purpose

> Room checks are typically carried out by the Activity team with supervision from the AM, PM and SWO

Our guests are expecting their bedrooms to be clean, tidy, presentable and without obvious damage (as if they were arriving at a hotel). To this end, we do inspections of all bedrooms. This guide explains how to do so.

Procedure Overview

1. Prepare pen & paper or the notes app on your phone
2. Collect room keys from PM/AM/SWO
3. Enter the block, enter the flat you have the keys for
4. Unlock all the bedroom doors
5. For each flat: check the kitchen and check each bedroom
6. Write and photograph any damage you find, noting the flat/room number each time
7. Leave the rooms unlocked (unless your PM/AM/SWO has instructed otherwise)
8. Recount the keys in your possession before you leave the building
9. Return the keys and give your paper / send your notes to your PM/AM/SWO

Checking for Damage / Cleanliness

> A good rule of thumb is that each bedroom should look like what you would want to see when looking for a new place to live

☐☐ CHECKLIST	⚠ NEED REPORTING (Note & Photo)

☐ Door lock works ☐ Bed is made ☐ Linen is present (towels) ☐ Main light and bedside lamp work ☐ Window open and close mechanism works IN THE BATHROOM: ☐ Toilet roll is present ☐ Shower turns on and off ☐ Toilet flushes ☐ Sink tap works/isn't dripping IN THE KITCHEN: ☐ No awful smells (empty the fridges) ☐ Bins are empty ☐ Floor and surfaces are clean	☐ Anything you can't check off the checklist ☐ Obvious damage ☐ Missing/broken handles on drawers / wardrobes / doors ☐ Things you wouldn't be happy to see in your own room ☐☐ **DON'T NEED REPORTING** Minor scratches on the wall akin to typical wear and tear

If you find damage, report it! That way we have a written report and we can't be charged for damage we didn't cause

Problems With Bedrooms

Students are able to report any maintenance/cleanliness issues they have with their bedrooms via their Student Hub.

Staff are encouraged to do the same indicating 'STAFF' as the group leader name. Centre managers (PM/SWO) need to have problems with bedrooms reported electronically in order to communicate these problems efficiently to the host university.