

A modern, well-lit desk setup. In the foreground, a silver laptop is open, displaying a Windows desktop with a colorful background. To the left of the laptop is a camera on a tripod. In front of the laptop are two orange-handled tools. To the right of the laptop are three small potted plants: a succulent, a cactus, and another succulent. A red desk lamp with a white shade is positioned to the right. In the background, there is a wooden shelf with a white star-shaped object and a patterned object. The wall behind the desk has a white electrical outlet and a white switch plate. The overall scene is bright and organized.

Moving Out Guide

Est.
1841

YORK
ST JOHN
UNIVERSITY

Moving out guide

As you are reaching the end of your contract it is time to start thinking about moving out. To make this process as efficient as possible we have some guidelines for you to follow.

Contract End Dates

St John Central, Grange Town Houses, City Residence, Grange House, Limes Court	02/07/2023
St. Mary's House and Baldwin House	04/06/2023
Garden Street	28/05/2023
49 Clarence St	30/07/2023
University Managed House: Variable (please check the Accommodation Hub if you are unsure)	

You may have different contract lengths if you have made specific arrangements with the Accommodation Team. If you need to clarify this or if you have any questions please email accommodation@yorks.ac.uk.

Returning Keys and Fobs

Please return your keys and fobs to the Porter's Lodge on campus by the end date of your contract.

Keys/fobs should be in an envelope that is clearly marked with your name and student ID number.

The Porters Lodge is located in St Anthony's House on the main campus, opposite Fountains Learning Centre.

The Porters Lodge is open
Monday to Friday: 7.00am to 7.30pm
Saturday: 8.00am to 12.00pm

If the Porter's Lodge is closed keys/fobs should be handed in to the Security Office, located opposite Holgate next to Temple Hall.

Keys/fobs should only be handed in to one of these locations. Do not leave them in your room.

We strongly advise that you hand keys/fobs in in person, but if you are not able to do this please post them by **recorded delivery** in a padded envelope to:

York St John University
Lord Mayor's Walk
York, YO31 7EX

Please put a note inside with your name, student ID number and address on.

If keys/fobs are missing you will be charged £20 per key/fob.

Please note returning your key/s early does not mean you will receive a rent reduction.

Post and Parcels

Make sure you have contacted Royal Mail to arrange to have your mail or online shopping re-directed (www.royalmail.com).

COLLECT all outstanding parcels from your post box/Porter's Lodge before leaving.

AVOID ordering any new parcels 2 weeks prior to moving unless they are to your new address; please be aware we CANNOT forward on any parcels.

If you are expecting a delivery to arrive after you have vacated, you must:

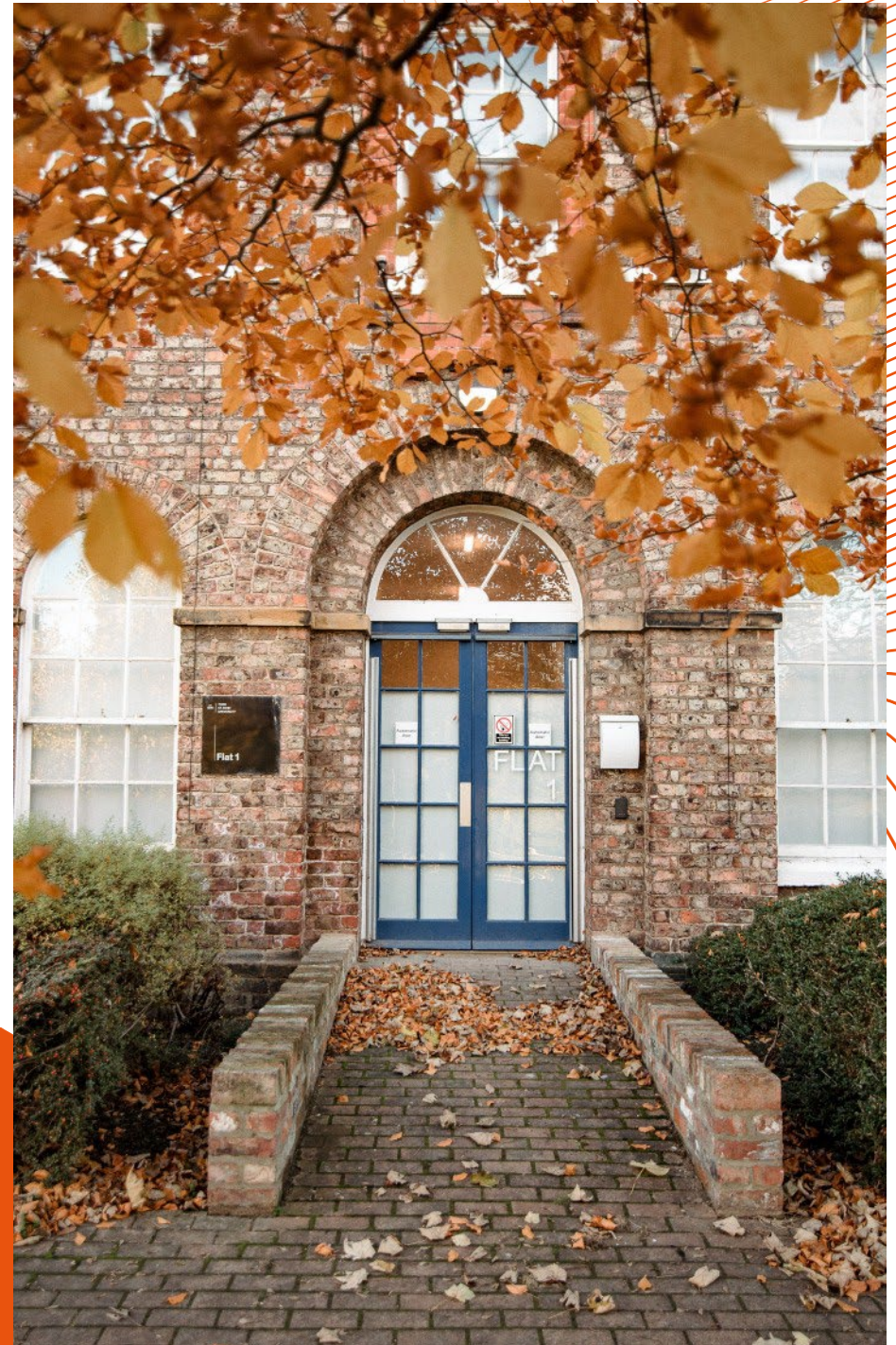
ADVISE Porter's Lodge of any expected parcels before you leave, failure to do so will result in parcels not being accepted.

PROVIDE us with current contact details.

BE ABLE to collect or arrange collection from Porter's Lodge within 48 hours of delivery. **Any deliveries held and not collected within the agreed time will be returned to sender.**

Inspections and Charges

All communal areas are a shared responsibility. Any cleaning or damage charges in these areas will be divided between all house/flat mates unless somebody takes ownership. After you have left, rooms and communal areas will be inspected for cleanliness, damages and repairs.



Top tips for moving out

- Start getting your things together early so your moving out day doesn't feel too strenuous
- Wrap up any of your fragile items in newspaper, tissue and/or bubble wrap, you could even use tea towels to make sure nothing breaks
- Pop into your local supermarket or clothes shops and ask if they have any cardboard boxes to spare
- When packing, keep one bag aside that's got all of the essentials for your first night in your new home
- Check every cupboard and drawer twice before you leave
- Make sure everything is really clean and tidy so you don't get charged
- Don't leave any food behind – dispose of this in the appropriate outside bins



Storage

The University cannot offer storage facilities; if you need to store any belongings over the summer you will need to consider using a storage facility:

- **Pinglocker - £50 discount when using the code SUPPORT50**
<https://www.pinglocker.com/en>
- **Inner Space Stations**
<https://innerspacestations.com/self-storage/student-storage-york>
- **Kit Keeper**
<https://www.kitkeeper.co.uk/location/student-storage-in-york>
- **Lovespace**
<https://lovespace.co.uk/student-storage/york>
- **Go Store**
<https://www.gostore.co.uk/storage-options/student-storage-options>



Cleaning checklist

Residents are expected to keep communal entrance lobbies and staircases free from litter and in good order.

Residents are responsible for cleaning their rooms, the kitchen, bath/shower rooms and any other areas within the flat or house.

We recommend discussing leaving plans with your housemates. We know that communal living can present challenges, but every resident is responsible for cleaning their rooms, the kitchen, bath/shower rooms and any other shared areas within the flat our house – regardless of whether they are the first to leave or last to leave. If you can work out what order you will be leaving in, whether it's one by one or all at once, you can then share responsibilities equally and make sure that everyone is clear who is doing what.

The below cleaning standards are expected:

Bedroom

- All furniture must be clean – beds must be fully assembled
- All rubbish must be removed and placed in the appropriate area
- Please remember to vacuum, especially under your bed
- Clean skirting boards, window sills and light shades as well as all furniture
- If you have a sink/mirror in your room these must be clean.

Bathrooms and en-suite shower rooms

- Sinks and shower cubicles – must all be cleaned (including taps and shower controls)
- In flats where there is a hair trap in the shower this must be cleaned
- Toilets – clean the bowl and seat thoroughly, and behind and underneath
- Remove all limescale and staining with a specialist cleaner
- Floors should be free of dirt and dust and have been mopped.

Kitchen

- Ovens and cookers – must be cleaned both inside and out, including grill pans, shelves, control knobs and any other parts. We recommend that you use a specialist oven cleaner in order to achieve effective results, but please take care and follow manufacturers' instructions carefully
- Microwave – clean inside and out
- Refrigerators and freezers – must be cleaned inside and out. Signs of regular defrosting of freezers should

be evident

- Cupboards – thoroughly clean all cupboards inside and out
- Floors – thoroughly clean and remove all grease, marks etc. This should include cleaning around cookers and fridges etc
- Rubbish – kitchen bins and waste paper bins must be emptied and cleaned
- Sinks/drainers – all staining and lime scale must be removed using an appropriate cleaning product.

General and all other areas

- Carpets – all carpets must be vacuumed, and furniture moved to ensure thorough cleaning. New stains are not considered fair wear and tear.
- Dusting – all horizontal surfaces, not forgetting door frames and banisters.
- You are expected to ensure that any immediate grounds are kept free of litter.
- Personal belongings and unwanted items – all personal belongings should be removed and your

accommodation should be left completely clear. Unwanted items should be disposed in appropriate bins or (if appropriate) donated in the charity donation points at each site. If we have to remove any belongings or rubbish you will incur charges.

- Lock doors – make sure your bedroom and flat door are locked behind you.

Cleaning Charges

If the Campus Services and Porters Team have to clean your accommodation or remove any rubbish this will result in additional charges. This will be calculated based on the number of staff, the amount of time spent cleaning/removing rubbish, plus the cost of materials and an additional disciplinary fine.

	Minimum activity charge	Additional cost of materials/fuel	Additional Fine	Minimum total charge	Notes
Removal of rubbish/ personal belongings	£26	£5	£50	£81	Minimum of 2 staff for 1 hour – additional staff/time will be charged @ staff hourly rate + 20% on costs
Deep clean – bedroom	£24	£34	£50	£108	
Deep clean – en suite bedroom	£36	£34	£50	£120	
Deep clean – kitchen	£24	£34	£50	£108	
Deep clean – communal bathroom	£24	£34	£50	£108	
Deep clean – studio flat	£36	£34	£50	£120	
Oven clean	£12	£22	£50	£84	Minimum of 1 staff for 1 hour – additional staff/time will be charged @ staff hourly rate + 20% on costs
Fridge/freezer clean	£12	£22	£50	£84	

Additional cost of materials/fuel

Fuel: £5

Cleaning materials: £10

Hygiene payment: £12 per staff member



Est.
1841

YORK
ST JOHN
UNIVERSITY