

Check Out Process

Dear Student,

We hope you had a great stay at Buckley Hall and we hope you will stay with us again.

Please note, your latest check out time is 12pm (mid-day) on the last day of your licence. You can checkout 24 hours per day 7 days per week. Please email your estimated check out date and time to lettings@buckleyhall.ie with your name apartment and the words Check Out in the subject heading, especially if you are planning on checking out a number of weeks in advance of your licence end date. This helps our staff co-ordinate the checkouts and apartment checks in the most efficient manner.

Please see below on the standard of which your apartment should be left. It should be left as you received it and ready for the next student to check into. It also allows our staff to quickly check and ensure all inventory is in place and working. If the apartment is not cleaned or returned as standard, a cleaning charge of 50€ per person may be deducted from your deposit.

Please see link to find inventory that should be in your apartment on vacating the apartment. Any loss in inventory may be deducted from your deposit. The apartment standard inventory list is available here <https://www.buckleyhall.ie/download/BuckleHallInventory.pdf>. If you are missing inventory please contact us now and list it using <https://www.buckleyhall.ie/contact-us>.

Please also highlight any outstanding maintenance issues with your apartment well in advance of checkout otherwise they may be deducted from your deposit. List the issues using the contact form <https://www.buckleyhall.ie/contact-us>.

When exiting the building please leave your keys in the Key Drop Box found beside the entrance to the laundry room and make your way out the Buckingham St exit ramp. Any keys left anywhere else will be fined €20. Any keys/fobs not returned at all will be fined as per the standard terms and conditions.

Your deposit will be refunded in line with your licence terms and conditions.

We hope you had a great stay and hope that you will stay again with us.

Regards,

The Buckley Hall Management Team

Apartment Checkout Cleaning Standard

General

- All waste dumped in bins in basement, no waste should be left in apartments
- Student furniture/non-standard inventory (pots/pans/cups/clothes hangers) to be removed
- All standard inventory to be placed back in original drawers/presses
- All vacuum cleaners/irons/iron boards/drying racks etc returned to holders in utility rooms
- Utility cards & post key to be left on hook beside apartment door entrance
- All carpets hoovered
- All lino floors moped (use flash)
- All wall stains wiped clean (use cif)
- All windows cleaned (use windoline)
- Heating and lights turned off
- All internal doors left open on door jams
- All windows closed with blinds open
- Front door locked

Bathrooms

- All surfaces clean and sanitised, including toilet/bath/sink/shower (use cif)
- Drains cleared if not draining quickly (use drain cleaner from hardware store)
- Toilet flushed and clean. (use bleach)
- Mirrors cleaned (use windoline)
- Floor swept and mopped (use flash)
- Bins emptied and cleaned
- No grit between tiles (use mould spray if required from hardware store)

Bedrooms

- Floor clean and vacuumed
- No items in wardrobe/desks
- All furniture in original locations; bed, desk, lamp and wardrobe.
- Clean under and behind beds, under mattress, make sure mattress protector on
- All bins emptied.
- Windows cleaned and blinds left fully open

Kitchen:

- All inventory accounted for and in drawers
- Inside and outside of cabinets clean fully (use cif)
- Bins emptied and cleaned
- Sink/Counter Top/Draining boards cleaned (use cif)
- Floor swept and moped
- Fridge & Freezer emptied, cleaned and defrosted (if any ice)
- Oven/ Toaster/Microwave/Kettle cleaned

Living area:

- Floor vacuumed
- Windows cleaned and blinds left fully open
- Furniture in original positions
- Sofa clean (underneath and behind cushions)
- Coffee table/Dining Table cleaned.

Halls & Balcony

- Hall floors vacuumed, and wardrobes emptied and cleaned
- Any waste on balcony's removed and left clean
- Bikes in basement removed