

## Checking Out

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 complete the [Check Out Date and Bank Account Form](#) to confirm to us your intended check out date and your bank account details. This helps our staff co-ordinate the checkouts and apartment checks in the most efficient manner and repay your deposit as quickly as possible.

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 maybe deducted from your deposit**. Please see link to find inventory that should be in your apartment on vacating the apartment. Any loss in inventory maybe deducted from your deposit. The apartment standard [inventory list is available here](#). If you are missing inventory please contact us now and list using the Contact Us form on our webpage. Please also highlight any outstanding maintenance issues with your apartment well in advance of checkout otherwise they may be deducted from your deposit.

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 Street 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 inline with your [Licence Terms and Conditions](#).

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

Kind Regards,

The Buckley Hall Management Team

## Apartment Checkout Cleaning Standard

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### 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 mopped with cleaning product.
- All wall stains wiped clean with cleaning product.
- All windows cleaned with cleaning product.
- 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, with cleaning product.
- Drains cleared if not draining quickly use drain cleaner from hardware store.
- Toilet flushed and cleaned with cleaning product.
- Mirrors cleaned with cleaning product.
- Floor swept and mopped with cleaning product.
- 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
- Mirrors cleaned with cleaning product.
- Clean under and behind beds, under mattress, make sure mattress protector on.
- Bins emptied and cleaned.
- Windows cleaned and blinds left fully open.

### Kitchen

- All inventory accounted for and in drawers
- Inside and outside of cabinets clean fully with cleaning product.
- Sink/Counter Top/Draining boards cleaned with cleaning product.
- Floor swept and mopped.
- Fridge & Freezer emptied, cleaned and defrosted if any ice.
- Bins emptied and cleaned.
- Oven/Toaster/Microwave/Kettle cleaned

### Living Room

- 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 and Balcony

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