



UNIVERSITY OF THE
WEST of SCOTLAND

UWS

UWS Residences Departure guide

END OF SECOND TRIMESTER - All students who do not have a contract for Term 3 are required to DEPART ON OR BEFORE 11AM ON MONDAY 13TH MAY 2024

As you are leaving the Residences in the near future, we would be obliged if you would pay particular attention to the following areas to ensure that individual bedrooms and common areas are left in a clean and tidy condition. As residents may be leaving at different times it is a good idea to plan who will be responsible for cleaning each area so that the last residents are not left with the majority of the work.

Failure to do so or failure to leave your flat in a suitable condition will result in all residents of that flat being charged for the employment of a removal company or contract cleaner. This can be a very expensive process which we would prefer to avoid.

Kitchen/Lounge Areas

1. Cupboards, worktops, tables, bin and units to be thoroughly cleaned, including insides of cupboards and drawers.
2. Kitchen sink and splash back areas to be cleaned.
3. Fridge/freezer to be cleaned.
4. All woodwork and kitchen floor areas to be washed.
5. Vacuum carpet areas.
6. Oven and hob cleaned
7. ALL RUBBISH removed

Hall Areas

1. All woodwork including doors to be washed.
2. Vacuum carpet areas.

Bedrooms

1. All woodwork to be washed & furniture to be dusted /cleaned.
2. Posters to be removed
3. Floor to be vacuumed and mopped.
4. ALL RUBBISH removed (including bottles, food, etc) and waste paper bin to be emptied.
5. All bed linen to be removed
6. Check wardrobe, drawers and under bed storage for your possessions or rubbish.
7. En-suite shower, toilet and hand basin to be cleaned with appropriate cleaner, walls washed and floor mopped.

Mail

Any mail or parcels received after your departure date will be returned to sender. We are unable to re-direct or hold any post for collection.

Payment

Payment of accommodation fee must be paid in full. If you have any questions or are experiencing any difficulty making payments, email accommodation@uws.ac.uk

Key fob return

All key fobs should be returned in person to the Residence Reception in the envelope provided. Please note your name, flat and date of departure. A charge will be applied to your account for any fob/key not returned on departure (£30 per fob, £50 per hard key).

DO NOT LEAVE YOUR KEY FOB WITH A FLATMATE. IT IS YOUR RESPONSIBILITY AND YOU WILL BE CHARGED IF IT GOES MISSING.

AS INDICATED EARLIER SOME PEOPLE MAY CHOOSE TO LEAVE EARLY IN YOUR FLAT. IT MAY BE WISE TO ENSURE THAT ALL COMMUNAL CLEANING IS UNDERTAKEN BEFORE EACH PERSON LEAVES TO ENSURE THAT THEY DO THEIR FAIR SHARE!

If you are leaving earlier than the 13th May, let us know and if possible please book a room inspection before you leave.



If you have any other questions please contact the Residence Team:

Email: accommodation@uws.ac.uk

Telephone Ayr: +44 (0)1292 886316

Telephone Paisley: +44 (0)141 848 3159