VADEMECUM FOR ROOM CONTROL
END YEAR 2020/21

The return of the rooms at the end of the year must take place in the following ways:

1   Students must notify the custodians, at least two days in advance, of the departure date, in order to speed up the maintenance and cleaning of the room.

2   Those who wish to jointly control the room (with the custodian and the dresser) must always book 2 days in advance through the appropriate "room control booking register", present at the reception. At the end of the check, both the custodian and the student will put their signature on the "room sheet";

3   Upon release of the room, in the absence of the student, the annotations brought by the caretaker on the "room sheet" will prevail, as regards:

a) The maintenance status of the chamber;

b) Cleaning;

c) The linen present (except for that already collected during the year);

4   The room must be left empty and clean (Art. XVIII – Regulation for Guests).
Therefore, remember to:

       1. Empty and clean the refrigerator;
       2. Thoroughly dispose of all rubbish (plastic, glass, undifferentiated etc.);
       3. Do not leave the cartons in the corridors;
       4. Remove all personal effects from the room;
       5. Do not pack the linen owned by Collegio in boxes.

5   The deposit will be returned to students who leave the College permanently and who have filled out the appropriate form on the College Student Portal.

6   Confirmed students will be required to replenish the deposit in case of use for any damage found; in this regard they will receive a specific communication.