VADEMECUM FOR ROOM CONTROL
END OF A.Y. 2022/23

The return of rooms at the end of the academic year should be done in the following manner:

1   Students should notify guardians **at least three days in advance of their departure** date in order to expedite room maintenance and cleaning.

2   Those who would like to make a joint room check (with the guardian and the wardrobe attendant), must necessarily always make a reservation **3 days in advance** through the special "room check reservation register", which is available at the reception. At the end of the check in, both the guardian and the student will affix their propriator signatures on the "room check in sheet."

3   Upon release of the room, in the absence of the student, the notations made by the guardian on the "room sheet" will be deemed to be authentic, regarding:

       a) The maintenance condition of the room;

       b) The cleanliness;

       c) The linens present (except those already collected during the year);

4   The room must be left empty and clean (Art. XVIII – Student Regulation). It is therefore reminded to:
1. Empty and clean the refrigerator;
2. Thoroughly dispose of all trash (plastic, glass, undifferentiated, etc.);
3. Do not abandon cartons in the hallways;
4. Remove all personal belongings from the room;
5. Do not pack Collegio-owned linens in boxes.

5   The security deposit will be returned to students who permanently leave the Collegio and have completed the appropriate permanent exit form and IBAN area on the Collegio's Student Portal.

6   Confirmed students will be required to replenish the deposit in case of use for any damages found; they will be notified accordingly.