

VADEMECUM FOR ROOM CONTROL END OF A.Y. 2023/24

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

- 1** Students should notify the custodians **at least three days in advance of their departure** date in order to allow for room maintenance and cleaning.
- 2** Those wishing to conduct a joint room check (with custodian and the wardrobe attendant), must book **at least three days in advance** using the "room check reservation register", which is available at the reception desk. At the end of the check, both the custodian and the student will sign the appropriate "room check sheet."
- 3** Upon release of the room, in the absence of the student, the notes made by the custodian on the "room sheet" will be considered valid regarding:
 - a) Room maintenance status;
 - b) Cleanliness;
 - c) Linens present (except for 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. Properly dispose of all trash (plastic, glass, non-recyclable, 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 final exit form and IBAN area on the Collegio's Student Portal.
- 6** Confirmed students will be required to replenish the deposit if it has been used for any damages found; they will receive specific communication regarding this matter.