

## BRIEF GUIDELINE



# WHAT TO DO WHEN LEAVING

THE **DATE OF DEPARTURE** FROM THE ACCOMMODATION IS INDICATED ON THE ROOM ASSIGNMENT DOCUMENT (THE CONTRACT).

THE EXIT MUST TAKE PLACE **BY 10 AM OF THE FOLLOWING DAY.**

RETURN THE ACCOMMODATION IN GOOD CONDITIONS, **FREE** OF PERSONAL BELONGINGS, CLEAN AND TIDY

**CLEAR** THE KITCHEN LOCKER, THE REFRIGERATOR AND THE CABINET OF GROCERIES, FROM DISHES AND TOOLS

**DISPOSE** OF ANY WASTE PROPERLY

# A FOCUS ON END-OF-ASSIGNMENT CLEANING

SWEEP AND SCRUB **THE FLOOR**, BOTH IN THE ROOM AND IN THE BATHROOM: THERE MUST BE NO WADS OF DUST AND CRUMBS OF VARIOUS KINDS

REMOVE THE DUST FROM **THE FURNITURE**

CLEAN **BATHROOM FIXTURES**, USING THE APPROPRIATE PRODUCTS TO REMOVE LIME SCALE

PAY ATTENTION TO THE **SHOWER TRAY** AND **SHOWER DOORS**

**BEFORE LEAVING THE ACCOMMODATION, REMEMBER TO REPORT ANY DAMAGES BY SENDING AN EMAIL TO OUR MAINTENANCE OFFICE. OTHERWISE YOU WILL BE CHARGED FOR THE COST OF INTERVENTIONS**

MAINTENANCE



# A FOCUS ON THE RUBBISH

PERSONALLY DISPOSE OF PERSONAL ITEMS AND WASTE MATERIALS, TAKING THEM TO THE **WASTE DISPOSAL SITE** OR DIRECTLY TO THE **MATERIAL COLLECTION CENTER** IN CASE OF BULKY WASTE

IF YOU HAVE ITEMS IN GOOD CONDITIONS THAT YOU DECIDE TO LEAVE BEHIND, BRING THEM TO **SWAPLACE**, THE REUSE MARKET.

WARNING. BRING ITEMS YOU ONLY FIND IN THE REGULATION

IF YOU HAVE DOUBTS ABOUT RECYCLING, USE THE **JUNKER** APP

**MORE INFO HERE**

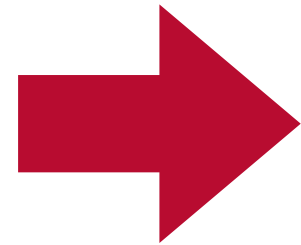


## ITEMS LEFT IN THE ROOM OR IN THE DORMITORY

**ONCE THE PERMANENCE AT THE FACILITIES IS CONCLUDED, OPERA IS NOT RESPONSIBLE FOR THE ITEMS THAT WILL BE LEFT IN THE STUDENT'S ACCOMMODATION OR OTHER AREAS, WHICH MAY BE DISPOSED ACCORDING TO THE METHODS DEEMED MOST APPROPRIATE BY THE INSTITUTION.**

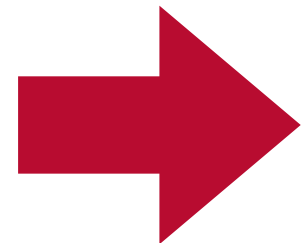
# THE END-OF-ASSIGNMENT CHECK

**WHEN**



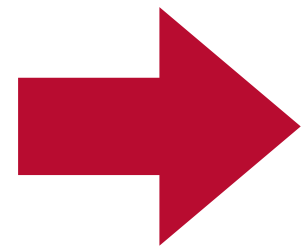
**ON THE DAY OF THE END OF THE ASSIGNMENT OR WITHIN THE NEXT 48 HOURS. IF YOU WISH TO BE PRESENT AT THE INSPECTION, PLEASE CONTACT THE MEDIATION OFFICE**

**WHO**



**OUR CLEANING STAFF**

**WHY**

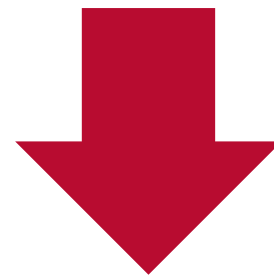


**TO CHECK THE CONDITION OF THE ACCOMMODATION AND ITS CONTENTS**

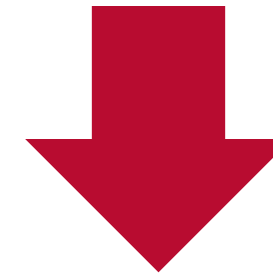
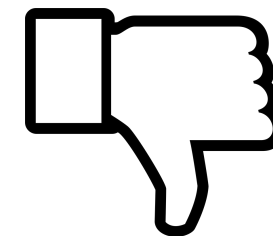
**THIS ACTIVITY IS PROVIDED FOR BY THE REGULATION GOVERNING THE USE OF OPERA UNIVERSITARIA ACCOMMODATION FACILITIES, AS STATED IN ARTICLE 8 (INSPECTIONS).**

# HOW INSPECTION WORKS

## END OF ASSIGNMENT INSPECTION

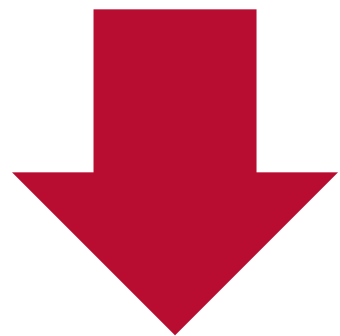
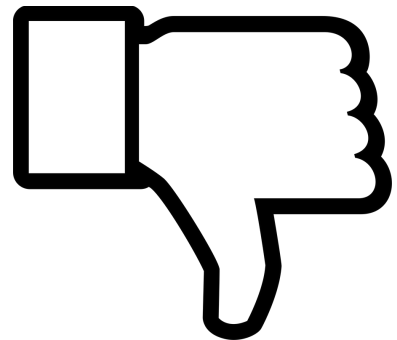


**REFUND OF THE SECURITY DEPOSIT**



**OPERA RETAINS AN AMOUNT FROM THE DEPOSIT TO REFUND THE DAMAGE AND/OR THE EXPENSES FOR THE CLEANING INTERVENTION CONSIDERED EXTRAORDINARY**

# A FOCUS ON THE SANCTION



**RETENTION OF THE  
SECURITY DEPOSIT**

**N.B. IF THE AMOUNT EXCEEDS THE DEPOSIT, YOU  
WILL NEED TO PAY THE EXCESS WITHIN 10 DAYS OF  
RECEIVING THE COMMUNICATION**

**AS REQUIRED BY THE REGULATION, THIS AMOUNT  
IS ADDITIONAL TO THE FINAL CHECK OUT COSTS.**



# DOUBTS OR QUESTIONS?

**VISIT OPERA'S WEBSITE AT THE  
ACCOMMODATION SECTION  
[WWW.OPERAUNI.TN.IT](http://WWW.OPERAUNI.TN.IT)**



**IF SOMETHING IS STILL NOT CLEAR TO YOU, CONTACT  
THE OFFICES BY ACCESSING OUR TICKET SYSTEM.**



**READ CAREFULLY THE  
REGULATION GOVERNING THE USE OF OPERA UNIVERSITARIA  
ACCOMMODATION FACILITIES**

