**Residential Services**

**Inventory guidance notes 2023 / 2024**

Please note that not all of our accommodation is brand new so there might be signs of wear and tear but all the furniture, fixtures and fittings should be clean, unbroken, and fit for you to use.

We use the inventory data you are asked submit on your student accommodation portal (along with details from a pre-let check that we carry out before you arrive) to assess for any charges that might need to be deducted from your deposit at the end of your contract. If you fail to complete your inventory, the information from our pre-let check will be used to determine any charges that might be passed on to you so it is important that you complete the online inventory when you first check in in case we have missed anything.

We are sure you do not want to be charged for something that was already there when you moved in (and neither do we) so that’s why it’s so important to complete the online inventory form within your student accommodation portal within 7 days of your arrival.

We have included a list of approximate charges below to give you an idea of how much things cost to repair, replace, or clean (including VAT) and we also take depreciation into consideration for charges relating to all soft furnishings.

Please note that this list is not exhaustive, charges listed are given as a guide only and the exact costs will be determined in the event of an incident. For example if a locksmith is called to change a lock out of office hours, the full cost incurred will be re- charged and this cost would be significantly more than the charge detailed below.

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| **Furniture / Soft Furnishings** | **CHARGE** | **Electrical Fittings** | **CHARGE** |
| Replacement mattress |  £67.00 - £95.00 | Replacement light covers | Subject to quote |
| Broken bed base (4’) & (4’6”) | £90.00 | Replacement heating controls | Subject to quote |
| Broken bed base (single) | £83.10 | Replacement light switch | £33.00 |
| Damaged desk chair | £114.00 | Replacement sockets | Subject to quote |
| Damaged wardrobe | From £140.00 | **Lock changes** |  |
| Damaged study bedroom w/top/desk | £140.00 | Lock change during office hours (including new key) | £50.00 - £100.00 |
| Replace kitchen chair | £76.00 | Additional keys (each) | £6.60 - £24.80 |
| Replace bedroom mirror | £35.00 - £100.00 | Fobs |  £2.84 |
| Replacement sofa (2 seats) | £252.00 - £466.80 | Bike shed / post box keys | £3.50 - £4.74 |
| Replacement sofa (3 seats) | £375.60 - £598.80 |  |  |
| Replace window blinds | Subject to quote | **Misuse of Safety Equipment** |  |
| Replace curtains | £90.00 - £200.00 | Fire door auto closer (reinstatement or replacement) | £15.00 - £50.00 |
| **Electrical Equipment** |  | Damage to smoke / heat detectors or sounders | £150.00 - £250.00 |
| Replacement fridge / freezer | £263.00 - £343.50 | Window safety lock replacement | £50.00 |
| Replacement fridge / freezer (CV) | £555.000 |  |  |
| Replacement under counter fridge (CV) | £152.50 |  |  |
| Replacement freezer accessories | £33.00 |  |  |
| Replacement ‘Dometic’ mini fridge | £414.00 | Call out for fire extinguisher (plus inspection) | Subject to quote |
| Replacement cooker grill pan | £20.00 | Refill fire extinguisher (water 9ltr) | From £30 |
| Replacement microwave | £61.00 - £65.00 | Replace fire extinguisher (CO2) | From £30 |
| Replacement microwave plate | £10.00 | Refill fire extinguisher (Foam) | From £30 |
| Replacement fan assisted oven | £188.50 - £293.00 |  |  |
| Replacement ceramic hob | £198.00 | Replace fire extinguisher (Powder 2kg) | From £30 |
| Replacement electric hob | £105.00 | Replace fire blanket | From £15 |
| Replacement gas hob | £107.00 |  |  |
| Replacement kettle | £22.50£10.00- - £15.50 |  |  |
| Replacement iron | £17.00 |  |  |
| Replacement vacuum cleaner | £107.00 | **Carpet / Decor** |  |
| Replacement carpet sweeper | £15.00 | Replacement of either Study Bedroom, Hall or Lounge carpet, (per m2) | £30.00 - £36.00 |
| Replacement TV (26”) | £170.00 |
| Replacement TV (32”) | £200.00 |
| Replacement TV remote control | £15.00 | Cleaning of study bedroom carpet | Subject to quote |
| **General items** |  | Cleaning of hall carpet | Subject to quote |
| Replacement ironing board | £23.00 | Cleaning of lounge carpet | Subject to quote |
| Replacement dust pan and brush | £2.00 | Replace carpet tiles (first tile, £5 thereafter) | £14 per single tile |
| Replacement mop  | £9.00 | Redecoration (per m2) | £30.00 - £36.00 |
| Replacement 50ltr swing bin | £14.50 |  |  |
| Replacement damaged worktop | Subject to quote | **Cleaning charges** |  |
|  |  | Bedroom deep clean | Subject to quote |
| **Plumbing** |  | Kitchen deep clean | Subject to quote |
| Replace wash hand basin | Subject to quote | Ensuite deep clean | Subject to quote |
| Replace toilet pan | Subject to quote | Communal bathroom deep clean | Subject to quote |
| Replace toilet seat | £54.00 |  |  |