

ROOM CHANGE FORM

Procedure for room changes is as follows:

- Room changes are only to be done on **Thursdays**, as this is linen change day.
- All room changes must be approved by the tutor/s involved, the House Manager and the office **before** the room change takes place, by completing the room change form and having it signed. This should be done by **Wednesday**.
- It is the residents responsibility to have the form completed and returned to the office.
- When the room change is a direct swap, the room change form must still be filled out and approved **before** the change takes place.

Name:Student No.:

New Room:Old Room:.....

Tutor of New Block:

Signature to indicate acceptance of new resident:

Tutor of Old Block:

Signature to acknowledge advice of change:

House Manager:

Date Room Available:Signature:

Office:

Issue of room keys:

Returned old room keys:

Room change noted in Starcom:

Student advised of new room's phone number:

House Manager:

Date of check of old room.....

When form is completed, it is to be returned to the office for filing.
The House Manager and the new block tutor should make a note of the room change on their records.