

CORPUS CHRISTI COLLEGE
University of Cambridge

Damage to College Property Policy

Purpose	To outline how charges for damage to College property will be managed		
Responsible Person	Gemma Donaldson, Domus Bursar		
Responsible Committee	Executive Body		
Current Version	1.0	Revision Date	16 February 2023
Approved by	Executive Body	on	23 February 2023
Next review due	January 2024		
Review schedule	Annually, or as needed, by the author; minor revisions to be approved by Head of Governance. Executive Body to review and approve every five years.		
Revision history	A history of revisions to this policy is included at the end of the document.		

1. Reporting Damage to College Property

- 1.1 From time-to-time, damage may occur to College property, this policy outlines how it will be managed
- 1.2 All damage should be reported to Maintenance or Housekeeping as appropriate when it first occurs, by the person responsible.
- 1.3 Throughout the year, where the accommodation is not found to be in the state in which it was first occupied, this will be reported to the Housekeeping Manager and the Conference and Accommodation Manager. Photographs will be taken of any damage reported.

2. End of Term Room Inspection Process

- 2.1 The Housekeeping Manager, Deputy Housekeeping Manager or their representative will inspect each room at the end of the lease. If a student wishes to be present for this inspection, they should arrange this with the Housekeeping Manager at least one week prior to their going down date/end of lease. If the student is not present, the Housekeeping Manager's findings are final.

3. Damage to communal spaces

- 3.1 Damage should be reported as soon as it occurs. If the person responsible is known, they should identify themselves, and this will be taken into account when considering the charges applied and any disciplinary action (if appropriate).
- 3.2 Where significant damage is caused, and the person responsible cannot be identified, the College may charge all those identified as using the communal space.

4. Informing the student

- 4.1 The Housekeeping Manager or Conference and Accommodation Manager will write to the student to inform them of items found/damage left and subsequent charge that will be made to their student account.
- 4.2 If a student wishes to appeal the Housekeeping Manager's findings they should follow the Student Complaints Procedures.


5. Charges

- 5.1 Charges will be in line with the charges document (see Appendix 1). The email notifying the student of the charges will be copied to the student's Tutor, the Tutorial Office, and to the Finance Office, which will arrange to charge the student.
- 5.2 If the fine is greater than the student deposit held, the student will be required to make payment before the start of the new academic term.
- 5.3 If a student room is deemed unusable, or there is insufficient time to rectify the issues before the next occupant/guest arrives, the student will be charged an additional fee for loss of income. This fee will be equivalent to the non-academic rate for the room per day.

6. Disciplinary action

- 6.1 Serious cases may be referred to the Dean of College (e.g. significant or intentional damage, persistently leaving rooms in unusable state). The Dean will proceed under the Student Disciplinary Policy and may impose additional sanctions for breaches of the College Rules. Any sanctions imposed by the Dean will take account of charges already levied under this policy.

Appendix 1

 Corpus Christi College University of Cambridge		
<u>Costs for Damage to College Property (Jan 2023)</u>		
	<u>Charge</u>	<u>Notes</u>
Soiled/Damaged Carpet (college cleaning)	£ 25.00	
Soiled/Damaged Carpet (contract cleaning)	£ 45.00	
Replacement of bedroom carpet		Cost determined by quote received
Replacement lamp	£ 29.00	
Replacement operator chair	£ 140.00	
Replacement bedroom chair	£ 299.00	
Replacement desk	£ 395.00	
Replacement table	£ 145.00	
Replacement bookshelf	£ 175.00	
Replacement curtains	£ 175.00	
Replacement mattress	£ 100.00	
Replacement noticeboard	£ 65.00	
Replacement bin	£ 5.00	
Replacement mattress cover	£ 8.00	
Replacement duvet	£ 10.00	
Replacement bedbase	£ 135.00	
Replacement pillow	£ 5.00	
Charge of College staff to dispose of personal effects left in room	£ 50.00	Dependent on items left in room
Charge of External contractor to dispose of personal effects left in room	£ 150.00	Dependent on items left in room
Room redecoration		Cost determined by damage
<u>Other charges as required</u>		
Call out charge - out of hours	£ 140.00	
Maintenance repairs caused by misuse or intent	£50 per hour	Plus materials
Additional housekeeping	£40 per hour	

Revision history

Version	Responsible Person	Summary of changes	Review date	Approved by	Approval date
1.0	Gemma Donaldson, Domus Bursar	Initial Policy	16 February 2023	Executive Body	23 February 2023