**PROTOCOL FOR THE INSPECTION AND MAINTENANCE OF WARDENS FLATS UPON RESIGNATION OF A WARDEN**

The HR Division will keep a list of warden's resignations (at least one term's notice is required). When HR receives this notice, it will send out a reminder to all concerned that the following listed below needs to take place:

The Hall Warden to liaise with the warden leaving as regards an inspection of the flat. The Hall Warden via the Hall Administrator is to arrange an inspection of the flat to be conducted by the Hall Warden, Manager: Housekeeping Services and Manager: Facilities Services with a view to establishing inter alia:

- Need to repaint

- Any significant renovations to be undertaken

- Need to clean curtains, carpets, walls etc.

- Need to replace curtains, carpets, tiles

- Need to clean any carport/garage and outside areas.

- Check whether the stove is in the flat

- Need to any cleaning of the garden area.

This inspection should take place no later than two weeks after the notification of resignation is received by the HR Division. A list of work to be carried out before the next warden takes occupation is to be compiled, along with estimated time frames. Based on this inspection, the necessary requisitions for ongoing maintenance work are to be submitted by the Hall Administrator on instruction from the Hall Warden. In the case of significant renovations, the Manager: Operations to do an approximate costing of this and timing of renovations and submit it to the Director: Residential Operations.

If this can be accommodated within the budget, the Deputy Director: Residential Operations will notify the Director of Student Affairs and Director: HR of any problems or situation which will delay occupation of the flat by the incoming warden. If the items cannot be accommodated or different Wardens' flats require prioritization within the budget, the Deputy Director: Residential Operations will liaise with the Director of Student Affairs to explore alternatives.

The Director: HR to be advised of what changes will take place and the timing of this. These time frames may guide the date of departure of the outgoing warden and the date of occupation of the incoming warden. This may require that the incoming Warden be accommodated in alternative accommodation until the flat has been completed or the offer of employment being from the date of the accommodation being available.

When the new person is recruited, they will be advised of what work will take place in the flat and the time-frames associated with this. They will also be assured that the flat will be cleaned and sprayed for bugs etc. before they arrive. This is done before the person is interviewed such that participating in the interview process implies that the person understands the condition of the flat and is happy to accept the conditions thereof should s/he be offered employment. If a prospective Warden requires any additional changes, these may be requested and will be considered, but the likelihood of these being granted is unlikely given budgetary constraints. This should be subtly communicated in the offer to the person.

Final checks that the accommodation has been cleaned and necessary renovation work taken place will be done by the Manager: Housekeeping Services (or his/her designate). Should there be any reported problems in this regard, the House Warden should bring this to the attention of the Director: Residential Operations Division.