



# BED LINEN & TOWELS CHANGE

INFORM ALL RESIDENTS THAT CHANGE OF BED LINEN AND TOWELS PROVIDED BY STUDENTS RESIDENCE PROF. RAMÔA RIBEIRO, IS MANDATORY AND TAKES PLACE WEEKLY **SINCE 10:00 AM OF WEDNESDAY.**

## **REPLACEMENT PROCEDURE:**

- EACH RESIDENT MUST LEAVE THE DIRTY SHEETS AND TOWELS INSIDE THE ROOM, NEAR THE ENTRANCE DOOR, PROPERLY COLLECTED (*CAN NOT BE PACKED INSIDE A PILLOWCASE, FOR EXAMPLE*);
- THE EMPLOYEES CLEANING OF RRR, DULY IDENTIFIED, WILL ENTER THE ROOM TO PROCEED TO THIS REPLACEMENT SENDING TO LAUNDRY.

**OBS:** WHEN EACH RESIDENT COMES TO IS ROOM ARE PROVIDED BY THE RESIDENCE SHEETS, TOWELS, PILLOW, AND ALSO A BLANKET AND A DUVET.

DURING YOUR STAY IN RESIDENCE, EACH RESIDENT IS RESPONSIBLE FOR THE CLEANING OF IS OWN ROOM.

FOLLOWING THE MENTIONED WEEKLY VISIT BY RESIDENCE STAFF, PLEASE MUST KEEP YOUR ROOM PROPERLY CLEAN AND ORGANIZED(MAY HAVE A PENALTY)

**NOTE:** THE RESIDENCE HAVE IN EACH FLOOR WASHING AND DRYER MACHINES WHICH ALL THE RESIDENTS WILL BE ABLE TO USE, BY PAYMENT WITH COINS USING PROPER ELECTRONIC MONEYBOXES FOR ITS OPERATION (1,50€ EACH LOAD - LAUNDRY DETERGENT NOT INCLUDED).

THERE ARE ALSO AVAILABLE TO RESIDENTS IRONS/BOARDS TO CLOTHES AND VACUUM CLEANERS.

IST, 2017/2018

COORDINATION OF ACCOMMODATION OFFICE

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