

CODE OF CONDUCT FOR LIVING IN HALLS

LIVING TOGETHER AND YOUR SAFETY

Within halls it is essential that residents (and their guests) adopt a considerate attitude towards other residents. The sole purpose of this code of conduct is to ensure a safe enjoyable and hospitable environment in which residents may live and study in comfort.

NOISE AND OTHER DISTURBANCES

Requests for quiet from fellow residents must be treated seriously. Cleverstudentlets will investigate any complaints concerning noise, misbehaviour and nuisance. Behaviour which persistently disturbs other residents is not acceptable.

DANGEROUS WEAPONS AND FIREARMS

Dangerous weapons and firearms including air rifles, air pistols and replica, deactivated or model firearms, combat knives and any other potentially dangerous implements must not be brought into any Cleverstudentlets property.

DRUGS

Possession and use of all non-prescribed Controlled Drugs within any Cleverstudentlets premises (by residents or visitors) is prohibited and is considered unacceptable. Offenders risk legal action.

SMOKING

In the interests of health Cleverstudentlets has adopted a general 'No Smoking' policy; therefore, all the halls are no smoking in both bedrooms and common areas, smoking is also prohibited within 5m of the entrance to any building.

Please note that the smoke detectors are very sensitive to cigarette smoke; if the fire detectors are set off in this way or tampered with, the resident will be liable for any charges brought about by this action. Charges will also be raised in respect of redecoration where there is evidence of smoking.

LANGUAGE AND BEHAVIOUR

Language or behaviour of a violent, indecent, disorderly, threatening or offensive nature expressed directly or indirectly towards fellow residents, hall staff or visitors to our premises, and the distribution of publications of a similar nature, likely to cause offence, will not be tolerated in any circumstances.

DAMAGE TO HALL OF RESIDENCE PROPERTY

You are responsible for any damage you cause and you will be charged accordingly. Charges for damage will be made against individual residents or groups of residents as appropriate.

Damage caused by guest(s) of a resident will be charged to the resident. Damage caused to the common areas of a flat will be charged in equal amounts to every resident in that flat unless the person(s) causing the damage admits responsibility or there is evidence to identify the individual(s) responsible.

Damage to the common areas of the hall or damage caused to communal facilities (such as a laundry, games room, common room, etc.) will be charged to all residents, unless those causing the damage admit responsibility or there is evidence to identify the individual(s) responsible. All damage charges will be invoiced and added to residents' financial records.

Wilful, negligent or reckless damage to Cleverstudentlets property is considered unacceptable.

FIRE AND YOUR SAFETY

It is both a serious and criminal offence to interfere with any fire safety equipment (including smoke alarms, extinguishers and fire doors). Penalties imposed by the Law could include fines and possible imprisonment.

Missing, damaged or used firefighting equipment must be reported immediately to Cleverstudentlets. All fire doors must be kept closed. Tampering with the self-closing mechanism is a serious breach of fire safety regulations. If the mechanism is not working properly, report it to a member of Cleverstudentlets immediately.

In the case of fire, your safety and the safety of others in the building will depend on the manner in which you observe basic rules for safety. Read the Fire Notice located in the corridors and make sure

you are familiar with escape routes and assembly points. There may be more than one route for you to use in the event of the fire and not just the route you use on a daily basis.

In order to minimize the risk of fire:

DO NOT:

- Leave the kitchen when cooking.
- Leave cooking appliances switched on when you have finished with them
- Do not close the grill door whilst using the grill.
- Use metal, foil or melamine containers for microwave cooking and do not turn it on with nothing inside it.
- Cook in your study room.
- Cover heat and smoke detectors.
- Interfere with fire mains, outlets and firefighting equipment.
- Use anything that may produce a naked flame.
- Use halogen lamps.
- Use candles, incense sticks or aromatherapy burners of any sort.
- Smoke within the building.
- Obstruct any evacuation route.

DO:

- Reduce the risk of accidents and fire by turning off the power to equipment not in use.
- Keep evacuation routes free of obstructions at all times.

CLEANLINESS AND YOUR SAFETY

It is your responsibility to keep your room and bathroom clean and tidy and along with other flat members to clean all communal areas of your accommodation. Your accommodation will be inspected throughout the year. You will be notified in writing if the cleanliness of your accommodation is not of the required standard and you will be visited by a member of the Cleverstudentlets Maintenance Team. If this is not remedied within 72hrs we will clean your accommodation and remove unhygienic/hazardous items, rubbish and recycling. You will be charged for associated costs.

IN YOUR KITCHEN - DO:

- Wipe up all spillage immediately.
- Wipe down all surfaces after use.
- Sweep up all crumbs immediately.
- Clean the cooker and hot plates after use.
- Keep grill pan clean and clear from fat and grease.
- Switch off all cooking appliances when you have finished with them.
- Wipe the inside of the microwave after use.
- Follow your hall procedures on the correct disposal and recycling of rubbish.

IN ANY AREA - DO NOT:

- Remove emergency lighting bulbs from their sockets or cause damage to light fittings.
- Prop the kitchen door open.
- Cover heat and smoke detectors or tamper with any fire-fighting, detection or safety equipment.
- Throw anything out of windows.
- Disengage the window restrictors on room windows.
- Keep pets of any kind.
- Use sticky tape, blu-tack, drawing pins, or nails on walls; charges will be made for any damage to walls, woodwork or plaster.