



ACCOMMODATION HANDBOOK



CODE OF CONDUCT FOR STUDENTS LIVING IN HUNTER RESIDENCES 2010/11

HUNTER & COOPERS COURT STUDENT INFORMATION

BEDDING

Bedding is not provided by Hunter and students should ensure that they bring their own.

Students can contact the Uni-box for some essential items such as bedding www.theuni-box.com

BICYCLE STORAGE

For reasons of Fire Safety, bicycles **must not** be stored inside your bedroom/flat or building, nor must they obstruct access to and from your building.

Anyone found storing their cycle this way will be subject to a fine of £10 and asked to remove the bicycle.

There are bicycle racks for your use in the courtyard of Coopers Court. Please see your warden in the first instance if you wish to use this facility as a deposit of £10 will be required for a key.

Any cycles remaining at the end of your lease, will be removed and disposed of by Hunter Construction.

Aberdeen University request that cycles are not ridden on the pathways or around campus.

CAR PARKING

Residents of both Hunter & Coopers Court may use our private car park to the rear of Hunter Court.

Please advise the Property Manager of your registration on arrival in order to receive a permit that **must be displayed** on your vehicle at all times. Permits for visitors are available from your Warden but must be returned to your Warden. Failure to do so will result in a £5 charge.

The car park is managed by Town and City Parking Limited and any vehicle found not to be displaying a valid permit may be ticketed resulting in a £60 fine.

All cars are parked at the owners' risk and Hunter Construction accepts **no liability** for the vehicle or its contents.

Any cars left at the end of your lease without prior permission from Hunter **will be removed and disposed of!** Any costs incurred **will be deducted from your deposit!**

CLEANING

As per the terms of your lease, you are expected to keep your room and flat clean and tidy at all times.

It is suggested that together with your room mates, you devise a cleaning rota for your communal areas i.e.: kitchen/lounge/bathroom.

At the end of your lease, we ask that you leave your flat in the condition you found it and also empty/switch off/defrost and clean fridges/freezers and cookers.

The main stairwells are the responsibility of **all tenants** and a rota for the cleaning of these areas will be posted on the main Notice Board of your accommodation.

We expect one member of each flat to sign and date this rota as the cleaning is done. If this is not being carried out, **we will employ contract cleaners and the costs for this will be deducted from your deposit!**

COUNCIL TAX

Both Hunter & Coopers Court have been classified as Halls of Residence and as such hold exemption certificates from Aberdeen City Council.

As long as you are in **full-time** education, you qualify for this exemption.

Should your circumstances change, you **must** inform the Property Manager. You, the individual are responsible for Council Tax charges should they be incurred.

DAMAGES

As per the terms of your lease, you will be charged for any damages in your room and a share of those for the communal areas **not recorded** in your inventory at the start of your lease.

As a result, it is important that you individually/collectively check and sign your lease on arrival.

Any missing items and details of damage not recorded/reported with 14 days of arrival **will be charged for.**

Details of these costs can be obtained from the Property Manager.

DEPOSITS

Once your lease has concluded, your room and flat will be inspected and your deposit refunded in the form of a sterling cheque to your home address unless a change of address has previously been notified to the Property Manager.

Charges will be made for missing items/damages to the property and its contents/additional cleaning requirements as well as excessive electricity usage.

Hunter Construction reserves the right to charge for all of the above as well as the cost of disposal of damaged electrical items.

DISABILITY

Both Hunter & Coopers Court are accessible for disabled students with Hunter Court offering 2 disabled rooms on the ground floors.

Please advise of any specific requirements when applying to ensure that we can accommodate you.

DOCTOR

It is your responsibility to register with a local doctor soon after your arrival in Aberdeen.

The Student Advice & Support Office can give you details on local GPs.

ELECTRICAL EQUIPMENT & APPLIANCES

All Hunter Construction owned equipment & appliances have been safety checked and display the appropriate sticker to comply with requirements.

For Health & Safety reasons, students are requested not to use any electrical appliance of their own unless it has either been tested or recently purchased and supplied with a factory fitted plug.

Overseas students are also requested to ensure they use the relevant adaptor for the UK voltage.

We can arrange for any other items to be tested but you will be charged for this. The cost for 2010 / 11 will be £35 per item. However, if there are several items from within the same flat, we can do this more cost effectively (price on application).

For your information, items that would require testing include:

All mobile phone/laptop chargers and routers
Hair dryers/straighteners etc
Televisions/hi-fi systems
Any personally owned kitchen equipment/appliances

FIRE ALARMS/WEEKLY TESTING

The weekly alarm test is carried out each Wednesday at 11am. You are not required to leave the building at this time.

However, should the alarm at any time be constant, please evacuate in a safe manner via your nearest fire exit and do not re-enter the building until informed by your Warden or Grampian Fire Brigade that it is safe to do so!

Hunter will carry out 2 unplanned evacuations during your stay!

Please also refer to the Fire Safety notices displayed in your flat for further information with regards to Fire Safety & Regulations.

FIRE-ARMS

Fire-arms and weapons of any kind are not permitted on site. Anyone found to have either of the above will be reported to Grampian Police.

Please advise the Property Manager if you are aware of anyone with a fire-arm or weapon of any kind.

FIRE ESCAPE ROUTES

It is your responsibility to familiarise yourself with the nearest escape route!

PLEASE SEE THE FIRE NOTICES IN YOUR FLAT AND ON THE MAIN NOTICE BOARDS OF YOUR BLOCK!

WE WOULD ALSO REMIND YOU OF THE IMPORTANCE OF KEEPING ALL ESCAPE ROUTES CLEAR

FIRE FIGHTING EQUIPMENT

All fire extinguishers and related equipment are provided and serviced by Hunter.

These are strictly for use in the event of a fire and anyone found using them for other purposes will be punished.

All fire related equipment such as extinguishers/detectors etc are provided to protect life and property. It is a **criminal act** to interfere with, misuse or remove such items.

PLEASE SEE THE FIRE NOTICES IN YOUR FLAT AND ON THE MAIN NOTICE BOARD OF YOUR BLOCK!

Please Note: A fine of £100 will be levied to you the student by Hunter in the event that Grampian Fire Brigade are called out to a false alarm as a result of any incident that could have been reasonably avoided.

FIRE PREVENTION

PLEASE SEE THE NOTICES POSTED IN YOUR FLAT AND ON THE MAIN NOTICE BOARDS!

FLAT INSPECTIONS

Flat inspections will be carried out periodically and although notice will normally be given, Hunter Construction reserves the right to carry out an inspection without prior written warning.

FURNITURE

All our accommodation is fully furnished and complies with the British Fire Safety regulations.

Students are not permitted to bring personal upholstered items into the accommodation without prior notification to and permission of the Property Manager.

HEATING AND WATER COSTS

Each flat has been allocated a budget (included in your rent) for these costs.

As well as providing information on Energy Saving etc., Hunter monitors the usage and report it to you the student on a quarterly basis.

However, any charges incurred over and above the allowance as detailed in your lease will be recharged at the end of your lease and deducted from your deposit refund.

HMO - (HOUSE OF MULTIPLE OCCUPANCY) LICENCE

Both Hunter & Coopers Court have a current HMO Licence which has been issued by Aberdeen City Council.

INSURANCE FOR PERSONAL BELONGINGS

Our insurance policy **does not cover** your personal belongings and we advise that you arrange cover yourself.

INTERNET ACCESS

Neither Hunter nor Coopers Court currently have wi-fi access and cannot guarantee you will get a good reception.

INVENTORIES

You will receive an inventory on arrival which you are asked to check, sign and return to the Property Manager within the 48 hours as stipulated in your lease.

Any items missing or any damage not reported at this time, will result in you, the tenant being liable and charged accordingly at the end of your lease.

KEYS

You are responsible for the safe keeping of your keys.

Any keys lost or not returned at the end of your lease will be charged at a cost of £15 per key.

Should a locksmith be required at any time, the costs for this will also be charged. These costs vary but start at £85 per hour so it is in your interest to keep your keys safe!

LAUNDRY FACILITIES

Our laundry facilities are owned and managed by Circuit Laundry who is solely responsible for the upkeep and maintenance of these facilities. Any issues or faults must be directed to Circuit and not to your Warden or to Hunter. Details of charges along with contact details for Circuit are displayed in the laundry rooms.

Hunter Court - Laundry room is situated on the top floor of Flats 1 - 6

Coopers Court - Laundry room situated on the ground floor to the front of the building.

LEASE

Your lease is for a 48 week period and you must vacate by 10am on the last day (see your Lease Agreement for this date)

If you are to vacate prior to that date, please inform the Property Manager.

Any items left in your room after your departure **will be removed and disposed of.**

For students returning to live with us in the following academic year, we do supply a container to store your personal effects over the summer. Details of this will be put on your Notice Board nearer the time.

Please note: Hunter Construction accept no liability for items stored in the container!

LINEN

Where a mattress protector is provided, this must NOT be removed for reasons of hygiene.

LOST PROPERTY

Hunter Construction accepts no liability for lost property.

MOTORCYCLES

Motorcycles are NOT to be stored within your building and must be parked in the car park at the rear of Hunter Court.

Aberdeen University request, as with bicycles, that these are not ridden on pathways or around campus.

NOISE / PARTIES

Please remember that you share your flat and building with other students and we request that you keep noise levels to a minimum.

We would also remind you, that you the tenant are responsible for all guests and any damage they cause while on site.

PETS

As per the terms of your lease, pets of any kind are **not permitted**. Should you be found to be keeping a pet/pets, you will be asked to remove them immediately.

POST

Royal Mail delivers all mail to both Hunter & Cooper's court throughout the duration of your lease.

During the summer break, all mail is held by Royal Mail until students return to live with us in the following academic year.

Please Note: Students not returning **must arrange re-direction of all mail** as Hunter Construction accepts no responsibility for this. Mail re-direction forms can be obtained from the Property Manager, via your local Post Office or on line.

POSTERS

You are permitted to put posters etc up in your room/flat. However, we would request that you use white/blue tac to avoid damage to the walls.

RECYCLING & REFUSE

The refuse bins for both Hunter & Coopers Court are situated in the car park to the rear of Hunter Court.

Please ensure all refuse is placed in the bins provided - charges will be made for the cleaning of this or any other area should rubbish be found lying around.

You are not permitted to use any bins sited on University Property.

Recycling facilities for **all** are situated in Old Aberdeen: -

http://www.sort-it.org.uk/zz_map_test4.asp

RENT

Your rent is payable as stated in your leases. Penalties will apply to late payment. Payment is to be made where possible by standing order to our bank or by cheque. If you have a genuine financial problem, you must tell us.

SECURITY

Please ensure that you lock your doors and keep all windows closed when your room is vacant.

SMOKING

Hunter operates a **NO SMOKING** policy throughout its premises. Anyone caught in breach of this rule may face a fine.

SMOKE DETECTORS

All flats are fitted throughout with the relevant smoke detectors and there is also detection equipment in the stairwells.

These detectors are activated by excess steam, burning food, and smoking and if the Fire Alarm is activated, this will cause Grampian Fire Brigade to attend.

The Fire Brigade being called to a false alarm may delay their attendance at a real emergency and as such we ask that you minimise the risk by:

Ensuring the kitchen door is closed and the window open whilst cooking.
Never leave the cooker or any other item of cooking equipment unattended when in use.

DO NOT WEDGE ANY DOOR OPEN WITH FIRE FIGHTING EQUIPMENT

TELEPHONES

There are payphones for your use in the front lobby of each block.

TELEVISION LICENCE

Tenants who have a television are required by law to obtain a TV Licence.

You are not covered by your parent's licence and Hunter Construction accepts no liability for this.

We may also remind you that as a television is an electrical appliance, it **must be checked by our electrician and the charge for this met by you.**

WARDENS

Hunter Court - Flat 4.1

Coopers Court - Flat 7.A

Your Warden's hours of duty will be noted on the door of their flats.