

Medway Campus

Student Accommodation Handbook



Welcome

We are delighted that you have chosen to live in University of Greenwich halls of residence for this academic year, and we look forward to welcoming you to your new home and community. We sincerely hope that you will find your experience in our halls of residence positive and enjoyable.

Within this handbook you will find a lot of information that will help you get the best out of living in halls of residence and will support you through any challenges that may arise throughout your stay.

Please use this handbook as a quick reference for any queries that you may have, and feel free to reach out to a member of the team should you have any queries or concerns.

This handbook may be updated throughout the course of your stay.

Accommodation Services
University of Greenwich

Information correct as of August 2025

Table of contents

Table of contents.....	3
Your new address	6
Assistance and support.....	6
Accommodation Services.....	6
Meet the team	7
Sodexo team	7
Resident Assistants (RAs)	8
Night Welfare Team	8
Security team.....	8
Student and Academic Services (SAS).....	9
Feedback, queries and concerns.....	9
Surveys.....	9
Complaints.....	9
What is included?	10
Internet.....	10
Internet faults	11
Insurance	11
Provided in your bedroom.....	11
Provided in your communal area.....	11
What do I need to bring?	12
UniKitOut	12
Campus/hall facilities.....	12
Launderette	12
Circuit Laundry app.....	12
LaundryView	13
The Deep End.....	13
Care of your flat and room	14
Inventories.....	14
Looking after your home.....	14
Heat Mats.....	14
Sodexo Recharge List	15
Ventilation and heating.....	15
Ventilation	15
Heating	16
Cleaning	16
Refuse removal and recycling	17

Food waste recycling.....	18
Flat inspections.....	19
Maintenance.....	19
Reporting maintenance	20
Living in halls of residence.....	20
Living with others.....	20
Guests.....	23
Requests to move rooms	23
Ending your license agreement early	23
Moving out at the end of your license agreement.....	23
Staying for summer and rebooking for next year	24
Storage.....	24
Health and safety.....	24
General safety tips	24
Electrical safety.....	25
Fire safety	25
Smoking policy	27
Windows and balconies	28
Pests	28
Reporting Accidents & Incidents.....	28
Incident and Accident Reporting	28
Report & Support.....	28
Health and wellbeing.....	29
SafeZone App.....	29
Wellbeing Support.....	29
Spectrum.Life.....	29
Sustainability.....	29
Energy efficiency and environment	29
Medical support.....	31
Registering with a doctor.....	31
Dental care.....	32
First aid and medical emergencies	32
Social and leisure	32
Students' Union	32
Medway Gym	32
ResLife	33
Travel and parking	34
Inter-campus bus service	34

Bicycles	34
Parking	34
Taxis and cabs	34
Accreditation Network UK (ANUK).....	34
Useful contacts	35
Accommodation Services.....	35
Security	35
Resident Assistants (RAs).....	35
Glide – internet provider	35
Circuit Laundry – Launderette	35
Local doctor	36
Dental care.....	36

Your new address

Please see your new address below:

Adelaide/Forte/Sunne House New Kent Road Chatham Maritime Kent ME4 4HZ	Merlin/Wolfe House Central Avenue Chatham Maritime Kent ME4 4GW
--	---

Please ensure you provide your full name, flat, and room number when providing your address. Royal Mail will deliver post, sorted by flat number, to secure post boxes located at the entrance to each flat. Students will be provided with a key to these boxes. Please note that a charge will be applied for a replacement key if the one provided is lost or damaged.

It is important that you have your mail correctly addressed so that it is not delayed and is delivered correctly. If your mail is not addressed correctly, it will normally be returned to the sender. When you move out of the hall or if you move to another flat within it, it is your responsibility to redirect your mail.

Please do not address parcels via Accommodation Services or the university. For security reasons, Accommodation Services and Sodexo staff will not accept parcels or courier deliveries over the desk. Any such parcels sent in this way will be returned to the sender. The university accepts no responsibility for lost, damaged, or stolen post. Students are therefore advised to receive valuable post by recorded delivery.

For mail delivered by Royal Mail use the following link to see their redirect service:

[Redirect your mail | Royal Mail Group Ltd](#)

Assistance and support

Here you will find information about different teams and support available to you throughout your stay.

Accommodation Services

The Accommodation Services team are available Monday to Friday to offer help and advice on all aspects of accommodation.

Accommodation Services
University of Greenwich
Blake Building, Room 050
Medway Campus
Chatham Maritime
Kent ME4 4TB

Telephone number for general enquiries: **020 8331 8272**

Email for general enquiries: accommodation@gre.ac.uk

Online enquiries for current students: [Digital Student Centre](#)

Opening hours: Monday to Friday from 10am to 4pm (bank holidays not included).

Meet the team

See below, information about our team who will support you during your stay in halls of residence.

Justyna Dobber-Morrell Accommodation Services Manager (based at Medway Campus) Responsible for the management of Medway accommodation	Catherine Odunlami Accommodation Officer (based at Medway Campus) Responsible for assistance in the management of Medway accommodation
--	---

John Titilawo Accommodation Welfare Manager – Night (based across all campuses) Responsible for the management of Medway accommodation	Taiwo Betiku Night Welfare Officer (based across all campuses) Responsible for assistance in the management of Medway accommodation
David Boadu Night Welfare Officer (based across all campuses) Responsible for the management of Medway accommodation	

Sodexo team

Sodexo is the company that manages the facilities across our university-managed residences (not including McMillan Student Village). This includes housekeeping and maintenance services, as well as reception services in some of our residences.

See maintenance section for more information on how to report a fault or maintenance item for your residence.

Resident Assistants (RAs)

Also known as RAs, Resident Assistants are students who work for Accommodation Services. They live on-site and are on call throughout the evening and weekends to offer care and support for residents (6pm–8am Monday to Thursday and 6pm Friday to 8am Monday). They are also trained in first aid.

You can contact RAs by calling the numbers below.

Telephone: 07792 654 634

RAs can assist with:

- Responding to emergencies or welfare/pastoral care needs
- Ensuring that residential rules and regulations are followed
- Acting on complaints about issues that arise outside of office hours (such as noise)
- Assisting with any queries regarding university information
- Promoting health and safety awareness
- Planning and organising social and educational events
- Signposting to university support that you may require
- Providing information about local services, such as transport and local amenities

RAs cannot assist with:

- Cleaning (apart from providing mediation in cases where there is a dispute in a flat about this)
- Caretaking
- Medication
- Maintenance – such as repairs, plumbing, and electrics (please refer to the maintenance section of this handbook)
- Supplying you with essentials such as toilet rolls and cleaning products (**if you require emergency support for food or essentials, please reach out to Accommodation Services**).

Night Welfare Team

The Night Welfare team are available to assist with any concerns or welfare concerns you may have in the evenings or over the weekend. The team also organise workshops and drop ins for students and can offer support, advice and guidance when the university campus-based services are closed. The team work on a rota basis on both weeknights and weekends and are available via phone (please reach out to your duty Resident Assistant or see the contact details displayed in your flat) or you can make an appointment to meet the team via your accommodation portal.

Security team

A security team work on-site 24/7, they are based in the Security Gatehouse located at the entrance of campus. They can assist students with all aspects of security including allowing access to flats in the event of lost keys and working with the RAs to help control anti-social behaviour. They should also be advised immediately if you have made a 999 call and emergency services will be attending.

You can reach the security team on the following number:

Telephone: 01634 883 138

Note: Residents are responsible for the security of their accommodation. You should always ensure that you close and lock all doors and windows when leaving. Personal belongings should be stored safely and securely.

Note: A full security plan is in place for each campus, these plans list the security measures in place to keep you, your visitors, and your possessions as safe as possible during your stay. If you would like a copy of the security plan for your residence, please request this from your campus Accommodation Services team.

Student and Academic Services (SAS)

Whatever your circumstances, the university's Student and Academic Services (SAS), which includes Accommodation Services, can help you make the most of academic and social life at the University of Greenwich. SAS can also support you in dealing with challenges that you may encounter.

Counselling and advice are available from qualified counsellors and welfare advisers who work within SAS. The team also includes a disability and dyslexia adviser and an international students' adviser.

Further information about the other services offered can be found at www.gre.ac.uk/study/support.

Feedback, queries and concerns

We welcome any feedback – positive or negative – that you may wish to provide to help us continue to do things right or to improve the service that you receive. Please feel free to express these comments to Accommodation Services staff.

Surveys

We have also changed the way in which we obtain feedback about our service from our residents.

Please do ensure that you complete the surveys when prompted, as your feedback is used to identify things that you really love about living with us, and areas where we can do better.

Complaints

Informal Complaints

If you have a specific complaint, please contact Accommodation Services ideally via email or visit or phone Accommodation Services to discuss your concerns. Every effort will be made to resolve challenges raised as quickly as possible.

You may request that your complaint be escalated to the relevant Accommodation Manager if you remain unhappy with the outcome.

If you would like for a complaint to be escalated further upon receiving a response from the relevant Accommodation Manager, or if you would like to appeal a decision made by the Accommodation Manager, you may request that the complaint be reviewed by the Head of Accommodation Services. The Head of Accommodation Services will review the complaint and all supporting information, or in such cases that they are unable to act, will appoint an Accommodation Manager from a different campus to review the matter.

Note: If the complaint relates to a maintenance issue that you feel has not been dealt with within a reasonable time or appropriately, you must ensure that you let Accommodation Services know via email. You need to provide the reference number that you received when logging the maintenance item or supporting proof of your initial maintenance report (see maintenance section for more information).

Formal Complaints

If a problem is not resolved after all attempts at resolution have been made, you may pursue a formal complaint via the Student Complaints Procedure. A full copy of the procedure can be provided to you by the manager upon request or from the university's website at: [Academic Appeals and Student Complaints | Student Services | University of Greenwich](#)

Additionally, all University of Greenwich halls of residence are members of the ANUK/Unipol Code of Standards. Students whose complaint relates to aspects of their accommodation covered by the code, and who feel that their complaint has not been resolved within the university, may wish to register a formal complaint with the National Code Administrator. A copy of the code containing information on how to make a formal complaint is available at www.nationalcode.org/.

What is included?

Here you will find more information about some of the great services that come with your room and what you will need to bring with you.

Internet

Great news! We have recently updated our internet speeds at all University of Greenwich residences from 50 Mbps to up to 250 Mbps for wireless connections, and up to 1 Gbps for wired connections!

See below some other benefits as part of this service:

- Connect up to 25 devices at once
- Home network service allows you to link your devices, for example with 'Amazon Alexa'
- Symmetrical speed, which allows you to upload as fast as you can download

- 24/7/365 support available.

Internet faults

If you experience any faults or problems with your internet service, please ensure that this is reported to Glide immediately.

We encourage all residents to call Glide directly, allowing a team member to troubleshoot and try to resolve the fault while you are on the phone. However, if you are unable to call Glide, then please see below all communication methods:

Tel: 0333 123 0115

Email: studentsupport@glide.co.uk Twitter:

<https://x.com/GlideStudent> LiveChat:

<https://direct.lc.chat/8568028/6>

Insurance



Contents insurance for students is included within your accommodation fees. Further information about the policy, making a claim, purchasing additional coverage, and benefitting from a range of great offers and discounts, is available via [Howden for Students](#). Simply go to your app store and search 'Howden for Students'.

Note: It is important that you register in the app and confirm your cover as soon as possible.

Provided in your bedroom

- Bed, mattress, and mattress protector
- Desk
- Chair
- Wardrobe and shelving unit
- Under bed storage
- Waste bin
- Mirror

Provided in your communal area

- Electric cooker
- Kettle
- Microwave
- Toaster

- Waste bin
- Recycling bin
- Dustpan and brush
- Iron and ironing board
- Vacuum cleaner
- Broom
- Mop

What do I need to bring?

You will need to provide your own:

- Bedding
- Cutlery
- Crockery (top tip: pick a unique pattern so your items are easily identifiable)
- Cooking utensils
- Any other living items such as laundry baskets, bins, floor mats, toilet roll, and cleaning products
- Personal items to make you feel more at home such as posters, photos, laptop, and a television.

Please note that if you decide to bring a television with you or watch it on your laptop or tablet, you will need to purchase a TV Licence. Study bedrooms are single occupancy and require a licence per bed space (unless there is a single TV in the flat i.e., in the kitchen/dining area). Please visit <http://www.tvlicensing.co.uk> for more information.

UniKitOut

Why not take the hassle out of buying and transporting your bedding and kitchen items by pre-ordering from our friends at **UniKitOut**. All you need to do is [click here](#), choose the items you want, select your residence, then confirm and pay for your goods. The pack will then be pre-delivered directly to your residence, so it is there ready and waiting for you in your room when you arrive, leaving you to quickly settle into your new and exciting environment.

Don't forget to enter promotional code: Greenwich10 to receive 10% off.

Campus/hall facilities

Launderette

There is a launderette, operated by Circuit Laundry, located on-site near to Sodexo's office, where you can do your laundry. There is a charge to use the washers/dryers, however Circuit Laundry offer a competitive student price. Prices are displayed on each machine.

Circuit Laundry app

Great News! The circuit laundry app is designed to make your laundry experience even better

Some of the benefits of the Circuit Laundry app are:

1. Top up your laundry account and pay directly from your phone
2. See How-to videos to assist you with your laundry
3. Report a fault with a machine
4. LiveChat with the Circuit team.

You can download and install your Circuit Laundry app by following the steps below:

1. Go to your app store and search 'Circuit Laundry' (not Circuit Laundry Plus)
2. Once downloaded, open your app, and click 'Register'
3. Enter your details and click 'Register'

LaundryView

LaundryView allows you to manage your laundry experience a little better.

With LaundryView, you will be able to:

- See the quietest and busiest time to do your laundry
- See which machines are currently in use
- See how long your laundry has until completion.

To use LaundryView, all you will need to do is:

1. Go to Circuit.co.uk
2. Click on 'CircuitView' at the top of the screen
3. Enter the city (London), the accommodation provider (University of Greenwich), and your campus laundry room
4. Click 'View Laundry Room'.

If you notice any faults with the machines:

Please report any faults with the washing machines or dryers to Circuit Laundry on

Telephone: 01422 820 040.

Top tip: Try not to overload machines with clothes. If a machine is too full, it cannot spin properly and won't clean your clothes effectively. Clothes will also be too wet at the end of the washing cycle meaning that the dryers won't be able to dry them effectively either.

We ask that you do not hang wet clothes in your flat as this may cause damp and mould and it may also be a fire hazard if clothes are left on or near heaters. Please dry your clothes using the dryers provided.

The Deep End

The Deep End is a great place to hang out. Located near to Drill Hall Library, it is Medway's state-of-the-art bar. Here you can enjoy events, live sport, food and drink.

Care of your flat and room

Inventories

Inventories are a great way for you to tell us the condition of your room when you arrive to live in halls of residence.

You will receive an email including your online inventory on your arrival at the halls of residence. When you arrive to move in you will be asked to confirm that you have received an email about your inventory.

Once you have settled into your room, follow the instructions on your email to complete and submit your inventory. Your feedback will be saved and reviewed at the end of your contract to ensure that you aren't held responsible for any items that were present when you arrived.

Note: Maintenance items that need repairing during your stay should not be logged on your inventory. Please log these as maintenance jobs instead (see maintenance section).

Looking after your home

You are responsible for taking care of the fittings and furnishing in your flat and in addition to looking after your study bedroom. You are encouraged to work together with your fellow flat mates to ensure that the communal areas of your flat are kept in the condition they were in when you moved in.

Any damage or defacement, except that caused by normal wear and tear, will be charged to the student responsible. If responsibility cannot be attributed to or recovered from a particular student, all residents within the particular flat or block may have to accept shared responsibility and any costs applied to the residents' hall fee accounts. Any furniture or furnishings brought into the flat must comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988.

Heat Mats

Extra care should be taken to protect kitchen countertops and furniture from hot cookware, appliances and dishes. Students are expected to use heat resistant mats to protect kitchen surfaces which can help extend the life of kitchen surfaces. Here's how students can use heat resistant mats effectively:

Placement

- Ensure the mat is positioned on a flat, stable surface of the countertop.
- Keep it away from the edges to prevent accidental slipping.
- Place it in a convenient location where hot pots, pans, or appliances are frequently used.

Usage Guidelines

- Always place hot items directly onto the mat rather than the bare countertop to prevent heat damage.
- Avoid prolonged exposure—while heat resistance mats protect against immediate damage, extremely high temperatures over extended periods may still affect surfaces.
- Use the mat for heat-emitting appliances, such as kettles or coffee machines, to prevent surface

discoloration.

Cleaning & Maintenance

- Wipe the mat regularly with a damp cloth and mild detergent to remove spills and stains.
- Ensure the mat is completely dry before placing it back on the countertop.
- Avoid abrasive cleaners or scrubbers, as they may damage the protective surface of the mat.

Additional Tips

- If the mat becomes damaged or worn, replace it to ensure continued protection.
- Store the mat flat or rolled up when not in use to maintain its shape and effectiveness.
- Never use the mat as a cutting surface, as sharp objects may compromise its integrity.

Sodexo Recharge List

A list of indicative charges for items that may require repair or replacement due to misuse or damage can be made available upon request.

Note: Students must request permission from Accommodation Services before bringing furniture into halls of residence and will be asked to remove any items that do not comply with these regulations. Please remember that any furniture that you bring into accommodation will need to be removed before you vacate.

Ventilation and heating

Ventilation

It is important to keep study bedrooms and communal areas ventilated to prevent condensation and ensure clean air circulates. This is very important to avoid damp and mould and in kitchens to prevent smoke build-up during cooking. This can be achieved by students completing the following:

- Ensure that all extractor fans in the flat are working and report any faults
- When cooking, keep the kitchen door closed, open a window, and use the extractor fan
- Cover pans when boiling
- When having a shower keep the door closed during and after as they can trip the multi-sensors located in halls and trigger a fire evacuation
- Open your window when in residence (taking care to close and lock these when you are out)
- Do not hang clothes in your room – use the dryers provided in the laundrette. If wet clothes are kept in the room, ensure the window is opened to allow ventilation.

Note: In order to prevent mould from growing in your room it is important that it remains well-ventilated throughout the year. Opening windows for a short time regularly will ensure that moisture in your room is kept to a reasonable level.

If you believe that you do have mould in your room, then please log a maintenance request immediately. See Maintenance section of this handbook.

Heating

Please reach out to the Sodexo team if you have any queries about operating the heater in your room.

Extra tips

Make sure your radiators are not obstructed by objects.

Shut windows and draw curtains to help keep in heat from the day.

Remember to switch off when leaving the room and at the end of term.

The sustainability team is also here to help with sustainable living, and to support any innovative ideas you may have on how we can improve our environmental footprint. The team can be contacted on sustainability@greenwich.ac.uk. [Click here](#) for what you can do to live sustainably and save money.

Keep an eye out for additional emails on how to be sustainable in halls.

Note: All personal or portable heaters are strictly prohibited for use in residential buildings unless you have written permission from Accommodation Services.

Cleaning

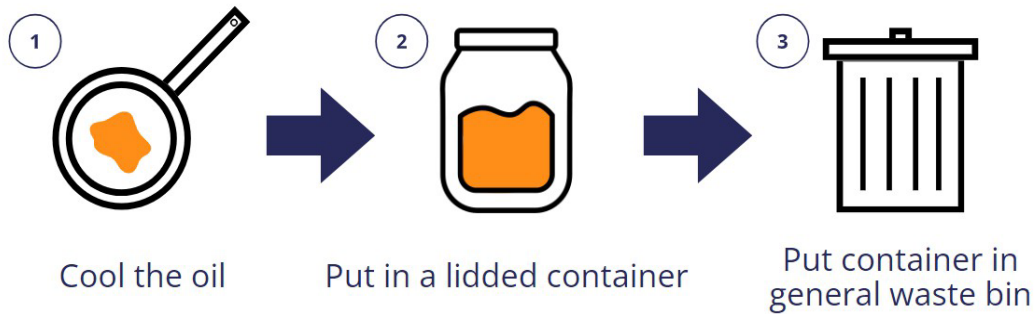
Keeping your flat clean will create a happier environment for everyone and help to ensure that pests are not attracted!

You are responsible for keeping your bedroom, kitchen, and toilet/shower rooms in a clean and tidy manner. However, a domestic assistant will visit your flat once a week to clean your kitchen. You will be advised of the day of the week when cleaning will take place, and you will be notified in advance if this date and time is changed, or if a weekly clean cannot be conducted for any reason.

The sinks, work tops, cooker tops and floor in the communal kitchen area will need to be cleared to enable the domestic assistants to carry out their work. The kitchen and communal areas must be kept in a reasonable condition at all times. This includes ensuring sinks/work tops are free of crockery, cutlery, and other items. If this is not done, the domestic assistants will be unable to complete their tasks.

Never put oil down the sinks as this can clog the sink and prevent water from draining, you can empty cold oil into a plastic bottle and dispose of in the bin.

How to dispose of cooking oil and fat:



DON'T pour directly in :



We recommend that you work together as a flat to ensure that your flat is kept in a good state, perhaps working with a cleaning rota to take it in turns. A Resident Assistant or Accommodation Services staff member can offer help and advice if you have any concerns about working with your flatmates to keep your flat in good order.

There will be no domestic services provided for cleaning your bedroom. However, for some room types, shower room cleaning is available and you will be notified of this. Domestic assistants may also require access to your shower room to carry out shower-head descaling. You will receive notification of this in advance.

Refuse removal and recycling

Here is how you can help to keep your home as clean as possible and help our community to achieve its sustainability targets.

RUBBISH DISPOSAL

- Please dispose of your rubbish in appropriate sections of bin in your kitchen.
- Please empty your bin on a daily basis to avoid smells.
Staff can assist you with any queries.
- Please **DO NOT** contaminate the recycling bins provided (with orange lids) in the bin stores by disposing of black/other bags in them.
- Only clear recycling bags (and flattened out) cardboard should be thrown in recycle bins (with orange lids).
- Black/other bags **must** be disposed of in general waste bins (with grey lids).

RECYCLING

Please dispose of your waste correctly to help us reach a target of recycling at least 70% of waste.



There are recycling facilities provided in your kitchen and on-site. Recycling waste will be removed by the domestic assistants on a weekly basis. However, if your recycling needs emptying before this time, you are responsible for doing this to ensure that areas remain clean and pests are not attracted to your living area.

Residents are responsible for disposing of their non-recycling waste or heavy waste in the communal bins. If your communal bins become full, you will need to dispose of these yourself. Please do not keep extra rubbish bags in the flats as they attract unwanted pests.

Food waste recycling

In the last academic year, the Sustainability Team introduced food waste recycling in all kitchens at Medway residencies. This was a positive environmental step that aims to support our efforts to increase recycling across the university. With over 90% of students saying they care about the university, we are hoping Medway residents can help us reach our target of a 70% recycling rate.

Your shared kitchen will include the following item:

- A food waste caddy
- A roll of compostable liners
- A tips and tricks leaflet
- A food waste poster

Please see below for useful tips and tricks:

- Only line your caddies with the compostable liners provided

- Only dispose of food waste, scraps and uneaten leftovers (no packaging)
- To avoid over-filling, empty your caddy when it is no more than three-quarters full
- When disposing of the contents of the caddies, tie a knot in the compostable liner and take it down to the large bins in the courtyard
- It is the responsibility of all residents to empty the food waste caddy regularly to avoid any unpleasant smells or pests.

Flat inspections

Accommodation Services and/or Sodexo team members check flats from time to time (likely once per term) to ensure that the flat is in good condition, in regard to rubbish disposal, furniture, and general cleanliness. You will be notified in advance of when inspections will take place.

Our Medway Sodexo team members perform regular cleaning and checks on all shower pods at least 4 times throughout the academic term. This includes thorough cleaning of the shower pods, descaling of shower heads, and temperature checks in line with L8 regulations. Descaling helps prevent the build-up of limescale, which can affect water flow and temperature, while temperature checks are crucial for preventing the growth of harmful bacteria such as Legionella. We understand the importance of your privacy and comfort; therefore, all residents will be notified in advance of these visits. Visits are scheduled on Wednesdays, 629 and a schedule of dates can be found on your kitchen notice board. Your cooperation in these matters is greatly appreciated as we work together to maintain a safe and clean-living environment.

Maintenance

We understand that things don't always run as smoothly as we would hope. There are dedicated teams available to support you if maintenance or replacement of any university owned fixtures, fittings or equipment develops a fault.

By recording a request for repairs to be carried out, unless expressly stated otherwise, you are giving permission for university staff/contractors to enter your flat or bedroom to complete the repair. Maintenance teams work within the timescale provided in the **Accreditation Network UK (ANUK)** Code, of which the university, Sodexo and CLVUK are all signatories. Listed below for reference:

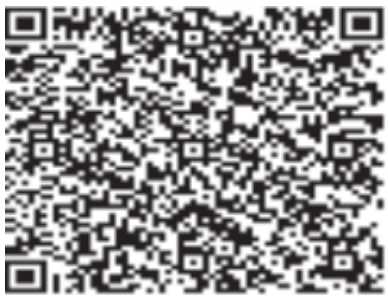
Priority One – Emergency Repairs	Are completed as soon as possible or in any event within 24 hours of a report of a defect. These would be any repairs required to avoid a danger to health, a risk to the safety of occupants or serious damage to buildings or occupants' belongings
Priority Two – Urgent Repairs	Are completed within five days of report of the defect. These would be any repairs which materially affect the comfort or convenience of the occupants
Priority Three – Non-Urgent Repairs	Are completed within 28 days of a report of a defect. These would be any repairs not falling within the above categories

Note: Please see maintenance reporting instructions for different blocks within our campuses. It is important that you report maintenance items in the correct way in order for the fault to be repaired as quickly as possible. Please also be sure to keep a record of your reported fault.

Although maintenance teams will aim to complete non-urgent tasks within 28 days, this may not always be possible. Where there are unavoidable delays, or it is not practical or possible for a maintenance item to be completed, you will be informed of this. Please contact our maintenance teams with any queries regarding your reported fault.

Reporting maintenance

For Non-Urgent maintenance requests, please log on to our QFM portal by scanning the below QR code.



For Urgent maintenance, our office contact details are below, or you can visit the Sodexo helpdesk.

Telephone: **+44 (0)1634 890 314**

Sodexo Reception is open from 9:00am to 5:00pm (Monday to Friday)

Please call the above number if you believe that a repair is required urgently. For your records, also ensure that you submit the report of your fault on QFM portal as well.

For any urgent out of hours maintenance, please call the duty RA on 07792 654 634

Note: If you have any ongoing concerns regarding a reported maintenance fault, please email accommodation services quoting your reference number or attaching a record of your original report.

Living in halls of residence

Living with others

Sharing a flat with other students can be fun but can also present some challenges. A good way to ensure this goes well is to try to get to know all of your flatmates and to treat others as you would like to be treated.

Consideration for others:

- Do not use other residents' possessions or eat their food. If you want to borrow something, ask first
- Avoid late night noise from stereos, TVs, loud talking or shouting and always respect a request to keep the noise down whatever the time of day. There should be no audible noise from outside your bedroom – headphones are a great way of ensuring this
- Take care when entering or leaving your room or the flat so as not to cause unnecessary noise or disturbance
- If you are making special or extended use of the communal facilities, for example inviting friends to a meal, you should ensure that the other residents in your flat are not deprived of the use of the common spaces and facilities or check with them first
- Clear up when you have finished cooking and eating – it is unfair to expect other residents to have to clean the communal facilities before using them
- Making a rota for the flat can be beneficial and helps to delegate responsibility.

Tolerance of other residents:

- The university will not tolerate any form of bullying or harassment whether it be based on someone's race, faith, gender, sexuality, disability, or anything else
- Others may have a different lifestyle or pattern of behaviour which means that they may work, eat, or sleep to a different timetable. Make sure you respect this.

Complaints about others:

- If possible, you should try to tell them first yourself as they may not be aware of the problem they are causing – it is in everyone's best interest to sort out issues among residents themselves
- If problems persist and cannot be resolved, speak to a Resident Assistant or Accommodation Services for advice
- If problems are serious or if they have escalated, notify Accommodation Services via email. You can also discuss the matter with us in person and over the phone but for any action to be taken the problem must be reported in writing.

live together better



greenwich
students'
union

Shared living is a big part of coming to uni. Use these tips to have a good relationship with your flat mates and the wider community.

respect

Learn to compromise

Understand each others schedules and habits

Ask before using things

Be nice to the neighbours and keep the noise down

talk

Check in with each other, sometimes all we need is a chat

Discuss issues together sooner rather than later

Set up a space to chat on message or together

Remember to listen to what they have to say

chill

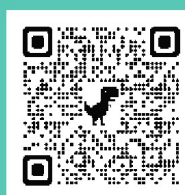
Spend time together even if it's just to watch a film or eat pizza

Shared spaces are for everyone

Allow others to have a private space

Find a shared interest

If things become too overwhelming, or have a detrimental effect on your stay in Halls of Residence, scan the QR codes and get in touch.



Accommodation

GSU



Student Wellbeing Service



Guests

You are welcome to have guests visit you in halls of residence; however, if you are having a guest stay overnight, please notify your flatmates. Resident should have the agreement of their flatmates if their guest is staying more than one night. Please note that children cannot stay overnight in the hall and you should avoid having young children visit the hall, you are responsible for all guests and must ensure that they are aware of the regulations.

Guests are not permitted to stay in halls of residence on a regular basis. Where this is believed to be the case, Accommodation Services may request that your guest vacate the premises and not return as an overnight guest for a specified period of time.

Guests are not permitted to be on the premises when you are not there and should never be given keys. They are also not permitted to sleep in communal areas within a flat. Please note that all residents are responsible for the behaviour of their guests. This also remains true for unauthorised guests so please be careful about who you allow into the building or your flat.

Requests to move rooms

If you would like to move rooms for any reason, it is often possible to move (subject to availability) – just contact Accommodation Services who will be able to advise you of what might be possible. Please note however that room move requests cannot be accepted before 1 October unless there are exceptional circumstances.

You are not allowed to swap rooms with other students without permission. If a room move is granted, you may be required to sign a new Accommodation Licence Agreement.

Ending your license agreement early

If you wish to terminate your license agreement before the contractual end date, you will need to speak to Accommodation Services. We will be able to run through your options which can vary throughout the license period. There is also an online form that you must complete if this is something that you are thinking of doing. It is available in the accommodation section on your student portal (the same place where you would have found your hall application form).

Moving out at the end of your license agreement

Your license end date will be stated in your booking confirmation email, as well as on your license agreement. You are required to vacate your room and return your keys no later than 10am on this day. Please ensure that you have vacated and cleaned your room. We expect the flat to be returned to us in the condition that it was let to

you in. When the time comes to move out of your accommodation you will be sent further information.

If you are moving out at any other time, please notify Accommodation Services and an arrangement will be made regarding your departure.

Staying for summer and rebooking for next year

Limited rooms in halls of residence are available for students continuing their courses beyond the license agreement end date. Information regarding applications for the summer vacation and next academic session will be published in January.

Note: It is important that you apply within the deadline provided, as rooms will be offered on a first-come, first-served basis.

Note: You may be required to move rooms when moving into summer accommodation.

Storage

Please note that there are no storage facilities within halls of residence. You are advised to contact a reputable storage company if you need to store your belongings. Items left in rooms at the end of the year will be disposed of by the university and a charge levied for this removal.

Health and safety

The health and safety of you and our community is important to us. Here you will find some information that will help to keep you and others as safe as possible.

General safety tips

KITCHENS

- Please use the kitchen and all appliances responsibly.
- Please **DO NOT** store anything on top of the cooker hoods/extractor fans for safety reasons.
- All residents are responsible for keeping this kitchen neat and tidy at all times. Please clean and wash up on a daily basis to ensure the kitchen is hygienic and clean for other users.
- Please **DO NOT** leave cooking unattended as it can be a major fire risk and ensure the hob and oven are turned off after use.
- Please ensure you keep the microwave & oven(s) clean.
- Please **DO NOT** throw leftover food down the sink drain as it causes blockages.
- Please **DO NOT** leave rubbish bags on the floor as it could be a health and safety hazard.
- Please report any maintenance or repairs using the correct reporting method, as soon as you are aware of an issue or fault, don't assume your flatmates have done so.

GENERAL

- Please keep **all** communal areas neat & tidy.
- Your flat corridor should be kept clear **at all times**.
- Kitchens are cleaned and inspected weekly by the cleaning team.
- Any maintenance repairs or damage should be reported immediately.
- Please **DO NOT** prop open your flat entrance or bedroom door, these are fire safety doors and must remain closed at all times.
- Please **DO NOT** allow unknown people into the building and/or in your flat and please remember you are responsible for your guests.
- Please **DO NOT** cover the smoke detectors and remember, smoking is **NOT** permitted in the building.
- All windows are set on 'tilt-only' and will not open fully. Please **DO NOT** force them open. For every window found open, there will be a charge to close it.

Electrical safety

<u>Do</u>	<u>Don't</u>
Make sure all electrical equipment carries the CE mark	Replace plugs this should be carried out by a professional
Make sure your equipment is safe to use	Use extension leads from outside the room
Ask if you are unsure how to connect your plugs	Allow your appliances to overheat through lack of ventilation – this could cause a fire
Make sure your plug complies with BS 1363 and is properly fused and earthed	Use multi-sided adapters – fused extension leads are much safer
Report any faults with university-supplied equipment using the correct maintenance reporting method (see maintenance section)	Hang or trail leads/cables/flexes across your room
Remove the plugs from the sockets when you are away from your room	Try to repair electrical equipment unless you know how to do it safely
	Use sockets above wash basins for anything other than electrical shavers

To check your electrical equipment, you should first switch off and unplug the equipment and then look for the following danger signs:

- Damage (apart from light scuffing) to the cable covering
- Damage to the plug – is the casing cracked or are the pins bent?
- Damage to the outer cover of the equipment – any dents, loose parts, or screws
- Overheating – burn marks or staining on plugs, equipment, or socket.

You may be required to have your own electrical equipment checked by the university's engineers. In the interests of safety, unsafe or unsatisfactory equipment found in use may be removed for safekeeping by the university without notice.

Overseas students should note that the electricity supply in the UK is 230 volts (not 110 volts) and only electrical equipment purchased in the UK should be used.

However, if you need to use 110-volt equipment, you must have an approved voltage and plug/pin converter (please note that most travel adaptor plugs do not convert voltage). If you are unsure of the voltage or safety of your equipment, **do not use it**. Instead, either purchase a UK model or seek advice from Accommodation Services.

Fire safety

Fire safety within the hall is extremely important and you are encouraged to practise good fire safety and make a note of the following points.

Students are advised that the following items are **NOT PERMITTED** in halls:

Banned in Halls of Residence

The following items are not permitted anywhere in the university halls of residence:

- Portable heaters



- Shisha pipes



- Lighted candles



- Incense sticks



- Aromatic Oil heaters



(or anything producing a naked flame)

- Nitrous Oxide canisters



Furthermore, the following items are not permitted within Halls of Residence:

- Electric fan heaters or other heating devices unless authorised in writing by Accommodation Services staff
- Cigarettes including e-cigarettes
- Hanging of net curtains or other non-fireproof material
- Furniture that does not comply with fire safety standards (furniture that complies will have a label confirming it meets legal safety standards)
- Portable hobs or barbeques
- Electric scooters and bikes
- Plastic toasters

Note: All prohibited items have been the cause of previous fires and the university cannot stress strongly enough how dangerous they can be.

Top tips to avoid alarms and fires:

- Never leave cooking unattended
- Deep fat frying and the use of chip pans (i.e., a saucepan full of oil) is prohibited
- Always close the kitchen door and switch on both the cooker hood extractor and outside extractor. Failure to do so is likely to activate the smoke detector in the hallway and hence set off the fire alarms
- Do not interfere with or remove door closers; these are an essential element of fire safety
- You must not put any metal or metallic objects in the microwave oven as this could damage the oven or possibly cause a fire. Please ensure that microwaves are cleaned after use
- In the event of fire involving oil, do not throw water on the fire as this can cause the fire to spread
- In the event of a fire do not open the windows as oxygen will feed the fire.

Fire safety equipment, alarms, and evacuation procedures:

- All flats are fitted with heat and smoke detectors, fire alarms, fire blankets and door closures
- Fire doors should be kept shut when not in use
- Residents or guests should not tamper with self-closing devices
- Residents should report any fault or damage to a self-closing device immediately
- It is a criminal offence to tamper with any fire safety equipment including heat and smoke detectors, 'break glass' alarms and fire extinguishers and it is also in breach of your accommodation license agreement
- Please familiarise yourself with the fire instructions which are prominently displayed throughout the campus and in your flat and room to make sure you know your nearest exit and assembly point. Fire practices/drills are held at regular intervals in order to familiarise all members of the university with the alarm's distinctive sound
- If you discover a fire, warn other residents within your flat (if you can do so safely) and then sound the alarm by pressing a red call point as you leave the building. Once outside, call the fire brigade and report to the assembly point
- On the hearing the alarm, evacuate the premises and assemble at the area noted on your fire action notice located in each bedroom. Do not re-enter the building until permitted to do so by the Fire Brigade Officer or a member of security staff.

Smoking policy

University halls of residence are a smoke free environment. Smoking, including e-cigarettes/vapes, are not permitted to be used anywhere in halls of residence (this includes bedrooms, communal areas, kitchens, corridors, lobbies, stairwells, and entrances) Designated smoking areas are available at all campuses. Please speak with teams based in halls of residence or Accommodation Services if you have any queries or concerns.

Note: Smoking on any balcony in any university managed halls of residence is strictly prohibited and will be treated the same as if a student smoked within a building.

Windows and balconies

All windows are on a restricted opening mechanism and will not open fully due to health and safety legislative requirements. Residents must not tamper with window restrictors, sit on window ledges, or climb or hang over balconies.

Residents found to be breaching these regulations may be subject to disciplinary action.

For safety and security, please ensure that you close and lock windows when you are leaving the room, particularly if you live in a flat on the ground floor.

Pests

Pests can cause a nuisance and negatively impact on your living experience, as well as contaminating food and spreading disease. The best way to protect your home against pests is to ensure that it is always kept in a clean condition.

Bed bugs

Bed bugs are small, flightless insects found worldwide and they are becoming more common in the UK due to the increase in global travel. They hide in crevices in the bed and other furniture as well as under carpets and behind skirting boards, pictures, and mirrors. You can minimise the risk of a bed bug infestation by frequent cleaning of bedding and clothing and regular vacuuming. Ensure that you wash and dry clothing as soon as you return from any travels or holidays.

If you suspect that you have been bitten by bed bugs you should seek treatment from your doctor and contact Accommodation Services immediately.

Reporting Accidents & Incidents

Incident and Accident Reporting

The university operates an online system for students to report serious accidents or incidents on. This system allows such incidents to be recorded and investigated by an appropriate member of university staff.

Please click [here](#) for further information on reporting an accident or incident that may have occurred within university property and/or involving other members of the university community.

Report & Support

All University of Greenwich students have access to an online system to report and receive support following any acts of harassment, bullying, hate crime, and sexual misconduct. Reports can be made anonymously and can be made by students who have witnessed such incidents also.

[Please click here for further information.](#)

Health and wellbeing

It is important that residents and members of our community are safe within our campuses and that you receive any support that you require during your time at the university. See some helpful information below

SafeZone App

The SafeZone mobile phone application is an important tool to ensure that you receive any urgent support that you may require whilst on university property, including academic and accommodation buildings that are owned or managed by the university. It is easy to raise the need for first aid or to raise an alert to an emergency, this will then be responded to by a member of the university team.

[Please click here for further information.](#)

Wellbeing Support

Our dedicated university Student Wellbeing Service is available to support our students to achieve great mental health, this may include one-to-one counselling sessions to self-development group workshops.

If you require any wellbeing support, you can self-refer to the service by clicking [here](#) and completing the form.

Spectrum.Life

The Spectrum.Life platform and app is designed to provide further support to our students 24-hours a day. As well as E-Learning content relating to mental health, fitness plans and recipes, students also have access to professional support via telephone and online chat 24/7, 365 days of the year via the Student Assistance Program (SAP).

[Please click here for further information.](#)

Sustainability

We take our sustainability responsibilities seriously at the University of Greenwich and are committed to achieving Net Zero 2030. Here is how you can help us to achieve this target.

Energy efficiency and environment



Energy saving

We support sustainable living and expect you to try to save energy. Flats that use an excessive amount **may be charged**.

Energy-saving tips

- 🔌 **Make sure** your radiators are not obstructed by objects
- 🔌 **Shut windows & draw curtains** to help keep in heat from the day
- 🔌 **Use a lid** on saucepans where possible to heat more with less energy
- 🔌 **Switch off** lights, TVs, microwaves, computers, and other appliances when not in use
- 🔌 **Ask your friends** if they also want a cuppa; only boil what you need
- 🔌 **Put on full loads of washing** to avoid water and energy wastage

We partner with [NUS and Student Switch Off](#), with competitions in all halls. **Win prizes and make a difference!** Did you know that between 2015 and 2019 students saved **68,062 kWh**, that is the equivalent to boiling a kettle for **2.1 million** cups of tea!



Reduce water consumption

Water is crucial to us all. 70% of our planet is covered in water but **only 2.5% is drinkable** and **1% easily accessible**.

Water reducing tips

- 💧 **Have shorter** showers, one fewer minute could save 21 glasses of water
- 💧 **Plug it or bowl it;** do not leave taps running when washing up
- 💧 **Share the load,** consider sharing a machine for a full load of clothes
- 💧 **Use enough;** put a lid on saucepans to save on evaporation loss
- 💧 **Drink enough;** plants will love the leftover water from your glass

Did you know that according to Waterwise a dripping tap if left can waste 5,000 litres of water a year? That is the amount of **one pint per day!** Imagine pouring a pint and watching it drain away: no one wants that!



Caring for the environment and yourself

Outdoor areas can provide relaxation, fresh air, and natural space to socialise. We can help ourselves and surrounding wildlife thrive.

Environment tips






- 🌱 **Do not litter;** plenty of bins are available in and outside
- 🌱 **Cigarette butts** will leach chemicals and include plastic, use the bins
- 🌱 **Chewing gum** does not degrade so aim for the bin
- 🌱 **Remember to think;** would this be acceptable in my parents' house?
- 🌱 **Remember;** free advice is a click away www.greenwichsu.co.uk/advice/
- 🌱 **Accessible 24/7 [Togetherall](#)** is also a safe community



Getting involved

By sharing knowledge, we can all help in making a positive difference. It can also help your studies and future careers.

Ways of getting involved

-  **Speak to your friends;** it can bring some interesting insights
-  **Join Eco-Team;** the university's dedicated student and staff network
-  **Volunteer;** from gardening to campaigning there are opportunities
-  **Become an ambassador;** NUS Student Switch Off has annual teaching
-  **Lead by example;** your actions make a difference and will influence



Learning more

You do not have to study a related degree to learn more. There are plenty of resources that can assist you in making positive changes.

Ways of learning more

-  **Check out** our sustainability team's website www.gre.ac.uk/sustain
-  **Visit the library;** they have plenty of environmental books to offer
-  **Keep an eye on the news** for the latest innovations and discussions **Guest**
-  **lectures** are a great way to gain new insights into the field **Calculate your**
-  **footprint;** <https://footprint.wwf.org.uk/#/>
-  **Ask questions** on your courses to include sustainability in learning

Medical support

Here you will find important information on medical support, should you need this throughout your stay.

Registering with a doctor

We recommend that when you arrive at your halls of residence you register with a GP within the first week. It is much easier to register when you are well rather than wait until you need medical assistance. This enables the surgery to register you on its computer system and obtain your previous notes.

Please see some suggested local practices below:

St Mary's Island Surgery

Edgeway, Chatham

Kent ME4 3EP

The Pentagon Surgery Boots

Pentagon Shopping Centre, Chatham

Kent ME4 4BB

Telephone: 01634 557050

Opening hours: Monday to Friday 8:30am–6pm

Dental care

You may wish to also register with a dentist during your time in halls of residence. Some local dentists are:

Dental Health Practice

83A High Street, Gillingham

Kent ME7 1BL

Telephone: 01634 851 061

Chatham Dental Surgery

131A High Street, Chatham

Kent ME4 4DH

Telephone: 01634 406 776

First aid and medical emergencies

For any minor medical needs, we have got you covered. A lot of our teams are first aid trained. First aid boxes are located at the Security Gatehouse and in Resident Assistant (RA) flats. All RAs and security staff are trained in first aid and you can contact them in an emergency. However, for serious accidents or life-threatening situations you should call an ambulance directly by dialling 999 from any phone.

If you call the emergency services, you must also contact security **01634 883 138** to advise them of the location of the casualty and notify them that the emergency services have been called. Security will then ensure that emergency services that arrive on-site are directed as quickly as possible to the correct place.

Social and leisure

A big part of life in halls of residence will be to build relationships and create bonds with the wider community. There are a number of ways that you can do this.

Students' Union

Greenwich Students' Union (GSU) organise social events as well as provide advice and assistance about financial and other matters. Visit their website for information on events and what they offer students www.greenwichsu.co.uk

Medway Gym

There is a gym located on Medway Campus in the Sports Hall and it is available to all students. Membership is now included within the fees that you pay for accommodation.

To join the gym, simply visit the Sports Hall to sign up and take a passport-sized photo with you (this can be a print-out).

ResLife

Accommodation Services organises events, both online and live, throughout the academic session for residents. Keep an eye out for emails and ers alerting you to these events!

See below some pictures from events and activities held previously.

			
End of Term Masquerade Ball	Halloween Events	Festive Decoration Event	Exam Period Sports Events
			
Festive Holiday Movie Night	ResLife Competition	Wellbeing Drop-In Sessions	Easter Event

Note: If you have any ideas for events or activities that we can hold, then please let our friendly RAs or a member of Accommodation Services know. We'd love to hear them!

Note: Keep an eye out for information and updates on ResLife events and other events at the university. These will be available on the accommodation section on your student portal (the same place where you would have found your hall application form).

Travel and parking

Inter-campus bus service

The university inter-campus bus service connects Avery Hill, Greenwich, and Medway campuses. The timetable operates to cover normal university working hours and is the best way to travel between our campuses. The service between Greenwich and Avery Hill is currently free. There is a charge for services to and from Medway.

Tickets must be purchased in advance from the Students' Union shops on any of the three campuses.

[Click here](#) for more information on current timetable and prices for the service.

Bicycles

Medway Campus is a great place to bring your bike. There is lots to do and see within a few miles. The university is very supportive of a greener environment and encourages student residents to cycle. There are bicycle racks outside of each of the buildings and there is a secure bicycle storage facility located outside Wolfe House; the combination code can be obtained from the Sodexo Office in Merlin house. Please do not store your bike in the communal area of your flat; they are deemed a fire hazard and can block exits.

Parking

Car parking permits are available at Medway halls. You can apply for a permit, which is only available to students who live on campus, via the student portal. The permit allows you to park at the halls; it does not entitle you to park on campus.

Taxis and cabs

For local taxi companies, please text 'home' to 60835. You are advised never to use unregistered mini cabs or any cab that approaches you. Please always use a cab from a registered taxi firm or a licensed black cab.

Accreditation Network UK (ANUK)

The University of Greenwich, as well as our partners, are active members of the Accreditation Network UK (ANUK).

ANUK operates a national code for large student developments, which aims to ensure transparent and professional management of purpose-built student accommodation.

Benefits:

There are a number of benefits for our residents in living in halls of residence that adhere to the National Code set out by ANUK, see some below:

1. All members agree to follow ANUK guidelines, an example of this is the timescales in which we aim to respond to maintenance faults (see maintenance section)
2. Our buildings will generally meet or exceed fire safety requirements of local authorities
3. We agree to notify residents of access required to occupied spaces (see maintenance section)
4. You may escalate a complaint to ANUK if you believe the university has not dealt with a matter sufficiently.

To find out more about ANUK please click [here](#).

Useful contacts

Accommodation Services

General enquiries

Email: Accommodation@greenwich.ac.uk

Telephone: 020 8331 8272

Online enquiries for current students: [Digital Student Centre](#)

Security

Medway: 01634 883138

Resident Assistants (RAs)

Medway: 07792 654 634

Glide – internet provider

Telephone: 0333 123 0115

Email: studentsupport@glide.co.uk

Twitter: <https://x.com/GlideStudent>

Live Chat: <https://direct.lc.chat/8568028/6>

Website: [My.glidestudent.co.uk/support](https://my.glidestudent.co.uk/support)

Circuit Laundry – Launderette

Telephone: 01422 820 040

Local doctor

St Mary's Island Surgery

Edgeway

St Mary's Island Chatham

Kent ME4

3EP

Telephone: 01634 890 712

Website: <https://www.mpagrouppractices.co.uk/>

Opening hours: Mondays, Tuesday, Wednesdays and Thursday 8.30am–1pm and 2pm–6pm

Fridays 6.30–8am and 8.30am–1pm

The Pentagon Surgery Boots

Pentagon Centre Chatham

Kent ME4

4BB

Telephone: 01634 557070

Opening hours: Monday to Friday 8am– 6pm, Saturdays 9am–2pm

Dental care

Some local dentists are:

Dental Health Practice 83A High Street Gillingham Kent ME7 1BL Telephone: 01634 851 061	Chatham Dental Surgery 131A High Street Chatham Kent ME4 4DH Telephone: 01634 406 776
--	--

Accommodation Services

University of Greenwich

Old Royal Naval College Park
Row
London SE10 9LS

gre.ac.uk/accommodation