



Wardley House **Bradford**

Bradford

Residents' Guide

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Welcome

Hello and welcome to Bradford!

Firstly, thank you for choosing Wardley House to call home this year; we want to ensure you get settled in as quickly and easily as possible. This booklet should help as it contains everything you need to know about living here. You will find answers to many of our frequently asked questions including reporting repairs, communal living advice, personal safety information and – most importantly – how to keep your new home clean and tidy.

Remember to keep this guide in a handy place in your room and if you need any help, we are here to help you. We hope your time with us is an enjoyable one.

If you have any questions or concerns about the residences during your stay, please get in touch with the on-site team. You can do this by popping to reception , giving them a call or sending an email.

T: 0300 123 5050
Choose option 2 then option 4
E: Wardley@sanctuary.co.uk

Reception opening hours: 9am-5pm,
Monday to Friday.

Arrival day



Arrival day

You have now arrived and collected your keys. With your keys you received a welcome pack which includes maps, your new mailing address and lots of other useful information to help get you started.

Inventory

Now you have checked in; before you start to unpack, please take some time to complete your online inventory form and aim to have this completed within 48 hours of your arrival time.

The inventory lists all the items you should find in your room and shared common areas. This is your opportunity to make note of any damaged or missing items, so it's important you take some time to complete this.

Note: By not completing the inventory, you may be liable for the cost of repairing or replacing any damaged or missing items when you leave.

We try to ensure everything's in good working order ready for when you move in, but unfortunately things do break from time to time. If you come across any maintenance issues on your arrival, please do not list them on your inventory as these may take a few weeks to process. Instead, come and see a member of staff in reception or send us an email, or alternatively log the issue online on your portal account.

Your space

Furniture

Your room is all set up ready to be filled with all your favourite home comforts, so please do not attempt to move any furniture or add any large items of your own. Remember to use your inventory to check all items of furniture are in place and in good condition. If you find any items are missing or damaged, please get in touch with reception.

Posters

We want you to make your room feel like home, but please only use the provided pin boards for any posters you would like to display. Please do not use any fixings that may damage the bedroom or communal walls, including blue or white tack, tape, pins or nails.

Note: Any necessary redecoration needed when you leave will be charged to you.

Smoking

Smoking is only permitted outside the building in designated areas. Please observe the signs and dispose of cigarette butts appropriately. Please note e-cigarettes and shisha pipes are not permitted.

TV licence

If you plan to watch live TV or BBC iPlayer on a television, mobile phone, tablet or laptop in your bedroom, you will need a TV licence. Visit www.tvlicensing.co.uk for more information. Please do not put up any external television or radio aerials.

Note: There's a TV in the Residents' Lounge for you to use and we pay the TV License for this TV only.

Heating and hot water

Hot water is available 24 hours a day, 365 days a year. An electric heater can be found in every kitchen and bedroom which is controlled by an on/off switch. If you need further information about using your heater please contact reception.

Pets

Sorry, we do not allow pets to be kept on-site - this includes goldfish, sorry!





Shared facilities

Shared facilities

Reception

Reception is open between 9am-5pm, Monday to Friday. The on-site team can be contacted by telephone and email.

During out of hours; our security team on site can help with most queries; such as posts and any urgent maintenance repairs.

However, if it is an emergency please call the 24-hour site number.

Emergency T: 07734 146 328

Post

Letters will be delivered to your flat letter box which is located by the lifts in the main reception area, however we will accept parcels on your behalf at reception. We will email you if we receive a parcel for you - please bring a proof of ID with you when collecting your parcel.

Please ensure the following details are included in your address when having mail sent to you:

Your name
Your floor letter, flat and room number
Wardley House
Little Horton Lane
Bradford
West Yorkshire
BD5 0AG

Internet

Wi-Fi is available throughout the building and you can connect up to seven different devices to the Wi-Fi at any time.

Storage

We cannot provide storage facilities on-site all year round, however, if you ask at reception we can advise on local storage facilities.

We do offer free summer storage for anyone who re-books their room the following year.

Laundry

The laundry room is located near the vending machines on A floor and is open 24-hours a day.

Washing machines and tumble dryers are operated using the Circuit app which can be downloaded to your mobile phone, and you can also top up this way too. Charges and instructions are displayed in the laundry room. A communal ironing board and iron are provided in each flat.

If you have any problems with the laundry please contact the laundry company direct through your online account or by using the freephone telephone in the laundry room.

Please keep the laundry room clean and tidy and remove your laundry as soon as the cycle has finished so the machine is free for others to use.

Note: We cannot be responsible for any loss or damage to your laundry.

Shared facilities

Bins and recycling

Waste is collected on Tuesday and Thursday by our waste disposal contractors who deal with waste in an environmentally responsible manner. You can speak to your on-site team for local recycling opportunities.

Bin stores are located to the side of the building to the left as you leave.

Please do not flush any items other than toilet paper down the toilet. Please wrap up razors, condoms and sanitary items and place them in the bin.

Bikes

Unfortunately we cannot offer bicycle storage facilities on-site.

Note: Electrical bikes and e-scooters are not permitted on site and will be confiscated until they can be removed.

Parking

We do not have parking facilities on-site. If you need advice on parking in the city, please ask at reception.

Vending machines

You will find a vending machine allocated on A floor by the laundry room; which accepts both cash and and contactless card payment .





Communal living and pastoral care

Communal living and pastoral care

Follow these simple codes of conduct to avoid tension and make your time enjoyable.

Respect

Always treat others as you would like to be treated. Respect each other's differences and lifestyles and talk about any problems openly. Be considerate of each other's living space and let your flatmates know if you are having guests over.

If you are still having problems, please contact us.

Noise

Please be mindful of those who are trying to sleep and study and try to avoid doing the following:

- Letting doors slam when entering or leaving
- Talking, shouting or laughing loudly,

especially in corridors and communal areas

- Loud music especially
- Loud noise during quiet hours (11pm-8am)

Go out, have fun but remember others are trying to study and sleep so noise can be irritating.

Food

Food theft can have a damaging effect on relationships within your flat. In the few days following your arrival, agree between yourselves if you will have any communal food items. Remember to ask permission before you borrow anything and check with your flatmates before throwing their food away. Try to avoid buying large quantities of food in one go to make sure everyone has enough storage space.

Looking after yourself

Register with a GP as soon as possible. Information is available from the University or you can ask the on-site team for advice. You can find your nearest GP on the NHS website at www.nhs.uk/Service-Search/GP/LocationSearch/4. For minor illnesses visit a pharmacist.

Our team are on hand to provide confidential support and advice on topics such as mobility needs, homesickness, not getting on with your flatmates and financial worries. If we can't help, we will know someone who can.

Emergencies and first aid

In a medical emergency call 999 immediately providing the full postal address. Please notify the on-site team so the emergency services can be directed to the correct room.

For police non-emergencies, please call 101 and for medical non-emergencies please call 111.

Information for students with disabilities

Please come and talk to us about your needs and requirements such as needing a personal evacuation plan.

Culture shock

Leaving home can be stressful, but many people will feel the same – talk to them about how they feel. Try to meet new people on your course or in your flat and find out about different social activities at Freshers' Fairs or the Student Union website. Keep in contact with people you are familiar with, have familiar things around you and either talk to us or look in to University support services if you are struggling. The UKCISA website has more information on this.

Environmental care

Please help us save energy and water by switching off lights when you aren't using them, using low temperatures on the washing machine and not leaving taps

running – these can make all the difference in being environmentally friendly. Make the most of local recycling facilities too.

Support and advice

Find out about your Student Union support services or visit www.nightline.ac.uk for confidential advice and support.

Drug or alcohol concerns? Visit www.talktofrank.com or www.nhs.direct.co.uk – do not assume you (or your friends) know all the facts.

If something is troubling you and you need someone to talk to The Samaritans have a phone helpline, visit www.samaritans.org for more information.

Personal conduct

We want to ensure all our residents live in pleasant, safe and secure surroundings.

We want all our residents to enjoy their time here with us, so check out our occupancy agreement where you will find terms and conditions which should help. Remember to be respectful when interacting with fellow residents and staff.

If your behaviour is deemed unacceptable, you may jeopardise your occupancy agreement.

It's important you're aware of behaviour that breaches your occupancy agreement. It includes but is not limited to:

- Illegal drug use
- Alcohol related misconduct
- Smoking inside
- Threatening or abusive behaviour

Please refer to your occupancy agreement for more information.

If you're aware of any misconduct please report this to Security or the management team. You can also contact the police as a last resort.

We reserve the right to confiscate any items that are not permitted or we deem hazardous. Any confiscated property will be logged, stored safely and returned on your departure from the residence.

Cleaning

You are responsible for keeping your flat clean and tidy, so please ensure you take responsibility for your own washing up and put things away.

Once a term we will inspect your bedroom,

kitchen and bathroom facilities. If the level of cleanliness is unacceptable, we will instruct agency cleaners to clean your flat and you and your flatmates will be responsible for covering the cost. This will also apply when you leave at the end of your tenancy.

Your flat has a vacuum cleaner, please, remember to replace the vacuum bag once full and fit a new one.

Top tip: Draw up a cleaning rota early on so everyone knows their responsibilities and your flat remains a pleasant and hygienic place to be.

Communal areas of your block will be cleaned by the in-house team between 6am to 8am; Monday to Friday.

Please also keep outdoor areas clean and tidy and take any rubbish with you.



Kitchen cleaning tips

- Wipe the hob after each use and clean with hob cleaner weekly
- Use soapy water to clean kitchen wall tiles, then wipe down
- Cover food before microwaving and wipe inside and outside regularly
- Throw away gone off food and wipe doors and shelves with a cloth – keep the fridge/freezer dial on the middle number to avoid ice build up
- Wipe the worktop after each use and clean with hot soapy water weekly
- Don't leave rubbish lying around, empty the bin regularly and use a bin bag
- Clean up any spillages straight away to avoid stains

Useful procedures

Reporting repairs

We ask that you take responsibility for reporting any repairs or breakages that you come across. Any emergency or health and safety issues should be reported to reception immediately.

Our on-site team look after the day-to-day repairs and our trusted contractors cover major repairs. Report any repairs at reception or fill out a Report a Repair form on our website. If you sign a fault report, you give permission for the maintenance team to collect keys from the property management and enter your accommodation to fix the reported fault. If you prefer to be present, please mention this on the form - this may cause delays and may not always be possible.

Call the 24-hour number below in an emergency such as major power failure or flooding.

Emergency T: 07734 146 328

Note: Please be aware that staff of all genders may attend. If you have any queries, please contact reception.

Paying your rent

The easiest way to pay is by a Recurring Card Payment (RCP). We will use the card details you provided when you accepted your contract for rent payments. Your payment plan and the dates your rent will be taken can be found in your tenancy agreement or in the email from us regarding your guarantor's documents.

Students unable to set up an RCP can contact reception who can help. International students without a suitable UK guarantor must pay in one installment before the tenancy begins. For any concerns, please contact the on-site team.

Moving rooms

Should you wish to move rooms or move into a vacant room in a friend's flat, administration charges will apply and is subject to availability and suitability.

Damages

Please note any damages caused by misuse will be charged to the students responsible. Damage or loss of furniture to communal areas will be split between you and your flatmates (or all students living on a floor or in a block where appropriate) unless the person responsible comes forward. Please ask for indicative prices, you won't be charged for damages resulting in fair wear and tear.

Visitors and guests

Please feel free to bring your friends and family over. It's important you sign any visitors in at reception when they arrive. Guests can stay in your room for up to two consecutive

nights, once permission has been given by the Accommodation Manager. Under 18's cannot stay overnight. If you do not make us aware of overnight guests, you may risk losing your contract. Lending of rooms (subletting) or keys is strictly prohibited. You are responsible for all guests and must accompany them at all times while on-site.

Complaints

We always do our best to provide an outstanding service, however we do recognise that sometimes things can go wrong. Please contact reception and we will try to reach a solution. If this doesn't work, we have a formal complaints procedure that you can follow.

Equality and diversity

We promote equality, diversity and human rights through our Fairness for All policy. Please get in touch to ask for a copy.

Confidentiality and privacy statements

Here at Sanctuary Students, we take your data privacy seriously. We gather your data when you fill in a form on our website, send us an email, give us a call or live in one of our student properties to make sure we give you the best possible experience.

Our privacy statements explain why we collect your data, what we do with it, how we store and share it.

We collect different sets of data at different stages of your relationship with us, meaning we have a privacy statement for each stage. Read our privacy statements to find out more at <https://www.sanctuary-students.com/privacy-statements>



Useful procedures

Keys, safety and security

Keys

You have been issued with an entry fob, please keep this with you at all times to get in the building. You also have a set of keys to access your flat, your room and your letter box. If you lose your keys or fob please contact reception straight away so we can replace them for you, there is a charge to cover the replacement and change of locks if required.

Look after your keys and never attach your address to them. If a member of staff sees a door unlocked, they will lock it.

Note: At the end of your stay please ensure your keys are returned to us on time.

Security

Don't let anyone through the doors or allow someone to follow you in who you don't know, please do not lend your keys to anyone. Always lock doors when you go out and at night.

Sanctuary Students cannot be responsible for the loss, damage or theft of your possessions. If you have a laptop or other expensive, portable equipment, make sure it is kept hidden and secure. Money and valuables should never be left unattended in public areas.

Top tip: Name your belongings so they can be identified by the police if they are lost or stolen.

If you see anything suspicious, please report it to the office. We have 24 hour CCTV monitoring systems in place.

Insurance

Please read the policy of our insurance provider carefully. Many of your personal possessions will be covered in certain circumstances such as theft, but others may only be covered up to a certain value so check and upgrade your policy where needed. Alternatively you can take out your own insurance with a provider of your choice.

Personal safety

Be mindful at all times. Plan your journeys in advance and let your friends know where you're going. Avoid poorly lit and remote

areas at night and keep valuables hidden. Program any security numbers or emergency contacts into your phone so you have them with you at all times.

Top tip: Have a written copy too in case your phone gets stolen.

Accidents

If you have an accident on-site or notice anything dangerous or unsafe, please let us know straight away.

Electrical safety

Don't put yourself or your flatmates at risk and ensure your electrical equipment is safe to use. You will be responsible for accidents resulting from faulty equipment or equipment that falls short of European or British safety standards. Check for visible signs of damage before using electronic equipment, if in doubt do not use it and use a label to inform others not to use it either. Inform the owner or contact reception if it's equipment supplied by us.

Bar extensions with more than four sockets and cube adapters will be confiscated due to the possibility of overloading the circuit.

When using electronic equipment:
1) Always follows the manufacturer's instructions

- 2) Don't overload electrical sockets
- 3) Don't use makeshift wiring – if it's faulty, replace it
- 4) Do not leave switched on electrical items unattended
- 5) Disconnect equipment not being used
- 6) Switch off and disconnect faulty equipment immediately
- 7) Don't run cables under carpet or rugs and don't put flammable materials on or near electrical equipment

We reserve the right to confiscate non permitted items or anything deemed hazardous which can be collected upon your departure from the residence.



Fire safety

Fire safety

Your building, flat and bedroom are protected by a fire and smoke alarm system; however you must observe the following guidelines to reduce the risk of fires happening.

- 1) Never burn candles, oil burners, tea lights, joss sticks or anything with a naked flame or exposed heat source – these are dangerous and banned from the accommodation
- 2) Do not cover your room heater at any time
- 3) Don't leave cooking unattended and switch off appliances after use
- 4) Don't cook using dirty grill pans or hob
- 5) Don't put anything metallic in the microwave
- 6) Take extra care when cooking after a night out
- 7) Don't prop fire doors open
- 8) No portable or personal heaters allowed – including electric blankets
- 9) Chip pans, deep fat fryers, barbecues, gas appliances, battery powered fairy lights, real Christmas trees and plug in air fresheners are a fire hazard and banned from the accommodation
- 10) Electronic cooking equipment is not allowed in your bedroom, including kettles and toasters

Fire drills

Fire alarms are tested every Thursday between 12pm and 1pm. Fire drills are a legal requirement and are held at least twice a year. On hearing the alarm you must evacuate the building immediately. Familiarise yourself with the fire action notices, evacuation routes and assembly point.

On discovering a fire:

- 1) Sound the alarm
- 2) Get out of the building
- 3) Call the fire brigade on 999
- 4) Let a member of our team know

On hearing the alarm:

- 1) Get out of the building
- 2) Close doors behind you
- 3) Don't use lifts
- 4) Don't rush or push
- 5) Meet at the assembly point (identified

on the notice on your bedroom door)
6) Do not attempt to re-enter the building until a fire officer or member of our team say it is safe to do so

Safety equipment

Fire extinguishers and fire blankets are located throughout the building and exist for safety. Misusing fire-fighting equipment will seriously jeopardise your occupancy agreement as well as the lives of you and your neighbours. Penalties against you or you and your flatmates may be incurred if safety equipment is interfered with and may lead to criminal prosecution.

If you find any fire-fighting equipment missing or damaged, please let reception know so it can be replaced or repaired.

If your smoke, heat or carbon monoxide detectors start to beep, tell a member

of our team immediately. Do not tamper with or cover detectors – they could save your life.

Avoid false alarms!

To avoid unnecessary fire service call outs and evacuations:

- Don't tamper with detectors – this may activate the alarm
- Ensure the ventilation fan is running and the bathroom door is closed during and immediately after showering
- Use a steam iron, aerosols, hair dryers and straighteners away from detector heads
- When cooking ensure extractor fans are running, windows are open and the kitchen door is closed
- Report any broken ventilation or extractor fans immediately

Before you leave

Moving out

If you wish to terminate your contract early please contact your on-site team. Your contract must be transferred to someone else and you will be charged an administration fee. If a suitable replacement cannot be found, you will continue to be responsible for paying the rent. Please refer to your tenancy agreement and ask the on-site team for more details.

Before you leave us please:

- Remove all personal goods and furniture. We will remove and/or dispose of anything left behind. We accept no liability for items lost this way
- Clean and vacuum your room, communal areas, kitchen including kitchen cupboards and empty all rubbish

- Wipe and dust all services
- Close all windows
- Lock your bedroom door
- Return keys and fobs to reception in person
- Refer your occupancy agreement for contractual obligations

Remember to pass your new address to contacts as we are unable to forward mail. After your departure, we will return any items to the sender.

Sanctuary Students operates in accordance with the ANUK Code of Practice.



Address: Wardley House, Little Horton Lane, Bradford BD5 0AG

Visit: www.sanctuary-students.com

Call: 0300 123 5050

Email: Wardley@sanctuary.co.uk

Our offices are open: Monday - Friday, 9am-5pm



SanctuaryStudentsUK

Sanctuary Students is a trading name used by Sanctuary Student Homes Limited and Sanctuary Management Services Limited

Some images in this booklet are representative only