YOUR GUIDE TO LIVING IN HALLS
WELCOME TO THE LIVING GUIDELINES OF YOUR NEW HOME!

UNI IS A WHOLE LOT OF FUN, BUT YOU STILL NEED TO TAKE CARE OF YOURSELF. HAVE A READ THROUGH THIS GUIDE AND REFER BACK TO IT WHENEVER YOU’RE UNSURE OF SOMETHING.

WE’LL TAKE YOU THROUGH THE TERMS OF YOUR CONTRACT, TELL YOU ABOUT FIRE ALARMS, EVACUATION PROCEDURES, CATERING, CLEANING, RUBBISH, AND ANYTHING ELSE YOU SHOULD KNOW ABOUT LIVING IN HALLS.
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KING’S HALL & ELPHINSTONE ROAD FLATS ARE SMACK BANG IN THE CENTRE OF THE UNIVERSITY CAMPUS. YOU’RE A 15-20 MINUTE WALK FROM THE BRIGHT LIGHTS OF ABERDEEN AND A SHORT BUS RIDE TO HILLHEAD AND THE CITY CENTRE.

All University residences have free wireless access – all you need to do is register. Check out www.abdn.ac.uk/wireless, and keep in touch by using your student email – find out more at www.abdn.ac.uk/studentmail.

MAIL ARRANGEMENTS
Incoming mail for residents in King’s Hall and Elphinstone Road will be delivered directly to the flats.

STAY UP TO DATE
Look out for resident monthly e-newsletters, sent direct to your University email account. This will likely contain important information from Hall Management as well as fun stuff such as discount offers and events around Campus. And make sure you know what’s going on around Campus and events in halls by joining the Facebook Groups. Check the Accommodation website for full details.

**STUDENT LIFE FACEBOOK PAGE**
facebook.com/studentlifeuoa

**FACEBOOK GROUPS**
www.abdn.ac.uk/accommodation/current-students/your-facebook-pages-83.php

### FACILITIES

| **GROCERY SHOP** | Bear Essentials in the Students’ Union Building, The High Street, St Machar Drive and King Street |
| **RECYCLING POINTS** | Adjacent to King’s Hall car park behind Blocks E & F of Johnston |
| **POOL TABLES** | Students’ Union Building, first floor |
| **SERVICES:** | Hillhead Reception Desk (24 hours) 01224 274000 |
| **CASH MACHINES (ATM)** | Outside Students’ Union Building, Tesco Metro, King Street |
HILLHEAD IS A 15 MINUTE WALK TO KING’S CAMPUS, A 20 MINUTE WALK OR A SHORT BUS RIDE TO THE CITY CENTRE.

The Central Building has a range of social facilities for you to enjoy. These include study rooms, computer room, TV lounge, café bar and performance/sports hall. There is also an onsite shop, it’s licensed and open 7 days a week, and has tennis courts opposite the main entrance.

All University residences have free wireless access – all you need to do is register. Check out www.abdn.ac.uk/wireless, and keep in touch by using your student email – find out more at www.abdn.ac.uk/studentmail.

Launderettes are open 24 hours a day. Our laundries are all cashless. You can purchase a laundry card from the dispenser located in North and South Laundries for £2 each. Credit can be added as and when you need it from the Circuit website. Keep your card safe, as any replacements for lost or stolen cards will have to be paid for by you.

MAIL ARRANGEMENTS
Mail is delivered to your flat with exception of the below:

NEW CARNEGIE COURT, WAVELL HOUSE, FYFE HOUSE AND ADAM SMITH: Mail can be collected from designated mailboxes located inside the entrance of each building.

ADAM SMITH, WAVELL HOUSE, AND FYFE HOUSE: Collect parcels from main reception at New Carnegie Court

NEW CARNEGIE COURT, GRANT COURT, HECTOR BOECE COURT, SOUTH HOUSE, NORTH COURT AND KEITH HOUSE: Parcels are delivered direct to flats by couriers

Amazon locker collections are in the Central Building. Please note that the porters desk or reception desk will not accept any parcels that are to be uplifted by courier companies.

STAY UP TO DATE
Look out for resident monthly e-newsletters, sent to your University email account. Make sure you know what’s going on around Campus and events in halls by joining the Facebook Groups. Check the Accommodation website for full details.
YOUR ROOM SAYS A LOT ABOUT WHO YOU ARE, SO FEEL FREE TO MAKE THE PLACE LIKE HOME.

MOVING IN
Moving in day is pretty exciting. Remember to take your bedding with you which will make your room feel more like home.

CHECK OUT YOUR ROOM
Inventory forms will become available online once you’ve moved in to your room at www.abdn.ac.uk/eaccommodation. These forms should be completed within 7 days of your arrival. It’s important to complete the form as you could be charged for any discrepancies or damage we find in your room.

A BREATH OF FRESH AIR
Smoking and the use of electronic cigarettes is not allowed in the accommodation, block entrances, public areas and University buildings. Any smoking will result in disciplinary action and charges for additional cleaning and redecorating. See page 19 for a full list of charges.

MAKE YOURSELF AT HOME
Feel free to make the place like home:
- TV’s – it’s a legal requirement to purchase a licence
- DVD Player
- Music Equipment / Radios
- Electric Kettles (with a heat cut-out)
- Laptops / Tablets
- Hair dryers, shavers, etc.

WHAT NOT TO BRING
Seeing as you’ll have a few hundred neighbours for the next year you need to be considerate and contribute to the community spirit. There are items that we would ask you not to bring to halls. Please check opposite for the list. If you’re unsure about what you can and can’t bring then speak to Reception straight away. We will have to ask you to remove unsuitable items – so save yourself the hassle!

WHAT NOT TO BRING
- Guns
- Replica guns
- Laser pens
- Shisha pipes
- Swords
- Heaters
- Fairy lights
- Candles, including tea lights
THINK ABOUT OTHERS WHEN IT GETS LATE. PLEASE KEEP THE NOISE DOWN, IF YOU’RE CAUSING A RACKET AFTER 10PM YOU COULD FIND YOURSELF UNPOPULAR WITH YOUR FLATMATES AND THE HALL MANAGEMENT TEAM.

COMMUNITY SPIRIT
You have just moved into your new home where lots of students with different backgrounds, lifestyles and expectations are also now living. It can be a bit of a culture shock! So a few tips to settle in with your new flatmates...

- Be considerate
- Be aware of other residents and their rights to a peaceful and pleasant stay too

It’s a good idea when sharing to get a few ground rules set with your flatmates early on in Freshers’ Week; to agree on allocating space in the fridge, recycling, washing up, cleaning / cooking rotas, guests staying over, parties and what’s acceptable in terms of noise levels. We ask that noise is kept to a minimum after 10pm during the week, midnight at weekends. It is worth noting that persistent noise complaints will lead to disciplinary action. SRA’s can help you complete a Community Living Agreement which helps flatmates agree basic guidelines.

If problems arise, speak to your SRA’s with all your flatmates and resolve any difficulties early on.

PLANNING A PARTY?
You’ll make loads of friends while you’re here and you’ll probably want to invite some of them over from time to time. Don’t annoy your neighbours...

Book an official party. You can get a booking form from the SRA’s.

Parties are allowed until 10pm Sunday – Thursday and until 12am Friday and Saturday. It’s also worth checking out the full Disciplinary Procedures before you set a date for your party. You can download a copy from your eAccommodation portal at www.abdn.ac.uk/eaccommodation. If you do book a party, you will be responsible for the behaviour of your guests and for ensuring the room is returned in the same condition as you found it.

COMMUNITY SPACES
There are lots of space within the Community Hub and Halls for you to hang out informally with friends or practice musical instruments without disturbing your flatmates. Think about using the TV rooms, café bar and social areas, there is also a sound proof music room that can be booked.

You can also book the community kitchen to host a cookery event or dinner party.
PLEASE DON’T CAUSE DAMAGE
It’s not hard to show a bit of respect and that’s all we ask. It’s up to you to look after your room or flat, all the communal areas and to take responsibility for the behaviour of your guests. Be careful not to damage any walls or woodwork with blu tac, drawing pins and sellotape as charges will apply. Check the charges section for a full breakdown.

ROOM WITH A VIEW
Everyone likes some nice scenery and the grounds surrounding the Halls are there for your enjoyment. So keep them looking nice and don’t cause any damage to the trees, planted areas or wildlife.

We know it’s hard to carry your shopping back from the supermarket, but please don’t take the trolleys back with you!

LEAFLETS AND FLYERS
Leaflets and flyers are not permitted to be handed out or left without prior permission. Anyone found handing out or leaving leaflets for nightclubs, promoters, societies etc will face disciplinary action. If you are at all unsure if you are allowed to leave flyers, please ask at reception for clarification.

SMOKING
Smoking including the use of electronic cigarettes is not allowed in the accommodation, block entrances, public areas and University buildings and will result in disciplinary action and charges for additional cleaning and redecorating. Check the charges section for a full breakdown. There is an automatic fine for covering up the smoke detectors of £50.

Please be considerate to your neighbours.

DISCIPLINARY ACTION
Full details of University’s disciplinary procedures can be found on the University website.

Disciplinary offences under the University’s Code of Practice on Student Discipline incur three levels of penalties. Examples in each case include, but are not restricted by:

CLASS ONE - fine up to £100
- Minor vandalism
- Noise
- Minor antisocial behaviour

CLASS TWO - fine of up to £250
- Tampering with fire safety equipment
- Verbal abuse to staff
- Threatening or offensive antisocial behaviour

CLASS THREE - fine of up to £1000, eviction from halls, expulsion from University
- Bullying
- Physical assault of staff or student
- Carrying an offensive weapon

http://www.abdn.ac.uk/infohub/study/student-discipline.php
A TEAM OF STUDENT RESIDENT ASSISTANTS IS BASED IN EACH HALL OR CLUSTER OF HALLS AND ARE THERE TO LOOK AFTER THE WELFARE OF RESIDENTS. THE SRAS ARE MANAGED BY THE COMMUNITY LIAISON OFFICER.

A team of Student Resident Assistants (SRAs) is based in each Hall, or cluster of Halls, and are there to look after the welfare of residents.

You can go to them with any concerns you might have; homesickness, exam worries, relationship or family problems, tensions between flatmates or simply if you need someone to talk to in complete confidence.

They provide friendly, confidential support and point you in the direction of the appropriate professional services.

SRAs will introduce themselves to you during Freshers’ Week and hold some welcome meetings with your floor / block. They can also help you and your flatmates write and agree upon some basic living agreements regarding cleaning rotas, use of shared space and guests.

They will also organise fun events for you throughout the year so that you will have plenty of opportunities to meet other residents and chill out together. SRAs like to hear your thoughts on any events you would like run in Halls, so let them know your ideas!

STUDENT RESIDENT ASSISTANTS

CONTACT YOUR SRA

SRAs are on duty week days 6pm-6am Weekends 12 noon-6am

HILLHEAD, KING’S HALL AND EL-PHINSTONE ROAD RESIDENTS’
Find us in the Student Community Hub in the Hillhead Central Building. Drop in or phone us direct at Hillhead Tel: 01224 274030 residentassistants@abdn.ac.uk

OTHER HALLS
Please contact Hillhead

STUDENT LIFE FACEBOOK PAGE
facebook.com/studentlifeuoa

FACEBOOK GROUPS
www.abdn.ac.uk/accommodation/current-students/your-facebook-pages-83.php
CATERING FOR EVERY APPETITE!
Living at Hillhead, meal service couldn’t be easier with breakfast, Sunday brunch and dinner being served in the Works cafe bar. Remember you must bring your student ID card when you go for meals as it will be scanned by staff.

Remember your student ID card: No ID, no food!

If you require a special diet for medical reasons, please contact the Catering Team by calling (27)4655.

If you have University commitments during meal times, early and late meals are available Monday to Friday. Please provide 24 hours’ notice should you require this service, remembering to state if you require a vegetarian meal. Meals can be ordered and picked up from Crombie Reception.

LOST UNIVERSITY ID CARDS
If you lose your University ID card, you can order a new one from the University Online Store and will be available for collection from the Info Hub within 24 hours. You can also visit the Info Hub to order a replacement card which can usually be prepared on the spot.

Info Hub is open
Monday to Thursday (9am – 5pm)
Friday (10am – 5pm)

MEAL TIMES

All meals are served in the Works Cafe Bar if you’re in catered halls:

BREAKFAST
Served in Starbucks at Crombie Hall
Monday - Friday
7.00am to 10.00am
Saturday
8am to 10.30am

EVENING MEAL
Monday – Friday:
5.15pm – 8.00pm
Saturday
5.15pm – 6.30pm

SUNDAY BRUNCH
11.30am – 1.30pm
KING OF THE CUPBOARD? SULTAN OF THE STEAMER?
If you feel like cooking more than instant noodles and need more cooking appliances, make sure you have these appliances PAT tested. You can only use them in the kitchen or pantry, and you are responsible for ensuring they are safe to use.

WE LIKE:
- Slow Cooker / Rice Boiler
- Sandwich Maker
- George Foreman Grill

WE DON’T LIKE:
Here’s some items that are forbidden so leave them at home:
- Chip Pans or Stoves
- Electric Deep Fat Fryers
- Pizza ovens
- Gas Heaters / Burners

We will ask you to remove any items that we deem unsuitable and reserve the right to confiscate.

CAN’T COOK, WON’T COOK!
Struggling to produce anything beyond cheesy beans on toast? Come along to the cookery classes organised by your SRA team.

SAVE MONEY ON CAMPUS
Are you looking to save money on food, drinks and refreshments on Campus? Join the Deals On Campus Facebook site and be kept up to date with all offers, events and there may even be a few competitions in there too!

HUNGRY?
The University has a lot of food outlets on Campus, and Suttie Centre at Foresterhill.

To find out more information on all food outlets on Campus please check the website:

www.abdn.ac.uk/foodforkthought

Want to get together with friends in other flats and show off your culinary skills?
Why not book the community kitchen located downstairs in the Central Building? There is plenty of room to prepare and cook food, as well as a spacious eating area for you and your friends.
REDUCE, REUSE, RECYCLE

Remember to use the recycle points! It’s not hard to get into the habit of recycling and it makes a huge difference to the big wide world.

- Place all your general waste in the bins provided on site.
- Food waste liners can be collected from Reception on request.
- Don’t put anything sharp, like broken glass, in the bins or bin bags. Put them in a separate box so no-one hurts themselves.

HILLHEAD

Recycling points are situated in front of Grant Court and North Court including glass, paper, clothing, small electrical, aluminium.

Food waste recycling bins are located around the site.

KING’S HALL AND ELPHINSTONE ROAD

Within King’s Hall car park behind Blocks E & F of Johnston for glass, paper, aluminium and clothing.

Clothing recycle bins are also available or take a trip to your coveted charity shop for them to reuse.

DISPOSAL CHARGES

Make sure you take any electrical items with you when you leave. If left, we’ll have to remove them and we may have to charge you.

To dispose of electrical items look out for posters around Campus.

- www.abdn.ac.uk/environment
- Check out the Guideable booklet
WITH OVER 18,000 PEOPLE ON CAMPUS, OUR CARBON FOOTPRINT IS QUITE LARGE, SO WE’VE GOT A SUSTAINABLE TRAVEL PLAN TO KEEP IT DOWN.

BIKES
You’ll find plenty of bike sheds on campus and at Hillhead. Contact reception about getting access to the bike sheds. Make sure you lock your bike up and add it to your insurance just in case someone takes a shine to it. Keep a note of the frame number, colour and make.

Please don’t store your bike inside your accommodation or obstruct the entrances. If you do, we’ll move it.

MOTORBIKES
Don’t ride motorbikes on the paths. Any repairs, do it in one of the car parks and don’t park in or against the buildings or near emergency access.

BY BUS
The No.20 bus takes you from the city centre, past Crombie Johnston and into the heart of Campus then onto Hillhead. The No.1 and 2 on King Street also takes you from Campus into town. The 9U leaves from Hillhead into Old Aberdeen and then onto Foresterhill.

For details on public transport available visit:
- www.firstgroup.com/ukbus/aberdeen
- www.stagecoachbus.com

WALK
Loads of places in Aberdeen are within easy walking distance. Take care during dark nights and walk in groups rather than alone – it’s more fun that way as well as being safer.

CARS & MOTORBIKES ON CAMPUS
In line with the University’s policy on car parking, student parking is available at the Butchart Building. For more details on car parking charges and how to apply for a permit visit the Estates website.

TRAFFIC RESTRICTIONS
- Observe the one way system
- Stick to the 10 mph speed limit
- Keep all roads clear for emergency vehicles and public transport
- Observe parking and double yellow lines
- Use cycle lanes on the correct side of the road

PARKING & CHARGES
There is no parking on King’s Campus at Crombie, Johnston, King’s Hall or Elphinstone Road,

Parking Charge Notices (PCN) of £60 may be issued to vehicles parked in contravention of the parking regulations.

Cars parked on the sites are at owner’s risk and we do not accept liability for damage or theft.
UNIVERSITY CAN BE STRESSFUL, YOU CAN GET HOMESICK AND YOU CAN GET YOURSELF INTO SOME DIFFICULT SITUATIONS. JUST DON’T BE AFRAID TO ASK FOR HELP

NEED A DOCTOR?
You must register with a doctor who you can go and see if you are feeling ill. You can make a call out yourself, just call NHS 24 on 08454 24 24 24.

You can make a call yourself. In addition you can request to see your SRA who will be completely non-judgemental.

If you have to go to hospital via ambulance or taxi, staff can make a note so that, if you want, an SRA can email your advisor / supervisor to let them know that you may not be in class.

If you call an ambulance, make sure that you inform a member of staff so that they can meet the Ambulance and take them directly to your location.

NEED A DENTIST?
Need help to access NHS dental services in Grampian? Call 08454 56 59 90 Open 9am to 4pm, Monday to Friday.

There is a dentist attached to The Students’ Union on Elphinstone Road and also on the corner of University Road.

ALCOHOL
It is good to be aware of the alcohol guidelines and the risks so that you can choose for yourself how much you want to drink.
- Plan ahead. Don’t walk home alone at night. Arrange in advance to stay with a friend or pre-book a taxi.
- Beware of drink spiking – never leave your drink unattended.
- Drink responsibly, know your limit. Being under the influence of alcohol is no excuse for criminal or antisocial behaviour.
- Remember if you are under 18 please do not attempt to use someone else’s ID or fake ID to purchase alcohol – you will be prosecuted by the Police.

SAFE SEX
STDs and pregnancy. There are lots of places to go for advice including the SRA team, Student Support and the Student Association. Free condoms are available from SRA’s and the Student Association. In addition you can request to speak to the SRA’s or a manager who will be totally non-judgemental and supportive.

DRUGS
We in no way condone drug use however it would be foolish to assume that this never happens. Should you find yourself in a position where drugs are, or have been taken, it is important to know what to do.

Not only do drugs affect your health, but it can also affect your criminal record. Most drugs are illegal, and if you are caught abusing them, or supplying them, then you are at risk of facing legal action.

The Misuse of Drugs Act states that both POSSESSION and SUPPLYING of controlled drugs is illegal.

If you have any concerns or issues there are lots of agencies within and out with the University who can help.

NEED TO TALK
There is a team of Student Resident Assistants who are available if you need any help or support.
UNIVERSITY ACCOMMODATION IS VERY SAFE, AND YOU’LL BE PLEASED TO HEAR THAT ALL UNIVERSITY OF ABERDEEN STUDENT ACCOMMODATION HAS A BASIC PERSONAL CONTENTS INSURANCE COVER FROM ENDSLEIGH INSURANCE.

Your personal insurance certificate is available from the Endsleigh website and the level of cover is detailed on the certificate.

Laptops, mobile telephones and bicycles are the most common items stolen from students. Look after your property before someone else does! If you want to extend the level of insurance to cover bikes and cars etc. or need to make a claim, then get in touch with Endsleigh via the website.

www.abdn.ac.uk/accommodation/prospective-students/insurance-261.php

AROUND CAMPUS
Make use of the bike racks and sheds located on the accommodation sites, and always secure your bicycle with a good strong lock to a fence, tree or railing when unattended, even if it’s only for a few minutes.

Never leave property visible in your car. A coat or bag in the back seat could tempt a thief to break in. Try to park in busy well lit areas.

DOOR ACCESS
If you are a resident on the ground floor, ensure that your windows and doors are locked on every occasion the room is unoccupied. Remember to lock your doors when you leave your room. You never know when a thief is going to strike.

If you go out in the evening or home for the weekend, you can leave your key or key card at reception. If you lose key or key-card, let reception know straight away so they can sort out a replacement. Try not to let it happen though because we will have to charge you.
ABERDEEN IS A SAFE CITY WITH A LOW CRIME RATE.

CLUED UP WEBSITE
Your time at University should be an enjoyable one. We want to ensure that you and your friends stay safe throughout your time in Aberdeen. By following some simple steps and taking basic precautions, you can increase the chances of staying safe. So get CluedUp and live happy!

The CluedUp website offers you tips, advice, information and links to University services and external organisations to stay Social, Aware, Healthy and Secure whilst in Aberdeen.

www.abdn.ac.uk/cluedup

SITE SAFETY
Although we have extensive CCTV and regular security patrols, it’s important to keep your eyes open for anyone who looks suspicious, especially when you’re going into Halls and someone is coming through the door behind you who may not be a resident. Particularly at Hillhead, where there are lots of different entrances and residents.

HILLHEAD RESIDENTS
Remember that cars drive on the left hand side of the road in the UK. The cycle lane on Don Street (on the left hand side of the road) is only for use of bicycles going up the hill to Hillhead. When walking up/down Don Street, always stick to the pavement, don’t walk on the roads.

PERSONAL SAFETY AND SECURITY
It’s important to keep your eyes open for anyone who looks suspicious, especially when you’re going into Halls and someone is coming through the door behind you who may not be a resident. Don’t let strangers into your building. If the caller is not for you, don’t let them in.

Please telephone reception on 01224 274000 if you think there is any suspicious activity on site.

SAFEZONE
The University has introduced a free app that connects you to the University security team if you ever need urgent help, first aid or if you have an emergency while on campus, further details can be found at www.abdn.ac.uk/infohub/safezone.php

HILLHEAD SAFETY TIPS
Seaton park is beautiful but it is not advisable to walk through during the hours of darkness.

If you are going to Hillhead, the quickest route to the campus is via St Machar Drive and Don Street. The elevated walkway was put there to keep you safe so make sure you use it. Stay to well lit areas and streets.

WINDOWS
Do not remove the window chains/restrictors. They are there for your safety. Remember – close the windows when you go out!
FIRE SAFETY

FIRE INSTRUCTIONS ARE ATTACHED TO YOUR ROOM DOOR AND NOTICEBOARDS. IT IS IMPORTANT TO READ WHEN YOU ARRIVE.

Make sure you know where the nearest fire exits and assembly points are, as well as break glass points and fire fighting equipment.

We carry out 3 accommodation inspections during the year. We will advise of the dates prior to the inspection. There will be fire alarm testing on a weekly basis. A routine inspection of fire equipment and electrical items will take place on a weekly or three weekly basis depending on location.

SMOKE DETECTORS
All Fire / Heat / Smoke / CO detectors are designed to provide early warning of a fire and the slightest waft of smoke will set them off, so be careful when you are cooking. Do not cover the smoke detectors either – they may save your life!

Avoid accidentally setting the alarms off:
• Close the kitchen/pantry door if there’s going to be any fumes or smoke while you are cooking.
• Don’t use electrical kitchen items in rooms other than kitchens or pantries

INTERFERENCE WITH OR MISUSE OF FIRE SAFETY EQUIPMENT
It is a criminal act to interfere with, misuse or remove any such equipment:
• Fire extinguishers
• Fire alarm systems
• Smoke detectors (including covering up)
• Break glass alarm call points
• Fire exit signs

These are all there to protect life and property. Tampering with fire equipment will result in a fine of up to £250. There is a £50 automatic fine for covering smoke detectors.

Only set off the fire alarm if you think there’s a fire. Setting off the alarm maliciously will result in a heavy fine and potential prosecution by the Police.

PREVENTING FIRES

Watch the fire safety video which can be viewed on your eAccommodation Portal.

Don’t put stuff in front of the Fire Escape Routes, and don’t store overflowing bins and bicycles anywhere in the corridors.

Smoking (including electronic cigarettes) is not allowed in University accommodation and will result in disciplinary action and charges for additional cleaning and redecorating.
NO CAUSE FOR ALARM

Here are some simple guidelines to help prevent fires:

- Never cook after drinking alcohol
- Never leave cooking unattended
- Keep kitchen doors closed at all times
- Never overfill any pan
- Never overload plugs, make sure extension cables are suited to the appliances you have plugged in and ALWAYS use UK approved adaptors for international appliances
- Ensure leads and flexes are in good condition
- Check the fuse is the right size for the appliance
- Unplug electrical appliances that are not designed to be left on, before going to bed and when going out
- Smoking (including electronic cigarettes) is not allowed in accommodation
- No Candles or Fairy lights are allowed in University accommodation
- Ensure cookers/stoves and grill pans are kept clean of food debris and oil
- Do not store rubbish; remove to the external bins on a regular basis
- Don’t wedge doors open
- Do not cover up smoke detectors

IF YOU DISCOVER A FIRE:

- While exiting the building by the nearest fire exit immediately break the glass over the nearest fire alarm button
- Go to the nearest telephone and dial (9)999
- When the Fire Brigade answers, say ‘Fire’ at (Hillhead / King’s Hall / Elphinstone –block, room or flat) and give full address details
- Go to your assembly point

The porters deal with all fire alarm activations – pass on any information you have about the fire to them.

If smoke is emerging from a closed door, never open the door to investigate, follow the procedures above.

ON HEARING THE ALARM IN YOUR OWN BLOCK:

- Close the window and door of your room.
- Leave the building by the nearest exit quickly, but without running.
- Go immediately to your assembly point and await further instructions from the portering staff.
- Remain at the Assembly Point until dismissed, or instructed to proceed elsewhere.

Assembly points are detailed in full on the back of your door or notice board.
ACCIDENTS HAPPEN BUT RESIDENT(S) ARE LIABLE FOR ANY BREAKAGES AND DAMAGES. THERE WILL BE PROPERTY INSPECTIONS THROUGHOUT THE YEAR AND AT THE END OF YOUR CONTRACT. COSTS ASSOCIATED WITH ANY EXCESS CLEANING, REPAIRS OR REPLACEMENT OF ITEMS WITHIN THE PROPERTY WILL BE RECHARGED TO RESIDENT(S) ACCORDINGLY.

HERE’S A RUN DOWN OF CHARGES:

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<th>ITEM</th>
<th>ESTIMATED COST</th>
<th>CHARGE BASIS</th>
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<tbody>
<tr>
<td>Carpet Tiles</td>
<td>From £15 per tile</td>
<td>Clean or replacement</td>
</tr>
<tr>
<td>Curtains &amp; Blinds</td>
<td>From £100</td>
<td>Per pair of curtains</td>
</tr>
<tr>
<td>Mattress</td>
<td>From £100-£150</td>
<td>Per mattress</td>
</tr>
<tr>
<td>Furniture / White Goods</td>
<td>Replacement cost</td>
<td>Depending on item and extent of damage</td>
</tr>
<tr>
<td>Damage to walls</td>
<td>Minimum £50-£150</td>
<td>Dependent on extent of damage</td>
</tr>
</tbody>
</table>

**AUTOMATIC FINES**

Smoking in rooms is not allowed and covering up the smoke detectors has a £50 automatic fine. In addition, tampering with fire fighting equipment will incur an automatic fine. Malicious fire alarm activations incur a cost of up to £250. If there has been evidence of smoking in a room, then the room will be redecorated and soft furnishings replaced with all associated costs being passed back to the resident(s).
<table>
<thead>
<tr>
<th>UNIVERSITY SUPPORT CONTACTS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Office</td>
<td>(27)3502</td>
</tr>
<tr>
<td>Aberdeen University Students’ Association (AUSA)</td>
<td>(27)2965</td>
</tr>
<tr>
<td>• Info &amp; Advice Centre</td>
<td>(27)4200</td>
</tr>
<tr>
<td>• Job Link &amp; Volunteering</td>
<td>658071</td>
</tr>
<tr>
<td>• Money Advice Centre</td>
<td>(27)2965</td>
</tr>
<tr>
<td>Chaplaincy Centre</td>
<td>(27)2137</td>
</tr>
<tr>
<td>Careers &amp; Appointments</td>
<td>(27)3601</td>
</tr>
<tr>
<td>Old Aberdeen Medical Practice</td>
<td>486702</td>
</tr>
<tr>
<td>Counselling Service</td>
<td>(27)2139</td>
</tr>
<tr>
<td>Student Support Officer/Disability Adviser</td>
<td>(27)3935</td>
</tr>
<tr>
<td>International Student Adviser</td>
<td>(27)3935</td>
</tr>
<tr>
<td>Library</td>
<td>(27)3600</td>
</tr>
<tr>
<td>Student Learning Service</td>
<td>(27)3030</td>
</tr>
<tr>
<td>IT Service Desk</td>
<td>(27)3636</td>
</tr>
<tr>
<td>• Helpdesk</td>
<td>(27)3636</td>
</tr>
<tr>
<td>• Helpdesk email</td>
<td><a href="mailto:servicedesk@abdn.ac.uk">servicedesk@abdn.ac.uk</a></td>
</tr>
<tr>
<td>• Student Liaison Officer</td>
<td>(27)3350</td>
</tr>
<tr>
<td>• IT website</td>
<td><a href="http://www.abdn.ac.uk/it">www.abdn.ac.uk/it</a></td>
</tr>
<tr>
<td>• Wireless website help</td>
<td><a href="http://www.abdn.ac.uk/wireless">www.abdn.ac.uk/wireless</a></td>
</tr>
</tbody>
</table>

| HILLHEAD HALLS OF RESIDENCE                                                                |        |
| University of Aberdeen                                                                     |        |
| Don Street, Aberdeen AB24 1WJ                                                              |        |
| T: +44 (0)1224 274000                                                                       |        |
| hillhead.halls@abdn.ac.uk                                                                  |        |
| Adam Smith House, Fyfe House, Wavell House, Grant Court, Keith House                       |        |
| University of Aberdeen                                                                     |        |
| Don Street, Aberdeen AB24 1WU                                                               |        |
| 250-315 Hector Boece Court                                                                 |        |
| University of Aberdeen                                                                     |        |
| Don Street, Aberdeen AB24 1WN                                                               |        |
| 133-169 North Court                                                                        |        |
| University of Aberdeen                                                                     |        |
| Don Street, Aberdeen AB24 1WP                                                               |        |
| 170-206 South House                                                                        |        |
| University of Aberdeen                                                                     |        |
| Don Street, Aberdeen AB24 1WQ                                                               |        |
| 1-75 Carnegie Court                                                                         |        |
| University of Aberdeen                                                                     |        |
| Don Street, Aberdeen AB24 1WJ                                                               |        |
| 76-105 Carnegie Court                                                                       |        |
| University of Aberdeen                                                                     |        |
| Don Street, Aberdeen AB24 1WL                                                               |        |

| KING’S HALL ACCOMMODATION                                                                  |        |
| Crombie Johnston Halls of Residence                                                        |        |
| University of Aberdeen                                                                     |        |
| College Bounds, Aberdeen AB24 3AD                                                           |        |
| T: +44 (0)1224 274000                                                                       |        |
| accommodation@abdn.ac.uk                                                                   |        |
| Elphinstone Flats                                                                           |        |
| University of Aberdeen                                                                     |        |
| Elphinstone Road, Aberdeen AB24 3UT                                                          |        |
| T: +44 (0)1224 274000                                                                       |        |
| accommodation@abdn.ac.uk                                                                   |        |
| www.abdn.ac.uk/accommodation                                                               |        |