Welcome to Lister House!

The purpose of this guide is to provide you with as much useful information as possible in one booklet for living safely and comfortably at Lister House. Please take time to read it before arriving. If you have any questions, please do not hesitate to contact us by emailing studentapartments@glasgow.ac.uk.

We hope you will enjoy your time at Lister House and we look forward to meeting you.
Best wishes for the year ahead.

Fiona Weir
Manager
INDEX

Access, absence, animals  Page 4
Banned items, BBQs, bedrooms, bikes, bins  Page 5
Car parking, churches/places of worship, cleaning, comments, concerns & enquiries  Page 6
Damage, departure, doors, electoral roll  Page 7
Electrical items, emergency (out of hours), emergency lights, fire alarm  Page 8
First aid, furniture, grounds  Page 9
Guest policy, health & safety, heating, hot water, illegal drugs, insurance  Page 10
Internet, keys, kitchen, laundry, living support assistants  Page 11
Mail, maintenance, moving out, noise policy, no smoking, offensive weapons, posters  Page 12
Police registration, office hours, repairs, room inventory, security  Page 13
Television licence, vacation, vacuums, ventilation, water  Page 14
Windows, withdrawal from University  Page 15
Local map  Page 16
Transport  Page 17
Contact Telephone Numbers  Page 18

Appendix: Fire activations  Page 19
Cleaning tips  Page 20
Environment  Page 21
Safe adaptors  Page 22
Food Waste  Page 23
Heating system  Page 24
Absence from residence

Residents are asked to tell the office if they intend to be away overnight or longer by completing an absence slip available from outside the hall office any time. Please note that if you are off site for more than one week we are required to flush all water outlets in your room as part of our legionella avoidance programme and we will require access.

Access to room/ flat

During your stay at Lister House, access is regularly required to your flat/ room by various members of University staff or sub-contractors.

<table>
<thead>
<tr>
<th>Staff requiring access</th>
<th>Access requirement</th>
<th>Reason for access</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bedrooms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>office staff</td>
<td>once a term</td>
<td>room inspections</td>
</tr>
<tr>
<td>fire alarm maintenance</td>
<td>once a term</td>
<td>testing of smoking detector</td>
</tr>
<tr>
<td>handyperson</td>
<td>once a term</td>
<td>door closer/window checks</td>
</tr>
<tr>
<td><strong>Communal areas</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>office staff</td>
<td>weekly</td>
<td>fire alarm testing</td>
</tr>
<tr>
<td>water monitoring staff</td>
<td>monthly</td>
<td>legionnaire testing</td>
</tr>
<tr>
<td>water monitoring staff</td>
<td>once a term</td>
<td>shower head cleaning</td>
</tr>
<tr>
<td>electrician</td>
<td>monthly</td>
<td>emergency light testing</td>
</tr>
<tr>
<td>electrician</td>
<td>yearly</td>
<td>portable appliance testing</td>
</tr>
<tr>
<td>vacuum engineer</td>
<td>yearly</td>
<td>vacuum maintenance and testing</td>
</tr>
<tr>
<td>gas meter reader</td>
<td>random</td>
<td>gas meter readings</td>
</tr>
</tbody>
</table>

Please note that this is not a full list of potential access requirements. Where possible we will email you with advance notice of any access requirement such as repairs.

While we endeavour to email you in advance for any access requirements to rooms and flats please be aware that this may not always be possible.

Please contact us if you have any concerns about access requirements.

Animals

No pets or animals of any kind are permitted.
Banned Items

The following items are banned from the residence/your room:

<table>
<thead>
<tr>
<th>Item</th>
<th>Banned from</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal heaters, including electric blankets</td>
<td>residence</td>
<td>fire hazard</td>
</tr>
<tr>
<td>candles, incense burners</td>
<td>residence</td>
<td>fire hazard</td>
</tr>
<tr>
<td>deep fat fryers</td>
<td>residence</td>
<td>fire hazard</td>
</tr>
<tr>
<td>plug in air fresheners and un-fused adaptor plugs</td>
<td>residence</td>
<td>fire hazard</td>
</tr>
<tr>
<td>electrical cooking items: rice cookers, kettles, toasters</td>
<td>room</td>
<td>fire hazard</td>
</tr>
</tbody>
</table>

If any of these items are found they will be removed and may be collected at the end of your stay. In addition to these restrictions, all items brought into the Hall, which are recognised as being permissible, should be fitted with a correctly rated fuse, a correctly wired plug and a cable in good order. No electrical blankets are permitted without a current test certificate from a qualified electrician as well as a medical certificate from your GP.

Irrespective of any of the restrictions made above, the Residence Manager or Living Support Assistant can refuse introduction of any piece of electrical equipment which is deemed detrimental to the welfare of other residents of the flat/residence or of the flat itself. Please remember that this list of regulations is drawn up for your own, and other residents’ well-being and safety.

BBQs

Barbeques cannot be used onsite or in grounds due to fire regulations.

Bedroom

Rooms are inspected each term to check for any repairs and to ensure you are keeping your room clean.

Bikes

Bicycle storage is available, however all bicycles are left at your own risk and your hall insurance will not cover bikes unless you top up your insurance (see insurance leaflet). We do not allow bikes to be brought into the building but do provide a garage for storage.. A bike garage key can be collected from hall management staff or LSAs.

Bins

These bins can be found onsite- you are responsible for removing your rubbish and recycling to the bins. Use the large grey bins for general waste that cannot be recycled. Grey bins are found in the lower carpark near the east building. There is also a bin for cigarette butts and ash. It is located at the steps between east and west wings.

BLACK or YELLOW- This is a salt bin and is not for waste. It contains salt which is used in winter to ensure safe walking on the pavements.

Use BLUE bin for recycling items such as paper, plastic and metal cans.

Use GREEN for glass bottles and jars.
Please do not throw cigarette butts on the grounds.

**Did you know?** In order to reduce paper waste most information is emailed to you from the University of Glasgow. It’s important to keep your email address up-to-date.

**Car Parking**

Car parking is available onsite but cars are left at your own risk. Please register your car with the office.

**Churches/place of worship**

The University Chapel is available for all denominations.

Further information can be found at: [http://www.gla.ac.uk/services/chaplaincy/index.html](http://www.gla.ac.uk/services/chaplaincy/index.html)

**Cleaning**

Cleaning services are only provided in 'common' areas. Tenants are responsible for keeping their room or flat clean. Everyone in single study bedrooms are responsible for the cleaning of their shared kitchen. *Please see appendix for further guidance.*

**Comments, Concerns & Enquiries**

Enquiries can be raised at the Lister House office or the Student Apartments’ office. Any concerns you may have can also be raised with any of the Living Support Assistants who are on call each night. Staff can also be contacted via email: studentapartments@glasgow.ac.uk or by phone on 0141 330 6182.

We value any suggestions you may have to improve your stay.

The Lister House office is not staffed full time but is usually open 9am–12noon on Tuesdays and Thursdays.

Public holidays: We are closed over the winter vacation and on public holidays.

**Damage**

Residents will be held personally responsible for any vandalism, damage or loss they or their guests cause the Hall/ its property and will be charged for the repair/replacement of the damaged items. Anyone who removes equipment/furniture from any public part of the hall without permission will be subject to disciplinary action. Vandalism or deliberate damage to property is considered to be very serious misconduct. Un- attributable damage will be monitored and any action or charges will be decided by CLSA and Accommodation Services.

**Departure**

You are expected to leave your room and kitchen in a clean and tidy condition when you leave. All foodstuffs must be disposed of, cupboards cleaned & keys returned to the Hall office by 10 am on the morning of your departure. Anything you leave behind will be disposed off, we cannot keep or store anything
Doctors and Dentists

As part of your accommodation contract you are required to register with a doctor. Registering with and visiting the doctor is free, all you need to do is go to the practice you wish to register with and ask to register. You will need to fill out a form in the practice and you will receive a letter confirming your registration with the NHS- [http://www.nhsinform.co.uk/](http://www.nhsinform.co.uk/). Further information can also be found at [http://www.gla.ac.uk/students/health/doctorssurgeries/](http://www.gla.ac.uk/students/health/doctorssurgeries/).

A) If feeling ill outside of office hours the NHS run a service called NHS24 which can offer medical advice over the phone. The free number to call is: 111. **In an emergency call 999.**

B) If you’ve had an accident while living at Lister please come to office and fill out an accident report form. Also, please report any Health & Safety issues to the office.

Doors

Your flat door, kitchen door and room door should always be able to close and shut smoothly. Most doors are fitted with a door closer. If your door is having problems shutting or slams shut please report it to the office. Always remember **never** to jam open any door as fire doors are there to help save your life in a fire!

Electoral roll

To register to vote or check if you are eligible to vote please see [gov.uk/register-to-vote](http://gov.uk/register-to-vote). Your name will not automatically be put on the electoral roll.
Electrical items

As stated in your contract; *The Student shall not bring or allow to be brought into the Hall/Room (as the case may be) any portable electrical equipment (or any white goods or other consumable durables) unless required for medical reasons unless it complies with all current regulations and, if requested to do so, to produce evidence to the University that such equipment does comply. Where such evidence is not produced to the University or where in the opinion of the University and/or its agents (acting reasonably) any such equipment does not comply with current electrical regulations, the University or its agents shall be entitled to remove such equipment from the Hall/Room (as the case may be).*

Incorrect adaptors can be the cause of the electricity tripping in a room/studio/flat. But, more seriously, they are a common cause of fires.

Emergency (out of hours)

For emergency assistance contact the office or duty LSA in the first instance. Living Support Assistants can be called on 0797 095 0113. Outside office or LSA duty times please contact University of Glasgow 24hr security services at the Gatehouse 0141 330 4282.

Emergency lights

Within some flats and all corridors and staircases we have emergency lights installed. These will come on automatically if there is a power failure within the area. The lights are checked each month by an electrician on behalf of the University of Glasgow.

Fire alarm

If the fire alarm sounds you must evacuate the building immediately. Under no circumstance should anyone attempt to silence the alarm or re-enter the building until told it is safe to do so. Do not touch the fire panel, a member of the fire brigade or Lister House staff will deal with it. Please read and familiarise yourself and your family with the fire alarm activation procedure.

A) Each week the fire alarm is tested and will sound for around 10 seconds. There is no need to evacuate the building when this occurs.

B) Official fire drills are carried out twice a session.

C) Fire detectors can be found in your kitchen, corridors, bedrooms, larger cupboards and lounges. These are there to detect fire and should never be covered or tampered with in any way.
Fire safety action plan

We have a fire risk assessment and emergency fire action plan specifically for Lister House available from the office and on the notice board. It can be viewed at a mutually convenient time if you wish to read it.

Note: Also see appendix.

First aid/ sharps box

Living Support Assistants and office staff are trained in first aid and are there to assist you in the case of an emergency. There is a first aid kit and a sharps bin in the office.

Furniture

All furniture supplied is fire retardant. If you bring any furniture into the residence it must be fire retardant and has to be removed at the end of your stay. If you want to use your own curtains in your room they must also be fire retardant. Please check with the office before bringing in your own furniture.

Grounds/local area

Please do not litter or leave garbage bags outside the external bins as this is not only unsightly to look at but it attracts vermin such as rats and foxes! If you smoke please use the cigarette bin.

Did you know? It can take up to 10 years for a cigarette to fully biodegrade!

<table>
<thead>
<tr>
<th>Location</th>
<th>Smoke or heat</th>
<th>How to prevent an unwanted activation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>Heat</td>
<td>Open the kitchen window but keep the door closed and do not leave cooking unattended.</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Smoke</td>
<td>‘Ventilate kitchen’ is a pre-alert alarm and will sound if there isn’t enough ventilation.</td>
</tr>
<tr>
<td>Hallway</td>
<td>Smoke</td>
<td>Do not wedge open the kitchen door or open the kitchen door for ventilation. Open the window or turn on the fan instead.</td>
</tr>
<tr>
<td>Bedroom</td>
<td>Smoke</td>
<td>If you use hair spray/ straighteners under the detector it can go off. Remember to ventilate the room. No cooking in bedrooms!</td>
</tr>
<tr>
<td>Hallway</td>
<td>Smoke</td>
<td>Finally, when showering prevent steam from setting the alarm off by keeping the shower door shut.</td>
</tr>
</tbody>
</table>
Guest policy

Any overnight guest can stay for a maximum of 3 nights for free. If you have a guest staying with you for a few days we ask you to sign them in at hall office as we need to know who is here for fire safety. When you sign your guest in you will receive a copy of the form, please ask your guest to keep this with them in case we need to double check who is here for safety reasons. While your guest is here you are responsible for their behaviour and for informing them of the rules, fire regulations and health and safety. If regulations are broken or your guest is being disruptive to others we will ask them to leave.

Health and Safety

Monthly H&S meetings take place at Lister House. If you have any concerns about any aspect of H&S at Lister, please inform the office or email.

Heating

Central heating is provided in the evenings and early mornings for most of the year, times are controlled by the University and will vary with the seasons. We do not provide 24hr heating and additional heaters are not permitted. We have a limited supply of extra blankets which can be provided in winter please ask/email the office. Current heating times are displayed on the main notice boards. Each room radiator has a control valve, turn it clockwise for off and anticlockwise for on.

Please remember personal heaters are not allowed in the residence due to fire regulations. Please see appendix.

Hot water

Hot water is available at all times.

Illegal drugs

Illegal drugs of any kind are banned at the University of Glasgow.

Insurance

University of Glasgow has arranged some contents insurance cover for you with Endsleigh, the number No. 1 student insurance provider. Input your policy number HH1357 at endsleigh.co.uk/reviewcover to check your policy details.

Check what is covered, check key exclusions and limitations, check your policy excess, check how to make a claim, extend and personalise your cover.

Families should contact the provider to ensure spouse and children are covered. In addition not all possessions are covered and we advice everyone to read through the insurance leaflet given with your keys for further details on what’s covered. As noted in your contract; The University Court, the Management Staff of the Hall and the employees of the University do not accept liability on any grounds whatsoever, including fault or negligence for loss or damage to any property belonging to or in the possession or custody of any resident in the Hall, and that whether such property be deposited, stored or otherwise left in the residence or elsewhere and its outbuildings or within the grounds thereof.

Did you know?

Your hall insurance may not cover theft if you left your window or door unlocked/open. Always lock up when you leave your room, even for a short while to help deter theft.
Internet

Internet is provided by Keycom. Both wi-fi and ethernet is available via the connection point in your bedroom or lounge and wi-fi is also available in the common room. When you have connected for the first time and opened your web browser please click the register button and follow the instructions for access. Please contact Keycom helpdesk if you are having problems. You can dial *6 or 1590 from your room phone (free call) or email support@keysurf.net.

Keys

If you lose your keys please report it to the office as soon as possible. We can issue a new key during office hours. If the loss is after the office has shut the duty LSA can give you access to your room until the office opens again. A charge of at least £25 per key will be raised in case of loss. Also remember not to label your key with any identifying information such as address or name.

Kitchen

A fridge freezer, oven, hob, kettle and toaster is provided in the kitchen. Please remember to store any foodstuffs in containers and to keep the kitchen clean as an unclean kitchen can cause insects to appear. Please do not put hot pots or pans on the floor, windowsill or worktop as this will damage it and you will have to pay for the repair/replacement. Kitchen doors MUST be kept shut while cooking.

Laundry

Facilities are provided by Circuit Laundry for the University of Glasgow. The laundry is located near the common room. You will also find a ironing board and iron there for your use. If there is a problem with a washer or dryer please report it to Circuit Laundry direct—phone the number listed in the laundry. The current prices are:  

- Wash—£2.40  
- Dry—£1

These prices are subject to change for Session 2017-18

You can also view all machines onsite by accessing the link below, thereby ensuring a machine is available before you leave your room.


Living Support Assistants

Living Support Assistants, appointed by the University, are residents like you living in University accommodation and they are there to help you with problems, such as issues with flatmates, university or even if you just want to talk to someone. They are on call each night from 6pm—8am and all weekend. Please see the notices on the main doors to find out who is on duty.
Mail
Mail is delivered to the office by the postal service and delivery companies. It’s important that you provide the correct address as you may otherwise not receive any mail. Your address should look like this:

Room X or Flat X
Lister House
22 Winton Drive
Glasgow, G12 0QA

When you leave Lister House it is also important to update your address as any mail for non-residents is returned to sender. If you have any mail in your post box that is not for you please bring it to the office.

Maintenance
Repairs and refurbishment are carried out throughout the year, where possible we will notify you in advance of any such works, we apologise for any inconvenience or disturbance this causes.

Moving out
If you find, for whatever reason, you have to move out of Lister House before your contract is finished, you must contact the main Accommodation Services' office in the Fraser Building and fill out an “Early Departure Form”. Please be aware that you will be liable for any rental fees until your ‘place’ is filled or the end of your contract. It is possible, dependant on availability, to transfer to another University Residence. Enquiries should be directed to Accommodation Services in The Fraser Building.

Noise Policy
As noted in your contract there should be minimal noise between the hours of 11pm—8am. Please be mindful of your neighbours and don’t cause excessive noise. If you are being disturbed by noise late at night please contact the duty Living Support Assistant.

No Smoking Policy
As with all university buildings, smoking inside the building is strictly prohibited. Please smoke outside the building and do not smoke outside windows or doorways as the fumes can enter the building this way and cause annoyance to other residents. Please dispose of cigarette butts in the cigarette bin.

Offensive weapons
Weapons of any kind are not allowed in Residences. Please see section P of your contract.

Posters
Posters and wall decorations should only be put on the notice boards provided in your room. Please do not attach anything such as hooks, to walls/ surfaces as this can damage the paintwork and may be chargeable.
Police registration

International students from some countries are required to register with the police within 7 days of arriving in the UK. If you need to register with the police it can be done at the city centre Pitt Street branch and you will need to set up an appointment. For further information please see:

http://www.gla.ac.uk/international/support/policeregistration/
http://www.scotland.police.uk/

Local police station:
Maryhill Police Office, 1380 Maryhill Road, Glasgow, G20 9TX
Non urgent crime: call 101

Office hours

The Lister office is usually open 9am–12noon on Tuesdays and Thursdays. A duty Living Support Assistant is normally available 6pm to 8am during the week and all day at weekends. During University/public holidays the hall office will be shut.

Lister House is now managed by staff from the Student Apartments’ Office and you can contact us on campus at 89 Gibson Street between 9am–5pm Monday to Friday, email studentapartments@glasgow.ac.uk or phone us on 0141 330 6182.

If you need urgent assistance and no staff or LSAs are available please contact University Security at the Main Gate on University Avenue on 0141 330 4282.

Repairs

Repairs should be reported online via http://www.gla.ac.uk/services/residentialservicesmaintenancereporting/. Non-urgent repairs may take up to 20 working days but urgent repairs are usually completed within 24 hours. Urgent repairs normally include lock problems, major leaks or broken windows. Please notify the hall office if a repair is not carried out quickly.

Room inventory

An inventory will be completed by staff before you arrive to confirm your accommodation is clean and in a good condition- please let us know of any discrepancies you find.

Security

Please read the "Be Safe Be Secure" leaflet. Lock your door every time you leave your room. Keep your key safe at all times, do not label it or keep it with your address. Ensure the main door locks shut behind you at all times. Do not let unknown people into the building. Please report or challenge people who are acting suspiciously and let staff know if you have any concerns.
**Television Licence**

You need to be covered by a TV Licence to:
- watch or record live TV programmes on any channel
- download or watch any BBC programmes on iPlayer – live, catch up or on demand.

This applies to any provider you use and any device, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or DVD/VHS recorder.

**Vacation**

Students wishing to extend their stay over summer should in the first instance contact the main office in the Fraser Building. Information is emailed from Accommodation Services in February.

**Vacuum**

Some vacuums will need a new vacuum bag once in a while and you can collect one from hall office. Also please do not ever use the vacuum for liquids, this is highly dangerous! Contact office or LSA if you need a wet pick up.

**Ventilation**

In Glasgow’s climate we can get problems with condensation if you do not ventilate your room /flat enough. Condensation can cause mould in rooms. In order to reduce any condensation problems the following should be adhered to:

- Open your window on a regular basis, most can be safely left on ‘tilt’. Open kitchen windows while cooking.
- Shut your bathroom door when showering
- Do not dry towels on the radiators please.
- Report any problems to the hall office asap.

**Water: Tenants guide to good water hygiene practice**

The water systems in Lister House have monitoring schedules in place to ensure good water hygiene. You can assist us in protecting your health and safety by:-

- Ensuring that all outlets are used regularly [preferably once per week] or run for a couple of minutes per week to keep the water fresh;
- Reporting any water system defects, such as hot water temperature failure or dirty drinking water, to the office as soon as possible;
- If you return to your accommodation after a period of time away [i.e. more than a week] it is good practice to run the taps in your room for 2 or 3 minutes to ensure you receive a fresh supply of water.
Windows
Most windows in Lister House are tilt & turn, double glazed, windows which can be opened in 2 positions: tilt or fully open. Please familiarise yourself with the window mechanism. NB window must be CLOSED before turning the handle. Please watch the video from the link below & check that you can easily open and close your window, if you have any difficulties please inform the office or a living support assistant. Some windows may require a key to unlock them please request one from the office or ask the LSA to unlock the window.

http://www.youtube.com/watch?v=n8-k6iHJz2Y

Window restrictors (some flats)
These are fitted for Health & Safety purposes to prevent any accidental falls from height and will still allow the windows to be used for ventilation.

Withdrawal from University
Anyone deciding to withdraw from the University is required to:
1. Complete and submit an Early Departure form, which is available from Accommodation Services’ Office in The Fraser Building.
2. Advise the hall manager of their decision and date of leaving.
3. Provide Accommodation Services with a letter from an advisor of studies confirming withdrawal.
4. Return all keys to the Hall Office on departure.
5. Pay all accommodation fees due up and until the day that all paperwork and keys have been handed in plus 4 weeks.
Lister House is well situated in the West End of Glasgow. It is 20 minutes walk away from Glasgow University and 50 minutes away from the city centre. Local shops, bars and restaurants are all within 10 minutes walk of the residence and there are bus links to across Glasgow from the bus stop on Gt Western Road or Cleveden Road.

**Areas of interest**

1 = Lister House, 22 Winton Drive, Glasgow G12 OQA

2 = University of Glasgow, University Avenue, G12 8QQ Glasgow

3 = Hillhead Underground

4 = Botanic Gardens

5 = Byres Road: supermarkets, coffee shops, pubs, restaurants and shopping

6 = SRC Inter-campus bus stop outside QM Residence

7 = Nearest Bus Stop
Transport
There are many local transport links connecting Lister House with the rest of Glasgow and Scotland.

Bus
Local buses are run by Firstbus (www.firstbus.co.uk) and our local bus stop is on Cleveden Road or Gt Western Road@ Hyndland Rd.

Subway
The nearest subway stop is Hillhead on Byres Road which is a 20 minute walk from Lister House and usually runs 6.30am — 11.30pm with Sunday running on a reduced service. Please see www.spt.co.uk for further information.

Trains
Local trains serve both Glasgow and areas outside Glasgow such as Loch Lomond. The local train station is Hyndland, approx 15mins walk away and it can be reached by walking through the grounds of Gartnavel Hospital. Please see www.scotrail.co.uk for information on trains.

Bicycle
You may find one of the easier ways to get around Glasgow is by bicycle. The bike station http://www.thebikestation.org.uk/glasgow/ sell and repair bikes as well as providing cycle training for those in need of a confidence boost. Look out for them on campus at one of their regular Dr Bike sessions for free servicing and small repairs throughout the academic year.
Emergency contact numbers

General

Office 0141 330 6182 or 0141 357 0556
Duty Living Support Assistant 0797 095 0113
U of G Accommodation Services 0141 330 4743

U of G Security / Emergency repairs 0141 330 4282
U of G main switchboard 0141 330 2000
Keycom Support 1590 or*6 from your room phone
Nightline (confidential advice) 0141 353 1050
Glasgow Taxis (24hrs) 0141 429 7070

Emergency services

Emergency: Fire/Ambulance/Police 999
Local Police—Maryhill Police 0141 532 3500
Crimestoppers 0800 555 111

NHS 24 (24hrs) 111
Local GPs See http://www.nhs24.com/FindLocal
Queen Elizabeth Accident and Emergency 0141 201 1100
Barclay Medical Centre (Fraser Building) 0141 531 3600

Utilities

Water (loss of supply, 24hrs) 0845 600 8855
Electricity (loss of supply, 24hrs) 0845 272 7999
Gas 0800 111 999
Please help reduce the amount of false fire alarm activations by when cooking and ironing:

1. Ensure the kitchen door is closed
2. Leave the extractor fan operating at highest setting and open the kitchen window
3. Stay in the kitchen during cooking
4. Clean the grill pan and bottom of the oven after each use to avoid a build up of grease
5. Do not iron directly under the heat detector to avoid any build up of heat setting off the alarm

When using hairdryers/aerosols/hair straighteners etc.:

1. Do not use these items under a heat/smoke detectors
2. Keep the area well ventilated – open room window when using aerosol until aerosol has dispensed
3. Keep room door closed

Do not vandalise or maliciously use fire fighting equipment/detectors (including covering detectors).

Please remember that smoking, candles, plug in air fresheners, heaters and incense are all banned within university accommodation. If any of these items are found within Lister House they will be removed.

Fire Alarms

Lister House has its own fire alarm system. If the fire alarm sounds, the following steps should be taken;

1. You must leave the building immediately and escort your visitors to the assembly point
2. Dial 999. If it is out with office hours, someone should contact the duty Living Support Assistant on 0797 095 0113
3. Wait outside the building until the Fire Brigade tell you it is safe to go back inside
4. DO NOT touch the fire alarm panel - a member of the Fire Brigade will deal with it

Smoke Detectors

There is a smoke detector in the bedrooms and the hallway of each flat. These detectors are very sensitive. To avoid setting the alarm off you must keep the kitchen door closed when cooking.

Please ensure the cooker, especially the grill and hob areas are always kept clean to prevent smoke when cooking, as this is often the cause of the fire alarm being set off.

In your bedroom please try not to use a hair dryer or spray aerosol such as deodorant or hair products directly underneath the smoke detector as this may activate the fire alarm.

You must never try to remove or cover either the smoke detector or heat detector from the ceiling or cover them in any way. They are connected to the fire alarm system and the panel will identify any sensor that has been removed.
HINTS ON KEEPING YOUR FLAT CLEAN

You may find the information below useful:

**Hob/Cookers**

Please wipe these after use to avoid a build-up of grease and dried-in foods.

**Kitchen/wall tiles**

Wipe with soapy water and a cloth, or with a spray on cleaner, and wipe down. This helps to remove a build-up of grease and food.

**Microwave**

Clean outside and inside regularly including the plate which can be removed and washed separately.

Don’t allow food splatters to build up inside the unit – cover all food being cooked.

**Oven/Grill Pan**

Cook food using a tray/oven proof dish and use aluminium foil to capture oils and grease. Regularly clean bottom of oven and grill pan to avoid built up of grease/food items.

**Fridge/Freezer**

Throw out any food that is out-of-date to avoid unpleasant smells.

Clean shelves and unit doors with a damp cloth.

Avoid ice building up in the freezer – if there is a problem with the door not closing it is often caused by a build-up of ice due to the freezer being overfilled and the door not closing properly.

**Worktops, sinks and surrounds**

Wipe up any spills and crumbs after you.

**Kitchen floors**

Use the mop to clean the vinyl flooring in the kitchen and mop up any spills. Use the vacuum to collect food crumbs, and to clean the carpet. If you spill anything, mop/clean it up immediately to avoid stains and slippages.

**Bins**

Empty regularly and use a refuse sack inside the bin – keep the lid clean.

**In your bedroom**

Vacuum your bedroom floor, and wipe down your desk (with a damp cloth or antibacterial spray) and shelving to avoid dust and germs.

**In your bathroom (flats and studios)**

Use the mop to mop your bathroom/shower floor. Please clean your toilet bowl with toilet cleaner to avoid a build-up of grime (use the toilet brush provided to clean the bowl and rim!). Wash your shower curtain frequently on a high temperature wash in the washing machine to keep it clean.
HELP US BE MORE ENVIRONMENTALLY FRIENDLY

RECYCLE PLASTIC BOTTLES, TINS AND PAPER IN THE RECYCLING BINS. PRINTER CARTRIDGES/TONER, MOBILE PHONES, STAMPS AND BATTERIES CAN BE HANDED IN TO THE OFFICE FOR RECYCLING OR PASSING TO CHARITY.

SWITCH OFF LIGHTS WHEN NOT IN USE. DON’T LEAVE ROOM LIGHTS ON WHEN YOU GO OUT.

WASH CLOTHING AT LOWER TEMPERATURES

DON’T COVER YOUR RADIATOR WITH CLOTHING OR TOWELS.

SWITCH APPLIANCES OFF – DON’T LEAVE ON STANDBY.

DON’T WASTE WATER – DON’T LEAVE THE TAP RUNNING WHEN CLEANING TEETH OR DOING DISHES.
APPENDIX 4

USING SAFE ADAPTORS

To ensure your safety and the safety of your flatmates please remember that any electrical adaptor you use must follow certain electrical standards to prevent accidents.

As a minimum, any electrical adaptor you use must have the following:

- A fuse; an un-fused adaptor is a potential fire hazard.
- A clear label with the BS or CE logo, this ensures that the adaptor has been tested and is safe for use within the European Union
- Sleeved pins; this will prevent accidental electrocution.

Example of a safe adaptor:

| Clear BS or CE label will normally be here. |
| Sleeved |
| Fuse |

Example of an unsafe adaptor:

| No visible fuse, not marked “FUSED” or “BS”. |
| Potential to overload the socket. Use bar adaptor instead |

Overloaded Sockets- please ensure that you DO NOT plug too many appliances into an adaptor as you could overload the socket, which can lead to overheating.

It is better to use a bar adaptor on a lead, rather than a block adaptor.

Only one adaptor should be used per socket; don’t plug adaptors into adaptors.

Don’t allow the total current used by the appliances plugged into the adapter to add up to more than 13 amps of current altogether - or 3,000 watts of power. So, for example, you could have two 2 amp appliances and one 5 amp in an adaptor. That means you should never run more than one appliance that uses a lot of current, such as a television, from one socket.

Any adaptor that does not adhere to the safety standards required may be removed and can be collected from the office at the end of your contract.

If you are unsure if your adaptor is safe to use please bring it to the office for checking. Shops in the local area (such as PC World, Staples etc.) will sell adaptors that are considered safe.
Food Waste Recycling!

Glasgow City Council is in the process of rolling out a food waste service across Glasgow. Approximately one third of the general waste bin comprises food waste. This service will seek to remove this waste from the general waste bin.

The following food waste will be collected;

- Dairy
- Meat and bones
- Fruit
- Vegetables
- Bread, cakes and pastries
- Rice and pasta
- Fish
- Tea bags and coffee grounds

To recycle your food waste please use the indoor food waste caddies provided:
- Make sure there is a compostable liner in your indoor grey food caddy.
- Put your food waste in the caddy.
- When the liner is almost full, tie it and remove it to the large grey food waste bin located in the lower carpark where the large general waste and recycling bins are kept where it will be removed weekly.

**Q: Why should I use the food waste service?**

**A:** Diverting food waste from landfill means it can be recycled and turned into valuable resources such as agricultural fertilisers and energy.

**Q: Why should we stop sending food waste to landfill?**

**A:** Landfilling food waste is environmentally unfriendly and an expensive way to dispose of waste. When food waste breaks down in landfill it gives off methane gas, which contributes to climate change and is a waste of a valuable product that can be recycled.

**Q: What if I don’t produce a lot of food waste?**

**A:** Everyone has food waste – whether it be unavoidable food waste such as tea bags, bones, eggshells or leftovers, even small amounts make a difference when they are recycled.
How it works– the heating system at Lister House

- The maximum temperature is set and controlled from 2 boilers —accessed by staff only.
- Many radiators have TRV fitted which can be individually controlled (see below for further information on TRVs).
- Other radiators have a simple on /off valve. Please turn clockwise for off and anti-clockwise for on.

In order to reduce the environmental impact of the residences and maintain the University’s green ethos, Thermostatic Radiator Valves (TRV) are fitted within the residences.

**Please do not force the valve beyond the natural stop area.** If the valve is damaged through excessive force, the recharge procedure will be instigated. **If you find your room warm then please turn down the TRV and keep the energy already utilised within the building**—If you open the window, the energy is wasted. It is better for the environment to keep heat within the building to maintain the correct ambient temperature.

**If you think your radiator is not working correctly during the timed period**—please ensure the TRV is on and ask your flatmates if their radiators are on.

**For any queries or concerns contact office staff:**
Telephone: 0141 357 0556 or 0141 330 6182
Email: studentapartments@glasgow.ac.uk

**Contact Details**
For further information, please contact us:
Lister House
c/o Student Apartments
89 Gibson Street
Glasgow
G12 8LD
Tel: 0141 330 6182 Email: studentapartments@glasgow.ac.uk