

# Welcome to Victoria park

## Hulme Hall

Arrival from Thursday 11th September 2014

Key collection point is in the JCR 10.00am-16.00pm

There is no allocated on-site car parking so roadside parking is the best option. If you are arriving outside of reception opening times go directly to Hulme Hall and on the main reception entrance door. There is an intercom system which allows you to contact the hall duty tutor. Alternatively you can telephone them on: 07990561983, this number will also be displayed on the door entrance.

## Dalton Ellis Hall

Arrival from Thursday 11th September 2014

Key collection point is in the in the main reception area of Dalton Ellis 10.00am – 16.00pm

There is an on-site car park where you can unload. If you are arriving outside of reception opening times you will need to contact the duty tutor upon arrival, this number is displayed on the front entrance of the reception. Tel: 07799470110 when you arrive.

## St. Anselm's / Canterbury Court

Arrival from Thursday 11th September 2014

Key collection point is in the main entrance for St Anselm's Hall 10.00am -16.00pm

There is an on-site car park where you can unload. If you are arriving outside of reception opening times go directly to the St. Anselm's main entrance door. There is an intercom system which allows you to contact the hall duty tutor. Alternatively you can telephone them on: 07770280271, this number is displayed on the door entrance.

## Opal Gardens

Arrival Saturday 13th September 2014 key collection from Opal gardens lodge

There is an on-site car park where you can unload and the hall is staffed 24 hours.

## Victoria Hall

Arrival from Thursday 11th September 2014 Key collection form Victoria hall

There is an on-site car park where you can unload and the hall is staffed 24 hours. If you are arriving outside of reception opening times you will need to contact the caretaker upon arrival. Their number is displayed on the front entrance of Victoria Hall. Tel: 0161 607 8006 or 07795257439 when you arrive.

## St. Gabriel's Hall

Arrival from Thursday 11th September 2014

Key collection is in St Gabriel's 10.00am -16.00 pm

There is limited parking space to unload however roadside parking is available

## Room Inventories

You will receive an email with a link to complete the online inventory for your room. You need to report any missing or damaged items on the building maintenance system.

## Security Service

Campus security can be contacted on the free phone number 0800 838907. We recommend that students put this number in their mobile telephones in case of emergencies. All security personnel are trained First Aiders.

## Doctors

A number of local doctor's surgeries have information desks on the Campus between 11th – 14th September, please remember to bring your medical card with you.

### Fire Safety/Alarms

You should read the fire regulations which are displayed in your room, kitchens and common areas, and familiarise yourself with the location of the fire alarms and fire exits. If you discover a fire, however small, you should sound the fire alarms and report the details to Campus Reception on 0161 306 9900 .You must leave the building during every fire alert and gather at your Assembly Point, even if you think you know the cause.

Fire alarms are tested weekly at all locations on the following days:

Dalton Ellis: Tuesday pm

Hulme Hall: Tuesday pm

St Anslem's: Monday am

St Gabriel's: Thursday pm

### Bedding Packs

Bedding packs are available at a cost of £20. You can purchase these online at <http://estore.manchester.ac.uk> or from Campus Reception

### Computer Connections

If you have completed your University Registration online and signed up for your University username & password you will be able to join Hornet (once your PC is connected to the Data point you will receive instructions on joining.) A data cable is provided.

### Reporting Maintenance Faults

The University has a computerised buildings maintenance system. Students can utilise their personal connections for reporting faults on [www.manchester.ac.uk/halls/bm](http://www.manchester.ac.uk/halls/bm) or visit the Halls of Residence Network (HORNET) terminals located at most Halls. **Please refer to Damage & Fault Reporting Information in the information booklet.**

### Launderettes

There are launderette facilities in each of the halls of residence. This service is managed by a private company. All machines are card operated. You will receive a laundry card in your pack you can top this up online.

### Catering (Catered Halls only)

All times of meals are published locally in each hall.

### Bicycles

Cycle shelters are available at a number of locations. Keys are obtainable from Campus Reception at a non-refundable cost of £15.

### Insurance

The University of Manchester Residences are covered by a block insurance scheme. The premium is included in the hall fees. Please read the details supplied through the accommodation office website and ensure that you have read the limitations, exclusions and excess details. Endsleigh Insurance Company will be on site during key registration if you wish to extend the cover on items such as Laptops.

### Keys and Access Control Cards

All lost keys and swipe cards should be reported to Campus Reception. Charges are levied for replacements. Information regarding charges for lost keys is available on local hall noticeboards.

Please note if you find your lost keys and return them within **7 days** your money will be refunded.