**UNSWORTH PARK VACATION RESIDENCE INFORMATION**

**CORONAVIRUS (COVID-19)**

**Please ensure that you contact us prior to arrival if you have tested positive for COVID-19 and still have symptoms or are displaying symptoms untested.**

**HALL DETAILS**

Unsworth Park Residences (Fallowfield Residences)

20 Chancellors Way,

Fallowfield

Manchester, M14 6FZ

Telephone +44 (0)161 306 9900

Email: centraladmin.fallowfield@manchester.ac.uk

**BOOKINGS**

Bookings must be made by completing the relevant booking form on the summer vacation webpage. The minimum booking period is 1 week.

**PAYMENT**

Payment must be made in full in advance via the online payment system.

**FACILITIES**

Rooms are arranged in self-contained flats of ten bedrooms. Each room has its own en-suite facility and 3/4 size bed, study desk, wardrobe and bookshelf. The shared kitchen contains a fridge/freezer, oven, hob and kettle.

**BEDDING**

Bed Linen is not provided. Students must bring their own.

**KITCHEN**

Kitchens are equipped with basic facilities but we do not provide towels, pots, pans, crockery or kitchen utensils, you must bring your own and take it with you when you leave.

**CLEANING**

Residents are responsible for cleaning their own rooms, rubbish removal, recycling and washing pots. The communal areas of the flat are cleaned by our housekeeping teams but this is on a reduced service.

Additional charges may be made for any rooms/flats left in untidy state.

**ARRIVAL**

Keys may be collected from the first day of your booking.

**Due to the current situation, you should send an email to the Hall Administration Office to notify them if you are arriving out of office hours, which are Monday to Friday 9am to 3pm, so arrangements can be made for the collection of keys:** centraladmin.fallowfield@manchester.ac.uk.

**KEYS**

Lost keys should be reported to reception or security immediately. A replacement charge is payable. All keys should be returned to the main reception or alternatively left in the room.

**LAUNDERETTE**

The laundrette is located in the amenity block. Cards can be purchased from the vending machine in Reception or you can download the Circuit Laundry App to manage and add credit via your mobile at <https://www.circuit.co.uk/mobile-app/>.

**WIFI**

Eduroam is a wireless service that staff and students of a number of institutions can use here in Manchester. Further information is available at the following link: <http://www.itservices.manchester.ac.uk/wireless/>.

**MAIL**

Mailboxes are located at the Meadow amenity block at Unsworth Park, these boxes will only accept letter. All mail and parcels sent to you must state:

VACATION RESIDENCE

Name, block, Flat, Room

Unsworth Park

20 Chancellors Way

Manchester, M14 6FZ

Large parcels and registered items will be held at the main reception in Fallowfield and a slip will be placed in your mailbox. Proof of identity will be required for you to collect your item. Please note that during the current pandemic our teams will not sign for any items on your behalf, this follows the current Royal Mail guidelines. Items can be collected on a Monday Wednesday and Friday between 12 noon and 2pm. There may be times when this service is disrupted and we would ask for your patience in this matter.

**PARKING**

Please note that parking is available on site. Parking requests should be emailed to centraladmin.fallowfield@manchester.ac.uk. Bicycles must NOT be stored in your house/flat or room. There are bike shelters on site for residents to use. Own bike locks must be provided.

**FIRE ALARMS**

The fire alarms are tested weekly on Thursdays between 10:30am and 11am. All residents should familiarise themselves with the fire procedures and exit routes from their accommodation.

**REPAIRS AND MAINTENANCE**

Report immediately any loss, breakage, damage or failure of facilities and services online. The Building Maintenance System can be found: [HERE](https://idp.stars.manchester.ac.uk/discovery/bm.wayf?entityID=https%3A%2F%2Fbm.stars.manchester.ac.uk%2Fshibboleth&return=https%3A%2F%2Fbm.stars.manchester.ac.uk%2FShibboleth.sso%2FBMDS%3FSAMLDS%3D1%26target%3Dcookie%253Adb123c15) . If you do not have a log on and password please report all repairs to reception or security. In the case of an out of hours emergency please contact your on duty ResLife Advisor.

**TV LICENCE**The TV in the kitchen is covered by a TV licence, but this does not cover you! If you watch or record Television as it is being broadcast in your room in hall, either using a computer or a TV, then you need a Television Licence. For further information refer to: http://www.tvlicensing.co.uk

**RESLIFE**

There is a ResLife team available in your hall. ResLife are available out of office hours and can provide support and guidance to all residents. The ResLife Advisor can be contacted on 07789 926829.

**SECURITY**

The University has a 24 hours security service. Uniformed officers patrol the residences. They are contactable on a free phone telephone number 0800 838907.

**INSURANCE**

There is block hall insurance, for details of the insurance, see the following web link: <https://www.endsleigh.co.uk/personal/home-insurance/check-your-student-cover/>.

The reference is HH1053. This is not travel insurance.

**ACCESS**

If any guest has special requirements, please ensure that you notify us as far in advance as possible and we will try to assist.

**OTHER INFORMATION**

Noise – All guests are requested to respect the quiet hours between 2300 – 0800 hours

**There is a No Smoking Policy** which also includes electronic cigarettes throughout our Hall of Residence and University buildings.