



# Contact details

Telephone

Internal





## Dear Student

We look forward to welcoming you to our accommodation and wish you every success with your studies.

This Handbook is devised to help you with day-to-day residential life and is divided into two sections:-

- € Residential Licence and Terms and Conditions
- € General Information about Residential Life

need to sign before arrival at University. Please keep the handbook in a safe place so you can refer

Your Welcome Representative and Block Representative will play an important role in your time in of life in our halls is dependent on the members who live in it. Please help us to continue our tradition of caring for our community by caring about and caring for others in your hall or house. Inevitably, to assist in the smooth running of a community there must be some rules! You will read about the rules as you go through this handbook. Please abide by them. May we particularly draw your attention to the Code of Conduct to which you must adhere to.

If you have any queries concerning your accommodation package, please refer to our Accommodation Brochure, which, if you do not already have a copy, can be downloaded from our website.

We look forward to welcoming you to our accommodation and wish you every success with your studies.

The Accommodation Office team (Tel: 01243 793477)

# Student Residential Licence Agreement

1. Interpretation
  - 1.1. The particulars set out on the linked accommodation portal sign-up page shall apply to this Licence.
  - 1.2. If any provision of this Licence is held to be illegal, invalid or unenforceable, the remainder will be unaffected.
  - 1.3. Any obligation on a party under this Licence not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
  - 1.4. The parties to this Licence do not intend that





# PAYMENT INSTALMENT AGREEMENT

## (For Accommodation and Catering Fees) 2023/2024

First instalment: 3rd October 2023  
Second instalment: 8th January 2024  
Third instalment: 8th April 2024

\*Adventure Education and QTS Secondary PE's second and third instalments ... Dates to be confirmed  
\* Institute of Education second and third instalments ... Dates to be confirmed

### Bishop Otter Campus

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### Bognor Regis Campus

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- € Repairs and maintenance are carried out within agreed timescales.
- € The building meets with, and exceeds, related health and safety standards.
- € You will be given information to explain what management routines are followed in the buildings.
- € There is a set and accountable procedure for dealing with any disputes or complaints.

Full details about the National Code, a copy of the Code, its current membership and the complaints procedures, can be gained from [www.anuk.org.uk](http://www.anuk.org.uk) or by telephoning the National Code Administrator on 0113 243 0169.

#### BALL GAMES

For health and safety reasons all ball games and similar pastimes are not allowed in halls of residence or on any of the open areas adjacent to the halls or in the communal areas. Playing fields should be used if you wish to play ball games or similar. Any damages resulting from unauthorised ball or other games will be charged

## CARERS

If you have additional requirements and have a helper occupying a separate room, they are expected to adhere to the Licence Agreement and Code of Conduct, sign a residential agreement and make payment (at advertised rates) for the room in accordance with the Payment Instalment Agreement.

## CAR PARKING

### Havenstoke

Resident students may purchase an annual permit to park at Havenstoke Close. There are limited spaces available and these shall be allocated on a first come, first served basis. Contact the Accommodation Office for further details. Vehicles parked without the correct validation permit will receive a penalty charge. The cost for the 39 week parking contract is £275.73 (price correct at time of printing).

### Stockbridge and Fishbourne Road East Halls

It is a strict condition of occupancy at Stockbridge and Fishbourne Road East Halls that students are prohibited from parking their cars onsite or within the local area. The planning conditions for both sites only allow the University to grant parking permits to those with a registered disability, or in the event of documented medical reasons. The University is also able to allow students to park where they are granted permits due to their course requirements (placement students). Halls arrivals and departures will be allowed on site parking for no longer than is necessary.

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## CHAPLAINCY

Our Chaplaincy offers opportunities for students to explore faith, discuss life and build community. The Chaplain is based at Bishop Otter Campus but holds services and provides space for discussion and time for quiet reflection on both campuses.

The Chaplain is here for all students: to listen to and support them, and to assist students of all faiths to locate places to worship and pray where they may feel most at home.

More details can be found by visiting the Chaplaincy web pages at: [www.chi.ac.uk/chaplaincy](http://www.chi.ac.uk/chaplaincy) or checkout the Facebook page: University of Chichester Chaplain and Twitter: @chiunichaplain"

## CODE OF CONDUCT

The quality of life in our residential community is dependent on the members who live in it. Please help us to continue our tradition of being a caring community by caring about and for others in your hall. Inevitably, to assist in the smooth-running of a community there must be some rules which we ask you abide by. Full details of the Halls• Code of Conduct can be found on the Accommodation Office website ([www.chi.ac.uk/student-life/accommodation](http://www.chi.ac.uk/student-life/accommodation) ) but a brief summary of pertinent points are listed below.

## CONFIDENTIALITY POLICY

## DAMAGE TO YOUR ROOM AND OR COMMUNAL AREAS

Should there be any damage to your room you will be charged for repairs, unless someone else admits responsibility and is willing to pay. All residents in a hall are deemed to be collectively responsible for any damage to communal areas. It is in your interest to prevent other residents or visitors from causing any damage. Accounts for any damage must be paid to the Accommodation Office within 28 days of invoice;

## DENTISTS

It is extremely difficult to locate an NHS dentist in this area so we strongly recommend you remain registered with your dentist at home.

## DISABILITY AND DYSLEXIA ADVICE AND SUPPORT

The Disability and Dyslexia Service provides a range of support services to students with disabilities, continuing health conditions, specific learning difficulties and any additional needs that require support or adjustment in teaching, learning and exams.

The team also includes a Sensory Adviser who assists students with vision and/or hearing impairments to access course materials in alternative formats and to make the most of assistive technology.

Our Dyslexia Advisers are able to assist with assessing and arranging appropriate support for students with a range of specific learning difficulties including dyslexia, dyspraxia and dysgraphia. Even if you have previously not been assessed as having had difficulties it is not too late to recognise the issue and deal with it now. The service can also advise the Accommodation Office if applicants require prioritisation for particular types of accommodation because of their disability or medical condition. Applicants requesting special, prioritised or adapted accommodation on campus because of a disability or medical condition must contact this service to discuss their needs as early as possible in the application process, and by 30th April in the year of application.

Students who feel their condition means they will need to live on campus after their first year must contact



## ELECTRICAL APPARATUS AND PORTABLE APPLIANCE TESTING

Residents are responsible for ensuring that any equipment they bring to the University is electrically safe and suitable for UK electrical systems. Electrical equipment must not overload the University's electrical supply. Individual electrical items shall not be rated above 1kw.

One CE approved fused multi-adaptor (rated at 10 amp with a maximum four ways) for use with low wattage equipment only, such as PC and printer is permitted in each room. All plugs and adaptor must comply with BS1363.

Non UK equipment and associated Non-UK to UK adaptors may not be used unless they have been inspected and approved by the University. Contact the Accommodation Office to arrange a portable appliance test. If you are in any doubt about the suitability of your electrical appliances contact the Accommodation Office. The University will undertake an electrical test for all appliances, if deemed necessary. Arrangements for items to be tested must be made on the day of arrival. Electrical items belonging to students which are placing an excessive load on the electrical system, or which, in our view are unsafe or unfit for use will be removed and stored until the end of year. Power supplied is 240v and 3 pin plugs must be utilised.

Items that should not be brought onto the University include:

- € Cubed adapters
- € Rice cookers
- € Items requiring a continental electrical adapter in order to work.
- € Individual fridges/coolers
- € Electrical room heaters
- € Electric blankets
- € Deep fat fryers
- € Grills and sandwich makers
- € 3D Printers
- € Crypto-currency mining equipment (or any other equipment which is specifically use for, or used to support, this activity)
- € Any Personal Transportation Device which requires the charging of a lithium-ion battery

(Past experience dictates that deep fat fryers and grills/sandwich makers are inherently dangerous due to a combination of an accumulation of fat, poor washing up practices and late night high spirited food binges). If you have a query regarding a piece of electrical equipment that you are not sure whether it needs testing, please email [healthandsafety@chi.ac.uk](mailto:healthandsafety@chi.ac.uk).

On hearing the fire alarm:

1. Evacuate the building by the nearest available signed exit route.
2. Assemble at the designated assembly point (indicated on the floor plan).

## END OF CONTRACT

You are expected to vacate your room by 12.00pm (midday) on the day shown in your Residential Licence Agreement. If you stay after this time, just like a hotel, an additional charge will be made. If you wish to stay beyond the date shown on your residential licence, please speak to the Accommodation Office who may be able to extend your booking. Rooms are used for conferences during the summer months so it may not be possible to grant your wish.

When leaving your room to go on summer vacation, please start clearing at least a week before you leave to help the domestic cleaners, who otherwise have an almost impossible task of throwing away tons of rubbish. Last year the University sent 850 tonnes of rubbish to land fill, which is equivalent to 850 minis. It is your duty to help recycle as much as possible.

Please clear all pin boards of posters and clean out cupboards and wardrobes i.e. remove all personal possessions. If rooms and the communal areas are left in an unacceptable state requiring additional cleaning you will be charged for this. It is the student's responsibility to clean, ovens, microwaves, hobs and fridge/freezers if any of these are left in an unacceptable state you will be charged for this.

You will be expected to agree to a departure appointment to allow the proper processing of paperwork and checking of your inventory. Details of how to book the appointment will be released towards the end of your contracted licence period. Please follow all guidance issued regarding departure.

## ENVIRONMENTAL POLICY

The University is fully committed to reducing the impact it has on the environment. This means that we try to be careful about the way we use valuable resources, encouraging recycling and keeping waste to a minimum. Both campuses have recycling centres and we also provide recycling facilities in all halls of residence to enable students to recycle paper, cans, glass, cardboard and packaging.

Help the University to continue to reduce our carbon footprint by:

- € Switching off lights when they are not in use
- € Turn off the heating before opening the window
- € Not leaving electrical equipment on over night

We are continuously trying to improve our environmental performance and if you have any suggestions or comments that could help us then please do contact the environmental team. Further information about the University's environmental goals and activities can be found on Moodle/Campus Facilities/Environment and Sustainability.

## FEES

If you have any queries about the payment of your accommodation fees please speak to our Finance Department on ext 6108 or 6429. Fees are to be paid online. Failure to pay fees in a timely fashion could lead to eviction processes being invoked. If you are in unexpected financial crisis contact the Student Money Advice Service [studentmoney@chi.ac.uk](mailto:studentmoney@chi.ac.uk)

## FIRE DOORS

The doors to your bedroom, kitchen, and flats (where applicable) are fire doors and must be kept closed. They are fitted with metal door-closing mechanisms at the top to make sure that they close and prevent the spread of fire and smoke.

There are some kitchen doors and some corridor fire doors which are designed to stay open until the fire alarms are activated, at which point these doors will close. Therefore, it is important that these areas are kept clear of any items which may hinder the closing of these doors.

Propping open a fire door, or preventing the closure of a fire door which is on a 'hold-open' system is a disciplinary offence.

## FIRE PRECAUTIONS

You are expected to comply with the precautions at all times and should familiarise yourself with the alarm break glass switches, emergency routes and the location of the firefighting equipment in the hall. Fire practices are held at regular intervals; willful failure to participate in these practices is viewed as a serious matter and treated as misconduct. The removal of, or tampering with, the firefighting equipment, fire/smoke detection installations, or the misuse of any other devices installed to provide protection against fire are criminal offences under the Regulatory Reform (Fire Safety) Order 2005.

Particular care is necessary in residences:

- € Fire Service call. The cost is included in the service charge. Fire doors must NOT be obstructed by furniture or other items, such as bicycles. These will be removed and persistent breaches may result in disciplinary actions being invoked.
- € Fire doors must NOT be wedged open or a fine may be issued.
- € As the heat and smoke sensors are sensitive, they are easily triggered. For this reason cookers and grills must NOT be left unattended, kitchen doors must be kept shut at all times and candles/joss sticks must not be left burning.





## LAUNDERETTES

Launderettes are located:-

- € at the side of the Chilgrove Halls of Residence, Bishop Otter Campus.
- € in Havenstoke Close, adjacent to the Bishop Otter Campus.
- € behind Block 9, Barbara Smith Halls, Bognor Regis Campus.
- € at both Stockbridge and Fishbourne Road East Halls

The machines at BOC, BRC and Stockbridge are operated via the relevant app that can be downloaded; Fishbourne and Westgate machines are coin operated. Any problems connected with the machines or any damage should be reported to telephone extension 3477 or 3488. Please note that University of Chichester cannot be held responsible for damage caused to washing while using the laundry facilities. Students are responsible for laundering of all personal items.

## LINEN AND BEDDING

If you are an international student you can request to be provided with bedding (duvet and sheets) and towels. Please be aware that you are responsible for keeping the items clean. We recommend you wash these on a weekly basis to keep them in good condition. You will be charged for any bedding or towels that have been stained or damaged.

## LOCK-OUTS

If you lock yourself out of your accommodation you will need to go to the Accommodation Office during office hours so they can identify you by checking your records before letting you in. There will be a £5 charge for every lockout, following your third request to be let back into your room, as an administration charge. After office hours please use the advertised number for lockouts which can be found on the notice board in your Hall of Residence.

## MAIL

Your incoming mail is distributed from your local Accommodation Office Reception (with the exception of the Havenstoke Houses, Pinewood and University managed HMOs in Bognor and Chichester).

Mail is managed following approved procedures. All parcels and registered packages are to be signed for by the students. Students are asked to collect credit cards and cheque books from their banks and not ask for them to be sent to the campus. You may post items for internal staff at the Accommodation Office reception.

There is a post box for external mail at the main University Receptions, which is emptied by the Post Office

#### LEWIS ROAD

37 Lewis Road, Chichester, West Sussex. PO19 7LZ

#### MILLFIELD CLOSE

19 Mill eld Close, Chichester, West Sussex. PO19 6UR

#### SPITALFIELD LANE

47 Spital eld Lane, Chichester, West Sussex. PO19 6SG

#### WESTGATE HALLS

Westgate Fields, Chichester, PO19 1SB

#### BOGNOR REGIS CAMPUS

Room Number, Block, University of Chichester, Upper Bognor Road, Bognor Regis, West Sussex, PO21 1HR

#### PRINCE OF WALES

Studio/Apartment Number, 1 High eld Road, Bognor Regis, West Sussex, PO22 8BQ

#### VILLA MARIA

Studio/Apartment Number, Villa Maria, Campbell Road, Bognor Regis, West Sussex. PO21 1NW

After you leave University-owned accommodation it is your responsibility to ensure you have let the relevant companies and individuals know your new address details. Students' post can be collected at the published times from the Accommodation Offices on the Chichester and Bognor campuses and from the Reception areas at Stockbridge and Fishbourne Road East Halls.

#### MEALS FOR RESIDENTS STAYING IN CATERED ACCOMMODATION

Resident students staying in catered accommodation are provided will receive a daily allowance which can be spent in the Restaurants at either campus. This allowance is loaded on to catered students' campus cards each



#### Inter-Semester Weeks

Inter-semester weeks, including Wellbeing/Employability weeks, operate the same as Reading Weeks ... see above.

#### Christmas and Easter Vacations

There is no catering provided during the Christmas and Easter breaks, this is factored into the annual cost of your accommodation fees.

#### Claims for meals not taken

Rebates for any missed meals can only be given in very exceptional circumstances (for example when a student is absent on medical or compassionate grounds, not due to study commitments). In these circumstances a student should apply in writing, in advance where possible, to the Accommodation Office.

#### Placement Students

Students who go on placement, primarily Teaching students based at Bognor, should speak with the catering

## Meningitis

Meningitis and meningococcal septicaemia (blood poisoning) are serious diseases that can strike rapidly with little warning and if left untreated could be fatal. Outbreaks of meningitis tend to occur where people live or work closely together, such as university, living in halls of residence, living in shared student accommodation.

Meningitis is an infection of the meninges (the protective membranes that surround the brain and spinal cord). The infection can be caused by bacteria or a virus, and it leads to the meninges becoming inflamed. This can damage the nerves and brain.

Early treatment of meningitis is essential to save lives, so it is important to **KNOW THE SIGNS AND SYMPTOMS!**

The following are common symptoms and signs of Meningitis and Septicaemia (blood poisoning) however, remember that **NOT EVERYONE** gets **ALL** these symptoms:

- € Fever/High temperature (with cold hands and feet)
- € Vomiting
- € Headache
- € Stiff neck
- € Dislike of bright lights
- € Joint or muscle aches and pains
- € Drowsy, difficult to wake
- € Confusion
- € Septicaemia signs = stomach cramp, diarrhoea, rash

The rash that shows Septicaemia (blood poisoning) will not fade under pressure - use the **GLASS** test: push a glass on to the rash and if it does not disappear under pressure it is a Meningococcal Septicaemia rash.

Early signs and symptoms can be confused with flu or a bad hangover. Trust your instincts - get medical help immediately, dial 999, this could be a medical **EMERGENCY!**

For more information on meningitis please see the Meningitis Now website  
<https://www.meningitisnow.org/>

## MENTAL HEALTH

UinMind is our mental health advice and support service supporting students with diagnosed mental health conditions as well as those experiencing problems such as stress, low mood, anxiety and difficulty coping. They work to equip students with the tools necessary to cope with the emotional demands of University life and as such run skills training interventions for students who wish to develop skills to deal with their mental health. Look out for the **MOOD** and **CALM** emails.

If you have not accessed the UinMind service before you should attend a Wellbeing pop-up session in the first instance. These run throughout the week in the LRC on both campuses when students can come down and

MENTAL HEALTH CRISIS

## NURSE HEALTH ADVISERS

The Nurse Health Advisers provide an approachable and confidential service to all students offering support and guidance on all aspects of health and wellbeing. They offer daily drop-in sessions at both campuses, timetables can be obtained from the Support and Information Zone and are also on the University help pages: <https://help.chi.ac.uk/student-health-service>. The Health Centres are on the ground floor at the centre of New Hall on the Chichester Campus, and in the LRC Annex (past Costa) on the Bognor Regis Campus. To book an appointment outside drop-in sessions call/text 07739 983 703 or 01243 816111 (internal extension 6111); Email: [studenthealth@chi.ac.uk](mailto:studenthealth@chi.ac.uk)."

## OPENING HOURS

The Accommodation Offices at all the main sites (Bishop Otter Campus (BOC), Bognor Regis Campus (BRC), Stockbridge and Fishbourne) operate their own opening hours specific to the site.

The BOC and BRC offices are open during working hours only ... please check with the site offices as to the specific hours that they are open. Security will be on campus outside of these hours to provide help and support as required. The Stockbridge and Fishbourne offices are open 24/7, with Security staff providing support outside of normal office hours.

## OPERATING MANUAL

## POSTERS IN YOUR ROOM

Please do not pin any posters or similar displays to the pin board area provided. They should not be fixed to other areas of walls, ceilings or doors since this can cause damage to the fabric of the room and create a fire hazard.

## RECYCLING

Please collect your recyclable waste in the bins provided and empty the bins, when full, at the appropriate recycling points on both campuses. Please read and familiarise yourself with the instructions. On no condition should you throw plastic carrier bags into recycling bins.

## REPAIRS AND MAINTENANCE

It is incumbent upon resident students to report maintenance issues as they arise, so that the University can make effective repairs or replacement. If maintenance issues are not reported then we cannot put things right for you and this may affect your experience and enjoyment of your accommodation.

Maintenance issues such as a dripping tap, flickering light, slow draining bath or shower are all kinds of non-urgent repairs. Non-urgent issues should be reported on-line via [Support Me!](#) on the home page of Moodle. Click on the lifebelt link and follow the procedure under the [Log a request](#) link. Please ensure you correctly select the area where the repairs are required, and please do give a good description of the issue.

Emergency maintenance, urgent repairs, or loss of power, floods, loss of heating or hot water, should be reported via phone on your site's 24 hour assistance number or speak to a member of staff:

Bishop Otter Campus (including Havenstoke and Pinewood) - 01243 793477

Stockbridge Student Village - 01243 533356 / 07824-349-543

Fishbourne Road East Halls - 01243 790279 / 07791-692-966

Westgate Halls - 01243 812931 / 07795257068

Bognor Regis Campus - 01243 793488

Students residing in the University managed HMOs within Chichester and Bognor will be given the correct reporting procedures for their property.

## SAFETY EQUIPMENT

The taking down, removal, re-sitting or defacing of any safety signage or equipment from within the University or bringing such equipment from outside, on to University property, is a criminal offence and will be viewed as a serious breach of conduct.

## SECOND YEAR AND BEYOND

After your initial year in Halls many students rent private sector houses with friends they have made during their first year in Halls. Other students prefer to stay in Homestay or Private Home accommodation (renting a





## TERMINATION OF CONTRACT

If you wish to leave your room earlier than the term specified in your licence agreement you will need to let the Accommodation Office know in writing (allocations@chi.ac.uk) and find a suitable alternative student, not already in halls, to take up your contract. Failure to do so will result in you having continuing liability for the rent. If you are leaving your studies at the University and moving out, you will be required to submit four weeks written notice to the Accommodation Office for ending the Licence Agreement early.

When you leave your accommodation you will need to:-

- € advise the Accommodation Office in writing
- € return your keys
- € return your meal card (if applicable)
- € return your internet connection cable
- € our



#### WHAT YOU WILL NEED TO BRING WITH YOU FOR YOUR ROOM

Bed Linen (2 sets), duvet/blankets, pillows, towels, tea towels, toilet rolls and iron and ironing board (if required). Cleaning materials; multi-surface, toilet, crockery and washbasin cleaner. Basic

# Schedule of Damages and Fees ... 2023/24

## APPLIANCES

ITEM	REPLACEMENT CHARGE (inc vat)
Replace Microwave (1.2cf and smaller)	£50.00
Replace Microwave (1.4cf and larger)	£70.00
Replace Refrigerator (6cf) with Freezer	£120.00
Replace Refrigerator (11.7cf) with Freezer	£190.00
Replace Refrigerator (16cf) with Freezer	£250.00
Replace Cooker (Electric)	£375.00
Replace Cooker (Gas)	£300.00
Appliance Accessories	£10.00 +
Microwave Carousel Ring	£10.00
Microwave Tray	£10.00
Stove Burner Bowl	£40.00
Stove Knob	£5.00
Stove Surface Element	£60.00
Oven Bake/Broiler Element	£60.00
Oven Rack	£25.00
Refrigerator Door Shelf	£20.00
Refrigerator Interior Shelf	£20.00
Refrigerator Vegetable Drawers	£30.00
Replace Kettle	£11.00
Replace Toaster	£16.00
Vacuum Cleaner	£85.00
Replace Iron	£22.00

## DOORS AND DOOR FURNITURE

Doors minor repairs	£30.00
Replace Door	£350.00
Repair Split Door	£100.00
Replace Peep Site	£20.00
Re nish Door (one side)	£35.00
Re nish Door (both sides)	£60.00
Replace Lock (Mechanical)	£125.00
Replace Lock (Electronic)	£250.00
Replace Door Frame	

## FURNITURE (BUILT IN)

ITEM	REPLACEMENT CHARGE (inc vat)
Replace Closet Door	£30.00
Replace Closet Rod	£10.00
Replace Closet Towel Rack	£10.00
Replace Closet Mirror	£25.00
Rehang Wall Bookshelves	£10.00
Replace Wall Bookshelves	£10.00

## FURNITURE (STAND ALONE)

Replace Bed Ends (pair)	£50.00
Replace Bed Frame or Base	£65.00
Replace Bed Lofting Pin	£10.00
Replace Bed Stabilizer Bar	£10.00
Replace Bookshelf	£100.00
Replace Chair	£75.00
Replace Coffee Table	£60.00
Replace Couch	£300.00
Replace Counter Stool	£50.00
Replace Desk Chair	£100.00
Replace Desk Chair Seat/Back	£40.00
Repair Desk Drawer	£25.00
Low Chair (Bedroom)	£62.00
Repair Desk Leg	£25.00
Refinish Desk (Staining)	£25.00
Replace Desk	£130.00
Replace Desk Hutch	£30.00
Replace Dresser (3 drawer)	£120.00
Replace Dresser (5 drawer)	£150.00
Replace File Cabinet	£285.00
Replace Mattress	£100.00
Replace Table	£70.00
Replace Wardrobe	£230.00
Replace Wardrobe Door	£40.00
Bedding (University Owned)	£20.00

## HOUSEKEEPING AND CLEANING

Deep Clean of Room	£50.00
Housekeeping (30 minutes)	£10.00
Cleaning (30minutes)	£10.00
Large Item Removal (per piece)	£25.00
Reset Room (Furniture Moving)	£25.00
Replace Wastebasket	£7.00
Replace Recycling Bin	£25-£50
Replace Pedal Bin	£25.00
Replace Mop	£5.00
Replace Bucket	£4.50
Replace Broom	£4.00
Replace Dust Pan and Brush	£4.00
Replace Ironing Board	£22.00
Replace Kitchen Manual	£4.00

## LOST KEYS & ID CARDS

Letting Into Rooms	£5.00
Lost Temporary ID (Proximity)	£10.00
Replace Key Card	£5.00
Duplicate Metal Key	

## LIGHTING

Replace Light Fixture	£60.00
Replace Light Switch	£25.00
Replace Bed Side Lamp	£10.00

## NETWORK EQUIPMENT

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## BUILDING FABRIC

Replace 1'x1' Ceiling Tile (Labour Extra)	£10.00
Replace 2'x4' Ceiling Tile (Labour Extra)	£20.00
Replace Carpet (Square Yard, Labour Extra)	£25.00 per m <sup>2</sup>
Replace Carpet Square	£20.00
Window ... temporary board up	£10.00
Window and reglaze	Billed at contractor cost

## WINDOWS AND BLINDS

Replace Blind	Billed at contractor cost
Curtain track ... Re x	£15.00
Curtain Track ... Replace	£30.00

## FIXTURES AND FITTINGS

Notice board (pin board) ... replace	£40.00
Notice board (writing board)	£45.00

## FIRE EXTINGUISHERS AND FIRE BLANKETS

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## IMPROPER FIRE ALARM ACTIVATION

Activation Due False Alarm

Charge from re service

Activation Due Vandalism



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