

RESIDENTIAL ADVISOR ACCOMMODATION**LICENCE TO OCCUPY 2024/2025****Important Notice****Name:****Date: Agreement Start to Agreement End****Hall Name****Bedroom Type****Initial Allocated Room**

Any occupancy of the Residence by the Residential Advisor outside these dates will only be permitted if the University grants such rights in writing, which will be subject to a separate Agreement.

This is a formal document intended to create legally binding obligations between the Residential Advisor and the University – the Residential Advisor must make sure they read and understand it before committing to it by confirming online that the Residential Advisor accepts the Accommodation Offer. If anything is unclear then please ask the Accommodation Office.

THE RESIDENTIAL ADVISOR MUST ALSO AQUAINT THEMSELVES WITH THE REGULATIONS SPECIFIC TO THE RESIDENCE. THESE ARE PUBLISHED IN THE HALLS HANDBOOK. IN PARTICULAR, THE RESIDENTIAL ADVISOR MUST BECOME FAMILIAR WITH THE RELEVANT FIRE REGULATIONS

The Residential Advisor agrees to comply with their obligations in this Agreement. The following terms of occupancy apply to the Accommodation and the Common Parts in the above-mentioned Residence and shall form part of the Agreement between the Residential Advisor and the University.

- Accommodation:** Accommodation at the Residence as described in the Accommodation Offer.
- Accommodation Contents:** The fixtures fittings and equipment in the Accommodation.
- Accommodation Offer:** The formal offer made by the Head of Accommodation to the Residential Advisor or their designate
- Accommodation Office:** Located at Crown Place, 202 Brownlow Hill, Liverpool, L3 5UE (accommodation@liverpool.ac.uk)
- Application:** The online application made by the Residential Advisor for accommodation at the University of Liverpool.
- Common Parts:** Any shared facility such as kitchen, bathroom, common or other room allocated to the Accommodation and those parts of the Residence which it is necessary for the Residential Advisor to use to access the Accommodation.

Contents:	The Accommodation Contents and the Residence Contents (which the University provides for shared use by other occupiers of the Residence).
Halls Handbook:	Additional information, procedures, rules etc. governing occupation of the Residence made available on the current students' webpages.
Licence Period:	The period of residence specified in the Accommodation Offer.
Property:	All Land and Buildings belonging to the University of Liverpool (and not just the main University building whose address is given on the first page of this agreement)
Residence:	The residence named in the Accommodation Offer.
Residence Contents:	The fixtures fittings and equipment at the Residence which are for Residential Advisors use but which are not allocated to any Residential Advisors
Rights:	The rights (as applicable) set out in Schedules 1 and 3
Services:	The facilities and services (as applicable) set out in Schedules 2 and 3
Student:	The Residential Advisor named in the Accommodation Offer, whose Home address shall be as stated in the Application unless notified in writing to the contrary by the Residential Advisor.
University:	The University of Liverpool (an exempt Charity), incorporated in England and Wales as a Royal Charter Company, of the Foundation Building, 765 Brownlow Hill, Liverpool L69 7ZX.
UUK Code:	Universities UK/Guild Code of Practice for the Management of Student Housing.

Agreement

The University grants the Rights to the Residential Advisor for the Licence Period only on the terms and conditions set out in this Agreement; in the current students website which can be viewed at <http://www.liverpool.ac.uk/accommodation/current-students/> and in Endsleigh Insurance's Block Halls Insurance policy which can also be viewed at https://www.liverpool.ac.uk/accommodation/current-students/insurance_ and the UUK Code at <https://www.universitiesuk.ac.uk/topics/students/student-support/accommodation-code-practice>

1. General conditions

- 1.1 That the Residential Advisor remains for the duration of this Agreement a full-time enrolled student at the University. The Residential Advisor/Student must notify the Accommodation Office as soon as possible if the Residential Advisor/Student ceases to be such a student with the University and/or withdraws from the University.
- 1.2 The University grants the Rights to the Residential Advisor for the Licence Period, subject to: the University's right to terminate this Agreement early pursuant to the provisions of clause 9.2 of this Agreement; and to the Residential Advisor at all times observing the terms and conditions, rules

and regulations set out in (a) – (g) below, which shall each form part of the Agreement between the Residential Advisor and the University and which can be found on the website below <https://www.liverpool.ac.uk/accommodation/life-at-halls/residential-adviser/>

- a. this Agreement (and the attached Schedules) or any alterations to this Agreement (and the attached Schedules) which the University shall publish in the form of a notice, on the above web link and in writing to the Residential Advisor;
 - b. the Disciplinary Procedures (found using the above link) or any alterations to the Residents' Disciplinary Procedures which the University shall publish in the form of a notice;
 - c. the relevant Car Parking Regulations (if car parking is available at the Residence) or any alterations to the relevant Car Parking Regulations which the University shall publish as before; **and**
 - d. the Student Regulations and Procedures;
 - e. the Terms and Conditions in the Halls Handbook Code of Practice for Halls of Residence;
 - f. the Endsleigh Insurance's Block Halls Insurance policy.
- 1.3. The Residential Advisor hereby authorises the University to use his/her personal data for all lawful purposes in connection with this Agreement (including debt recovery, crime prevention, the University's Block Halls Policy with Endsleigh Insurance, allocating rooms or where there is a serious risk of harm to the Residential Advisor or to others or to the University's or others' property) and all matters arising from the Residential Advisor membership of the University which includes social media, student induction and student news platforms.
- 1.4 This Agreement is personal to the Residential Advisor and is not intended to confer any benefit to anyone who is not party to it. The Rights are not transferable to anyone else.
- 1.5 The Residential Advisor must not at any time or share occupation of the Accommodation or any other part of the Residence.

2.1 The Residential Advisors conduct

The Residential Advisor must ensure that the Residential Advisor and their household act within the law and that they (and guests/visitors where applicable) do not:

- 2.1.1 bring any form of drugs into the Residence or misuse drugs whether legal or illegal in any part of the Property – these include the use of legal highs, psychoactive substances and nitrous oxide;
- 2.1.2 cause other occupiers of the Residence or any other person any injury, disturbance, disruption, distress, annoyance, nuisance, harassment, inconvenience or damage to their property;
- 2.1.3 undertake any criminal activity or act in a manner as to endanger the wellbeing of members of the University and/or the good order of the Residence or which is likely to bring the University into disrepute. This includes (without limitation), for example, damaging fittings/furniture or anti-social behaviour resulting from excessive consumption of alcohol and/or consumption of drugs;
- 2.1.4 cover or conceal smoke detectors within the Residence or misuse or interfere with anything provided as part of the fire safety arrangements'
- 2.1.5 cause any excessive or unnecessary noise in the Residence, including but not limited to:
 - Any prolonged noise made in a bedroom which is audible from outside it. This includes things such as music, singing, and loud conversation, but excludes things like the noise occasionally made by closing a wardrobe door;
 - Any noise made in the Common Parts which is audible from within the bedrooms; or
 - Noise made between 11.00 pm and 7.30 am.
- 2.1.6 permit others to occupy the Accommodation without the permission of the University;
- 2.1.7 allow the Residential Advisor health or behaviour, in the reasonable opinion of the University, to constitute a serious risk to the Residential Advisor or others or the University's or other people's property. Including but not limited to failing to notify a member of staff if the Residential Advisor has an illness which may be contagious (other than minor ailments such as a common cold) or failing to properly dispose of medicines or used syringes. Please note that the Residential Advisor will

need to register with a local General Practitioner within 14 days of arrival at the Hall in order to receive treatment in an emergency from a General Practitioner.

- 2.1.8 display such conduct or carry out such activities as, in the opinion of the University, renders the Residential Advisor unfit to be in occupancy or is likely to bring the University into disrepute;
- 2.1.9 bring firearms (including, without limitation, any replica firearms) and/or any other dangerous or offensive weapons, fireworks or pressurised containers onto any part of the Property;
- 2.1.10 bring onto or keep at the Accommodation or Residence or at any part of the Property pets or any living creatures (except for guide dogs and hearing dogs);
- 2.1.11 hold social functions/parties in the Residence without the prior written consent of the Warden or Hall Manager. Please note that any social function allowed in the Residence must be held strictly in accordance with the further regulations in the Halls Handbook. (<https://www.liverpool.ac.uk/accommodation/current-students/>) and where applicable with the prior Agreement of the Warden or Hall Manager and the Student should not:
 - Hold or attend a party or gathering in any part of the Residence except where and between the hours previously authorised by the Warden or Hall Manager;
 - Cause excessive noise at such gathering (see 2.2.5 above);
 - Permit guests (invited or uninvited) to wander away from the gathering;
 - Allow unruly behaviour at such gathering; or
 - Leave the venue dirty or untidy.
- 2.1.12 keep any vehicle or vehicle parts in any part of the Residence other than (i) bicycles in the designated cycle bays; or (ii) mobility assistance vehicles and not to ride or drive any vehicle in the Residence unless it is a mobility assistance vehicle. Users of mobility assistance vehicles are requested to contact the University in advance as the University may need to make reasonable adjustments to accommodate the vehicle (without imposing any obligation on the University if the vehicle cannot reasonably be accommodated). Details of car parking arrangements are given in the Halls Handbook;
- 2.1.13 use the Accommodation for any other purpose than as a living and studying accommodation;
- 2.1.14 damage Contents in or remove Contents from the Accommodation or any room in the Residence. Please note that an inventory of the Accommodation Contents will be provided to the Residential Advisor on arrival;
- 2.1.15 change or damage the decorative finish of the Accommodation or any other part of the Residence;
- 2.1.16 bring the Residential Advisor own furniture, curtains, soft lampshades or halogen lamps into the Residence since all furnishings must comply with relevant safety legislation;
- 2.1.17 add to or change the telephone services to the Accommodation and not to add to or change the technology data services installation or supply in the Accommodation;
- 2.1.18 Move any furniture into a different part of the Residence

2.2 Accommodation

The Residential Advisor must ensure that the Residential Advisor and their household (and the guests/visitors where applicable):

- 2.2.1 keep the Accommodation and Residence clean and tidy and hand it over to the University upon early termination or expiry of this Agreement in a tidy, clean and good condition;
- 2.2.2 allow the University, at reasonable times and after giving reasonable notice, to enter the Accommodation for the purpose of viewing, inspection, maintenance or repair. No notice will be given in an emergency or where the need for repair (or any other matter affecting the suitability of

the Accommodation for habitation) was reported by the Residential Advisor. In other cases the University will aim (but not be bound) to give 7 days prior notice for planned maintenance work and 24 hours prior notice for other purposes;

- 2.2.3 make the Accommodation available to the University as required for cleaning (where the Residential Advisor failed to keep it clean in breach of the Residential Advisor obligations to do so) at the times specified by the Accommodation Office;
- 2.2.4 report in writing (except in case of emergencies), immediately as the Residential Advisor becomes aware of them, any faults and/or repairs required to the Accommodation, the Residence or to the Contents in accordance with the procedure set out in the current students website (<https://www.liverpool.ac.uk/accommodation/current-students/>). If as a result of failure to report any faults when the Residential Advisor become aware of them, damage is caused to the Accommodation, Residence or Contents then the Residential Advisor shall be responsible for the replacement or repair costs of the damage and any losses suffered by the University as a result;
- 2.2.5 to comply with all applicable legislation to avoid the Residential Advisor actions or negligence having an adverse effect on the University or on the owners or occupiers of nearby property;
- 2.2.6 pay to the University all costs reasonably incurred in enforcing the Residential Advisor obligations in this Agreement or arising from a breach of them;
- 2.2.7 promptly to send to the University a copy of any communication the Residential Advisor receives which is likely to affect the Residence or the Accommodation;

2.3 Safety and security

The Residential Advisor shall have regard to the safety and security of the Accommodation, Residence or the Property and the Residential Advisor must ensure that they and the household and/or the guests/visitors (where applicable):

- 2.3.1 report the loss of any key and/or electronic device provided to the Residential Advisor by the University to the Accommodation Office immediately and not allow any other individuals to use the key and/or electronic device. Please note, the Residential Advisor shall be responsible for the reasonable costs of replacing/re-activating any key and/or electronic device and gaining access to a locked room as set out in the University's policy on room lock-outs found at <http://www.liv.ac.uk/accommodation/current-students/>;
- 2.3.2 keep the Accommodation door and window locked at all times when absent;
- 2.3.3 where applicable, when entering and leaving the Accommodation or Residence ensure that the main entrance door is shut and locked behind the Residential Advisor and not allow strangers through the entrance doors without asking for identification;
- 2.3.4 comply with all fire drills, emergency alarm or evacuation procedures (see <https://www.liverpool.ac.uk/accommodation/current-students/> and notices posted in the Residence), only use fire exits in an emergency and keep fire routes clear of obstructions at all times;
- 2.3.5 do not cause any obstruction of any Common Parts such as a kitchen, bathroom or other room allocated to the Residential Advisor under this Agreement and those parts of the Residence which are necessary for the purpose of gaining access to the Accommodation;
- 2.3.6 attend a compulsory fire lecture arranged for the Residence at the start of the academic year;
- 2.3.7 comply with the Residence's policy on smoking and do not use candles, incense sticks or do anything else which may constitute a fire hazard or require a naked flame;
- 2.3.8 only use fire alarms and fire appliances for their proper purposes. Please note, termination of this Agreement shall be the minimum sanction applied if the Residential Advisor is found to be responsible for improperly activating a fire alarm;

- 2.3.9 do not use electric heaters, paraffin heaters or gas heaters in the Accommodation;
- 2.3.10 do not keep or use heating, cooking (including, without limitation, chip pans, rice cookers and deep fat fryers) and lighting equipment employing a naked flame and candles and in particular halogen bulbs or decorative mains-powered fairy lights in the Accommodation, Residence nor anywhere else on the Property;
- 2.3.11 do not use any method of cooking which involves "deep-fat" frying and do not leave any gas or electric cooking rings switched on and unattended;
- 2.3.12 do not interfere with electrical wiring, sockets or equipment nor overload any electrical circuits by the use of too many electrical appliances or the use of electrical adaptors of the old plug-in type. The Residential Advisor can get advice on this matter from the Hall Manager;
- 2.3.13 do not put anything harmful or which is likely to cause blockage in any pipes or drains;
- 2.3.14 do not throw or drop anything whatsoever from windows or balconies of the Residence or any other part of the Property;
- 2.3.15 do not allow anyone into the Residence unless the Residential Advisor is satisfied that they are a resident or guest/visitor of a resident or are there with the University's authority;
- 2.3.16 show proof of the Residential Advisor right of occupation at the Residence, such as a student/staff identification card, to any member of the University's staff if they request the Residential Advisor to do so;
- 2.3.17 where practicable inform the Accommodation Office prior to any overnight absence from the Accommodation during term time (for reasons of fire regulations);
- 2.3.18 do not alter, add to or do anything which may cause damage to the electrical installation or equipment in the Accommodation or Residence or which may be a fire risk or in any other way put the health and safety or security of others or the University's or other people's property or the Endsleigh Insurance Block Halls Policy at risk.
- 2.3.19 within 3 days of request either provide a safety certificate for, or remove from the Accommodation, any appliance which in the University 's reasonable opinion, is unsafe otherwise the University may remove it without further notice to the Residential Advisor, charge any storage costs to the Residential Advisor, and return it to the Residential Advisor at the end of the Licence Period;
- 2.3.20 do not remove from, affix to, change, damage or attempt to repair the structure or decorative finish of any part of the Residence or the Contents;
- 2.3.21 do not bring additional furniture (including items such as fridges, freezers, washing machines, rice cookers and portable cookers) into the Accommodation or Residence. Kettles and toasters are permitted, but must only be used in designated kitchens and subject to the University's Health & Safety Policy) and guidance set out in the current students' website. A Residential Advisor who needs to keep medication refrigerated may apply to the Accommodation Office or the Hall Manager, for written permission to keep a fridge the Accommodation, and this will not be unreasonably withheld;
- 2.3.22 the University may, at the Residential Advisor expense, remove from the Accommodation or the Common Parts any article which constitutes an obstruction or a fire or health or safety risk but (unless perishable) will if requested return it to the Residential Advisor on the termination of this Agreement.
- 2.3.23 the University may remove any item left in the Accommodation or Residence by the Residential Advisor at the end of the Licence Period and shall not be obliged to return it to the Residential Advisor if not collected within 3 months;

Please note, repeated failure to comply with this clause 2.4 will result in disciplinary action.

2.4 Common Parts

The Residential Advisor must ensure that they, the household and the Residential Advisors guests/visitors (where applicable):

- 2.4.1 jointly with the other occupants of the Residence, keep any Common Parts (such as a kitchen, bathroom, common or other room and adjoining corridors and stairwells) allocated to the Residential Advisor under this Agreement clean and tidy at all times and prevent rubbish/litter accumulating therein. This includes but is not limited to:
- Not leaving unwashed crockery, cutlery or cooking utensils;
 - Leaving work-surfaces, cookers, fridges or any other part of the shared kitchens and the equipment in them in a hygienic condition;
 - Properly disposing of unwanted food.

- 2.4.2 do not allow any Common Parts (including, without limitation, any cooking utensils contained therein) to become so unclean and unhygienic that, in the reasonable opinion of the University, they constitute a risk to the health of the Residential Advisor or others

Please note, in the event the Residential Advisor fails to comply with any notice informing the Residential Advisor of a breach of this clause 2.4.2 then the Residential Advisor acknowledges and agrees that any member of the University's staff and/or any person authorised by the University shall have the right to remove and dispose of any such utensils.

- 2.4.3 do not to cause any obstruction of the Common Parts.

- 2.4.4 do not allow or encourage non-residents to use any shared facilities or the Common Parts.

- 2.5 The Residential Advisor is jointly and severally liable with other Residential Advisor and or student occupiers of the Residence for any damage caused to and within the Common Parts including Contents. The cost of dealing with such damage will be solely determined by the University, which must act reasonably at all times. Such cost of repair or replacement in the first instance will be paid by the Residential Advisor who has caused the damage. In the event that it cannot be ascertained who has caused the damage then the Residential Advisor and each and every one of those other Residential Advisor and or students will be jointly and severally liable to the University for the cost of making good the damage.

- 2.6 The University may temporarily suspend use of the Common Parts if they are not kept in a clean and tidy condition by the students using them.

3. The University's obligations

- 3.1 The University grants the Rights and provides the Services to the Residential Advisor during the Licence Period. However, it will not be liable for any failure or interruption to any Rights and Services, or for any loss arising from such failure or interruption, where it is caused by the Residential Advisor actions or the actions of any other Residential Advisor/student or by any circumstances beyond its reasonable control.

- 3.2 The University shall ensure that the Residential Advisor/Student becomes a beneficiary of the University Halls of Residence Block Insurance Policy, mentioned at 1.2(g) above. This provides the Residential Advisor/Student with basic insurance cover for possessions, and in certain circumstances (and to a set limit) for the Accommodation. Information giving details of the cover is available at <http://www.liv.ac.uk/accommodation/documents/>.-

- 3.3 Subject to clause 6 below, the University agrees to use reasonable endeavours to repair the Residence and Accommodation and to keep in repair and proper working order the Contents therein;

- 3.4 Except in the case of an emergency, for disrepair reported by the Residential Advisor or for other matters preventing the Accommodation from being used, the University aims to give the Residential

Advisor at least 7 days' notice prior to entering the Accommodation during term-time.

3.5 The University agrees:

- 3.5.1 not to interrupt the Residential Advisor occupation of the Accommodation more than is reasonably necessary, particularly during examination periods;
- 3.5.2 before the end of the first week of the Licence Period to provide the Residential Advisor with information and advice on:
- a. action to be taken in the event of an emergency, including emergency contact details, how to call an ambulance, where to get first aid, and how to report an accident or safety defect;
 - b. health & safety matters such as how to avoid common fire risks; safe cooking in the designated areas of the Residence and why cooking in the Accommodation is a safety risk and in breach of this Agreement; electrical safety and voltage differences; the dangers of using candles, incense sticks or other naked flames or storing flammable material; fire extinguishers; the possibility of disciplinary action or criminal proceedings for mis-use of fire precautions equipment;
 - c. how to gain access to the Accommodation in the event of the Residential Advisor losing keys/key-cards;
 - d. cleaning schedules and the Residential Advisor responsibilities for cleaning (where applicable);
 - e. the respective roles and responsibilities of the University and its students;
 - f. health, welfare and guidance on communal living;
 - g. where to get advice on financial difficulties;
 - h. where to get counselling assistance;
 - i. how to register with a local health service;
 - j. the management structure for the Residence and contact details of the [Residence warden, Hall Manager and main Reception, with out-of-hours emergency contact details];
 - k. any special arrangements made to help with any disability the Residential Advisor may have disclosed to the University;
- 3.5.3 to give a receipt for any of the Residential Advisor property which is confiscated under the terms of this Agreement;
- 3.5.4 to ensure clear and appropriate instructions for use are given for any equipment which the Residential Advisor needs to operate in the Residence;

Much of this information and advice can be found in the current students' website <https://www.liverpool.ac.uk/accommodation/current-students/>);

4. When the Residential Advisor arrives

- 4.1 If the Residential Advisor arrives early the University shall not be required to provide the Residential Advisor with accommodation before commencement of the Licence Period and any temporary accommodation, if provided at the discretion of the University, shall be subject to additional charges;
- 4.2 An inventory of the Accommodation Contents will be provided to the Residential Advisor on arrival via their Liverpool Life Portal. If an inventory is not provided it is the Residential Advisor responsibility to request one. The Residential Advisor should check the inventory carefully and report any damage or deficiency to the Hall Manager within 48 hours of arrival. The Residential

Advisor acknowledges and agrees that if the Residential Advisor does not do this, the University may assume that everything is in good order and that the Accommodation Contents are complete and undamaged. Any subsequent damage caused or cleaning required from this point on is the responsibility of the Residential Advisor and maybe re-charged for the items/service provision accordingly.

5. Guests

- 5.1 Any member of the University's staff and/or any person authorised by the University shall have the right to refuse admission to any guests and/or visitors/
- 5.2 For fire safety reasons, all guests must be signed in and out of the Residence at reception.
- 5.3 The Accommodation Office reserves the right to exclude guests/visitors from halls should they have reasonable grounds to believe that their presence will adversely affect the good order of the hall.
- 5.4 There is normally no restriction on daytime visiting provided that this Licence is adhered to.
- 5.5 The frequent or prolonged stay of overnight guests is not permitted (maximum 3-night stay within a 14 day period).
- 5.6 The Residential Advisor will personally be held responsible at all times for the conduct of their visitors and any guests whilst on the Property (see also clauses 2 and 6.2).
- 5.7 The Residential Advisor must refer to the Halls Information provided for procedures relating to visitors. Such procedures are required under fire regulations and must be complied with at all times.

6. The Residential Advisors responsibility for loss or damage

- 6.1 The Residential Advisor shall be responsible for all damage to the Accommodation and Contents and the Residential Advisor must report all damage and losses to the Accommodation Team within 24 hours of becoming aware of it (see Schedule 4 for example costs. Please note that these costs are only a guide and may be subject to change). The Residential Advisor must not make or cause to be made any alterations to the Accommodation or parts thereof. This includes the installation of TV aerials, satellite dishes, data connections etc.
- 6.2 The Residential Advisor shall be liable to the University for all damage and/or losses suffered as a result of any breach by the Residential Advisor of this Agreement including (but not limited to) any damage to any part of the Accommodation or the Accommodation Contents caused by the Residential Advisor, the household's or the Residential Advisor guests' wilful acts, omissions or negligence. Such charges may include the cost of repair or replacement of University property (at the sole discretion of the University) and/or any additional cleaning costs. The University shall be entitled to replace anything which has been damaged by the Residential Advisor if replacement costs are less than repair costs. Example costs of cleaning and replacement are attached at Schedule 4. Please note that these costs are only a guide and may be subject to change.
- 6.3 Where damage or loss occurs at the Residence and it is not possible for the University (acting reasonably) to ascertain who is at fault, the Residential Advisor shall pay a fair and reasonable proportion of the cost of repairing the damage or reinstating the loss. The Residential Advisor shall not be required to contribute to loss or damage which in the University's reasonable opinion has been caused by an intruder provided that the Residential Advisor has complied with his/her obligations in this Agreement relating to University security.
- 6.4 Where the Residential Advisor becomes aware of damage to the Residence caused by an intruder, he/she should report the incident to the Hall Manager or Residence reception as soon as reasonably practicable (and in any event within 48 hours).
- 6.5 The University's liability for loss or damage to person or property is excluded unless the loss or damage is caused by the University's negligence or breach of its obligations in this Agreement and personal belongings left at the Residence are at the Residential Advisors own risk. Although the Residential Advisor personal belongings (up to a maximum value as stated in the certificate of insurance) are insured under the Endsleigh Insurance Block Halls Policy, as referred to in this

Agreement, that insurance is subject to the conditions, exclusions, limitations and excesses of the policy. "Top-up" insurance cover is available direct from Endsleigh, and details of how to arrange this are given on the Endsleigh web-site below:

<https://www.endsleigh.co.uk/student/confirm-your-student-cover/>;

- 6.6 This Agreement, and the policies referred to in it the Halls Handbook and the terms and conditions of Endsleigh Insurance's Block Halls Policy contain all the terms agreed between the University and the Residential Advisor/Student regarding the Accommodation and any variation to the terms of this Agreement, save for reasonable updating and variation from time to time of the terms of the Halls Handbooks, the Endsleigh Insurance Block Halls Policy will only be effective if agreed between the Residential Advisor/Student and the University's Head of Accommodation. The University will confirm any agreed variation to the Residential Advisor/Student in writing at the time the variation is made.
- 6.7 Subject to 6.5 above the University is not liable to repair any damage caused by the Residential Advisor/Student unless the cost is met by insurance or by the Residential Advisor/Student (any excess on the Endsleigh policy or any University policy being payable by the Residential Advisor /student). This clause shall not apply where the University has an overriding statutory obligation to effect repairs to make the Residence safe.

7.0 Suspension of this Agreement

- 7.1 In the event of serious and/or persistent breach or breaches by the Residential Advisor of the terms of this Agreement and having due regard to the nature of the allegations and/or infringement and/or misdemeanour, the interests of the Residential Advisor or other occupier against whom the allegation is made or who has caused the infringement and/or misdemeanour, the interests of the other students or residents and of the Residence generally, the Director of Campus Services or the Head of Accommodation may suspend this Agreement (and any rights granted herein for an equivalent duration) and require the Residential Advisor and/or other such person or persons to leave the Accommodation and Residence pending a disciplinary hearing to be held by virtue of the University's Disciplinary or Student Conduct Procedure and/or pending the outcome of any appeal arising therefrom;
- 7.2 The Residential Advisor has the right to request the Director of Campus Services or the Director of Facilities, Residential & Commercial Services or their designate, to review a decision to suspend this Agreement by virtue of clause 7.1, provided the request is made within 48 hours of the issue of a written notice of suspension. An appeal hearing will normally (and where practicable to do so) be held within two working days following receipt of the written request by the Director of Campus Services or Director of Facilities, Residential & Commercial Services or their designate;
- 7.3 Behaviour which could lead to a suspension and/or a disciplinary hearing includes the following, although this list is not exhaustive:
- 7.3.1 Any breach of The Residential Advisor obligations in this Agreement.

This Agreement is a legally binding Agreement between the University and each Residential Advisor and other occupier of the Accommodation, enforceable through the courts. In addition, or as an alternative to court action, the University may take other disciplinary action where there has been a breach of the terms of the Agreement. Disciplinary action may be taken under the University Code of Practice (University Code of Practice UUK Code <https://www.universitiesuk.ac.uk/topics/students/student-support/accommodation-code-practice>) or under the terms of this Agreement, but not under both (no double jeopardy);

- 7.3.2 Behaviour which places the health and safety of the Residential Advisor and/or others at risk.

Under the Student Charter the Residential Advisor/Student, whilst on University premises, is under a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions and it is also a term of this Agreement that the Residential Advisor/Student will not put health and safety at risk. (Student Charter can be viewed at - <http://www.liv.ac.uk/tqsd/student-engagement/student-charter>)

The following are examples of behaviour which places health and safety at risk:

(a) Fire safety

- Failure to comply with fire drills, emergency alarm or evacuation procedures (see <http://www.liv.ac.uk/accommodation/documents/> and notices posted in Residence)
- Tampering with fire prevention or fire safety equipment
- Use of chip pans or other methods of deep fat frying
- Using candles, incense sticks, or any other item which smoulders or has a naked flame (cigarettes including e-cigarettes used outdoors with proper care, in areas not designated as 'non-smoking' areas)
- Leaving gas or electric cooking rings switched on and unattended

(b) Electrical safety

- Interference with electrical equipment or installations
- Use of electrical equipment which is unsafe
- Use of portable electric fires
- Use of electrical adapters of the old block, plug-in type
- Overloading electrical sockets
- Use of Residential Advisor own fridges or freezers (except refrigeration of medicines by prior agreement)

(c) Security

- Allowing others to use keys to the Residence
- Leaving windows or doors open when out of the Accommodation
- Allowing strangers through the entrance doors without asking for identification

(d) Health

- Failing to notify a member of staff if the Residential Advisor has an illness which may be contagious (other than minor ailments such as a common cold)
- Failing to properly dispose of medicines or used syringes

(e) Hygiene

- Leaving unwashed crockery, cutlery or cooking utensils
- Leaving work-surfaces, cookers, fridges or any other part of the shared kitchens and the equipment in them in an unhygienic condition
- Failure to dispose properly of unwanted food
- Smoking in contravention of the policy set out in the Information section of the Halls Handbook or otherwise set out in this Agreement.
- Leaving bathrooms dirty

(f) Other

- Bringing any weapon (even if licensed) or fireworks into the Residence
- Bringing any form of pressurised containers inside the Residence
- Bringing bicycles, motorbikes, mopeds or parts of them inside the Residence
- Bringing animals into the Residence (except for assistance with a disability)
- Moving furniture to different parts of the Residence

7.3.3 Nuisance. Causing a nuisance is also a breach of the Agreement. The following are examples of behaviour which cause a nuisance:

(a) Noise

- Any prolonged noise made in a bedroom which is audible from outside it. This includes things such as music, singing, and loud conversation, but excludes things like the noise occasionally made by closing a wardrobe door
- Any noise made in the Common Parts which is audible from within the bedrooms
- Noise made between 11.00 pm and 7.30 am

(b) Party's/Gatherings

- Holding or attending a party or gathering in any part of the Residence except where and between the hours previously authorised by the Warden or Hall Manager
- Noise at such gathering – See above
- Guests (invited or uninvited) wandering away from the gathering
- Unruly behaviour at such gathering
- Leaving the venue dirty or untidy

(c) Other

- Criminal activity
- Any substance abuse including psychoactive substances and nitrous oxide
- Unruly behaviour
- Harassment of any kind
- Frequent or prolonged stay of overnight guests (maximum 3-night stay within a 14 day period)
- Allowing or encouraging non-residents to use shared facilities or Common Parts
- Obstruction of shared areas or Common Parts

7.4 In the event that the Residential Advisor is suspended from attendance at the University pending a disciplinary hearing and/or pending the outcome of any appeal arising there from, the University shall also have the right, upon notice in writing to the Residential Advisor, to suspend this Agreement on a temporary basis (and any rights granted herein for an equivalent duration) and require the Residential Advisor to leave the Accommodation on a temporary basis pending the outcome of the disciplinary hearing and/or any appeal arising therefrom;

7.5 In the event of local and/or national Covid-19 restrictions being in place that have resulted in the suspension of face-to-face teaching on the programme of study on which the Residential Advisor/Student is enrolled at the University and on-line teaching has been made available to the Student as an alternative, the University shall also have the right, upon notice in writing to the Residential Advisor/Student, to suspend this Agreement on a temporary basis (and any rights granted herein for an equivalent duration) and require the Residential Advisor/Student to leave the Accommodation on a temporary basis until such time as face-to-face teaching is set to recommence on the programme of study on which the Student is enrolled at the University. The University will consider, on a case-by-case basis, any request from the Residential Advisor/Student to remain in the Accommodation if they advise the University that they are unable to leave the Accommodation and relocate to their principal place of residence due to exceptional circumstances;

8. Early Termination

8.1 Early Termination by the Residential Advisor

8.1.1 The Residential Advisor will be released from this Agreement:

8.1.1.1 if the Residential Advisor/Student ceases to be a registered student with the University and or the Residential Advisor/student's placement comes to an early end.

and

9.1 Early Termination by the University

Ceasing to be a student of the University and or the student's placement coming to an early end

9.2.1 The Residential Advisor/Student acknowledges and agrees that licence for the Residential Advisor /student to occupy the Accommodation on the terms of this Agreement is granted in consequence of the Residential Advisor/Student's attendance at the University and the Residential Advisor /Student will be bound to give up his/her occupancy of the Accommodation if the Residential Advisor/Student has been permanently excluded from attendance at the University and/or the Residential Advisor/Student ceases to be a registered student of the University. The University hereby notifies the Residential Advisor/Student that in the event the Residential Advisor /student

ceases to be a registered student of the University possession of the Accommodation will be sought by the University and written notice giving not less than four weeks' notice to vacate the Accommodation will be served upon the Residential Advisor.

Breach of Obligations

- 9.2.2 The University may terminate this Agreement at any time by serving notice on the Residential Advisor if the Residential Advisor is in serious or persistent breach of any of the Residential Advisor obligations.

Necessity

- 9.2.3 The University has the right to terminate this Agreement for reasons of good management and efficiency (including, without limitation, where the relevant Residence is closed for essential building maintenance) but it will only terminate this Agreement for such reasons where it is reasonable to do so and it will use reasonable endeavours to offer the Residential Advisor alternative accommodation of a similar standard and on the same terms as this Agreement:

- a. if the Residential Advisor does not accept the alternative accommodation the University may still terminate this Agreement

- 9.2.4 Health and Safety

The University has the right to terminate this Agreement if in the reasonable opinion of the University the health or behaviour of the Residential Advisor constitutes a serious risk to him/herself or others or to the University's or another person's property.

9.3 Appeal

- 9.3.1 The Residential Advisor shall have the right to request the Director of Campus Services or their designate to review the decision to terminate this Agreement by virtue of clause 9.2.

- 9.3.2 Provided the request is made in writing within 48 hours of the issue of a written notice to terminate, an appeal hearing will normally (and where practicable to do so) be held within two working days following receipt of the written request by the Director of Campus Services or their designate; and

- 9.3.3 In the event that an appeal is unsuccessful the University shall take the necessary legal proceedings to resume possession of the Accommodation provided to the Residential Advisor under this Agreement.

9.4 Late / Non-Occupancy

- 9.4.1 The Residential Advisor must inform the Accommodation Office if the Residential Advisor shall be late in taking-up occupancy in their Accommodation or if they do not intend to take-up occupancy. Unless the Residential Advisor has made arrangements with the Accommodation Office for late arrival the University may terminate this Agreement if the Residential Advisor has not taken up occupancy within two weeks of the commencement of the Licence Period.

9.5 Relocation

The University reserves the right to relocate the Residential Advisor to comparable alternative accommodation during the Licence Period where it is reasonable to do so, but if the reason for relocation is because the Residential Advisor is in breach of one or more of the obligations in this Agreement the University will also have the right to terminate this Agreement as an alternative to relocating.

10. When the Residential Advisor leaves

- 10.1 When the Residential Advisor leaves the Accommodation upon termination or expiry of this Agreement however arising, the Residential Advisor must leave in the Accommodation the

Contents and all items belonging to the University (specified in the inventory) and immediately remove all personal belongings from the Accommodation. In addition, the Residential Advisor must leave the Accommodation in a good state and condition and return all keys, keycards, fobs and/or electronic devices to the Hall Reception. The University may recover from the Residential Advisor the reasonable cost of replacing any key and/or electronic device which is not returned and the reasonable cost of making good any damage to or replacing any Contents specified in the Inventory (see clause 6 above).

- 10.2 The University's acceptance of the keys at any time shall not in itself be effective to terminate this Agreement while any part of the Licence Period remains unexpired;
- 10.3 Any personal belongings left at the Accommodation or Residence on expiry or early termination of this Agreement may be disposed of and any reasonable expenses and administration costs incurred by the University may be recovered from the Residential Advisor.

11. Complaints Procedure

If the Residential Advisor wishes to raise a complaint about the condition of the Accommodation or about any issue arising from the terms of this Agreement this should be done in accordance with the Student Complaints Procedure found on the "current students" website (<http://www.liverpool.ac.uk/accommodation/current-students>) In the first instance all complaints should be referred to their Hall Manager. Please refer to the Residence Handbook for further information in relation to the handling and resolution of complaints.

12. Disclaimer

Subject to the provisions of the Occupiers Liability Act 1957 and the Defective Premises Act 1972 the University shall not in any circumstances incur any liability in respect of loss or damage to any person or property or otherwise unless the damage was caused by its negligence.

13. Notices

Any notice, communication or correspondence sent by the Residential Advisor in connection with this Agreement must be in writing and delivered by email or by hand or sent by first class post to the Accommodation Office whose address appears on the offer letter or in the case of the University sent by email or first-class post to the Accommodation Office or to any alternative address provided by the Residential Advisor in writing.

14. Data Protection

The information held on the Application is stored as part of the Residential Advisor records on a database. This data is held and processed in accordance with the requirements of the Data Protection Act 2018 and all other applicable Data Protection legislation. The Residential Advisor hereby authorises the University to use such personal data for all lawful purposes in connection with this Agreement (including debt recovery and crime prevention) or where there is a serious risk of harm to the Residential Advisor or to others or to the Residence.

15. Invalidity

If any provision of this Agreement is found by any competent court to be invalid or unenforceable in whole or part, then the validity of the other provisions of this Agreement shall not be affected and shall remain enforceable.

16. Waiver

Failure or delay by the University to enforce any provision of this Agreement will not be construed as a waiver of any breach of the same or any other provision.

17. Governing Law

This Agreement is governed exclusively by English law and jurisdiction which, if the Residential Advisor is an international Student, may be different from what the Residential Advisor/Student is used to. The

Residential Advisor should make sure he or she reads and understands the terms of this Agreement before accepting the Accommodation Offer and entering into this Agreement.

Schedule 1

Special conditions applicable (to All Residential Advisor/Students)

At the end of each academic term keys/keycards/fobs/passes must be handed in to the Hall Reception. It is the sole responsibility of the Residential Advisor to ensure that all keys/fobs/passes are returned and failure to do so will result in the replacement cost being charged to the Residential Advisor.

Schedule 2

The University shall use all reasonable endeavours to provide the following facilities and services under this Agreement:

1. provision of;
 - (a) necessary furniture and furnishings in the Accommodation;
 - (b) hot and cold water for domestic use to the wash basins, showers and baths in the Residence;
 - (c) lighting and heating to the Residence (having regard to prevailing weather conditions);
 - (d) electricity supply to the Residence;
 - (e) insurance for the Residence;
 - (f) staff for the day to day running of the Residence;
 - (g) maintaining items on the inventory except where any loss or breakage or damage is attributable to the Student;
 - (h) coin or card operated washing machines and tumble dryers;
 - (j) fire-fighting equipment in the Common Parts, and such other service and works as it may reasonably deem desirable or necessary for the benefit of the Residence.
 - (k) disposal of rubbish which is deposited in the proper receptacles
 - (l) cleaning as specified (if any) in the Current students website (<http://www.liverpool.ac.uk/accommodation/current-students>)
 - (m) maintenance and repair of the Hall within a reasonable period of time;
 - (n) inspection, servicing and repair of the University's machinery and equipment in the Hall within a reasonable period of time.

Schedule 3

The University grants the following Rights to the Residential Advisor under this Agreement:

- a. licence to occupy the Accommodation during the Licence Period;
- b. to use the Contents;
- c. to use the Common Parts; and
- d. to use the Services.

Schedule 4
RESIDENTIAL SERVICES
SCHEDULE OF MAINTENANCE CHARGES

ALL PRICES ARE INCLUSIVE OF ALL MATERIALS, LABOUR AND VAT @ 20%

DOORS AND FITTINGS		DOOR ACCESS CONTROL	
REPAIR HANDLE/KNOB	£27.15	PRESS TO EXIT SWITCHES REPAIR/REPLACE	Per invoice
REHANG DOOR	£95.80	BREAK GLASS REPLACEMENT	Per invoice
ADJUST DOOR CLOSURE	£22.15	ACCESS CONTROL FOB REPLACEMENT	Per invoice
REPAIR REPLACE DOOR LOCK	£125.65	FOB READER - REPLACE	Per invoice
SPLICE DOOR FRAME AND MAKE GOOD	£59.80	KEYS / KEYCARDS / FOBS	Per invoice
REPLACEMENT DOOR (SOLID FD30)	£448.35	FLOORING	
REPLACEMENT DOOR (VISION PANEL)	£524.20	CARPET TILE - COST PER SQ MTR	£46.20
REPAIR DAMAGED DOOR	£95.80	CARPET SHEET - COST PER SQ MTR	£52.55
PAINT DOOR	£33.00	VINYL SHEET - COST PER SQ MTR	£43.85
MAIN ENTRANCE DOOR	Per invoice	CERAMIC FLOOR - COST PER SQ MTR	£78.25
REFIX DOOR NUMBER	£22.15	WOOD (PLANK/BLOCK) COST PER SQ MTR	£65.95
REPLACE DOOR NUMBER	£22.15	SKIRTING - REFIX COST PER SQ MTR	£16.50
REFIX COAT HOOK	£22.15	SKIRTING - REPLACE (COST PER SQ MTR)	£33.00
REPLACE COAT HOOK	£22.15	SKIRTING - PAINT	£ 5.50
REFIX DOOR STOP	£22.15	CARPET CLEAN	Per invoice
REPLACE DOOR STOP	£22.15	HARD SURFACE CLEAN (COST PER SQ MTR)	£12.10
WALLS, CEILING, NOTICE BOARD		WINDOWS AND CURTAINS	
REPLASTER - COST PER SQ MTR	£55.00	WINDOW FURNITURE	
REMOVE BLUE TAC/POSTERS	£22.15	- REPLACE LOCK	£22.15
FIXED CHARGE			
CLEAN WALLS - EXCESS FIXED CHARGE	£22.15	- REFIX RESTRICTOR	£22.15
NOTICE BOARD - REFIX	£24.40	- REPLACE RESTRICTOR	£22.15
NOTICE BOARD - REPAINT	£22.15	- REHANG OPENING WINDOW	£49.50
NOTICE BOARD - RECOVER	£38.50	- REPAIR FRAME COST PER SQ MT NE 0.5M2	£131.90
NOTICE BOARD - REPLACE	£82.45	- REPLACE FRAME	Per invoice
CEILING TILE - REPLACE (nr)	£22.15	CURTAIN TRACK - REPAIR	£28.50
CEILING TILE - REFIX (nr)	£22.15	CURTAIN TRACK - REPLACE COST PER MTR	£45.60
CLEAN CEILING EXCESS FIXED CHARGE	£22.15	CURTAIN TRACK BATON - REPAIR	£22.80
REDECORATION COST PER SQ MTR	£26.45	CURTAIN TRACK BATON - REPLACE PER MTR	£34.20
		REPLACE CURTAINS AND REHANG	£219.85
		CLEAN CURTAINS AND REHANG	£44.00
FIRE SAFETY			
REPLACEMENT - SMOKE DETECTOR	£274.80	CURTAIN REHANG	£22.15
REPLACEMENT - HEAT DETECTOR	£329.80		
REPLACEMENT - FIRE BLANKET	£55.00	HEATING	

REPLACEMENT - FIRE EXTINGUISHER	£164.90	ELECTRIC PANEL HEATER - REPAIR	£137.40
REPAIR - FIRE BOX	£ 33.00	- REPLACE	£192.40
REPLACE FIRE BOX	£109.95	RADIATOR - REPLACEMENT	£285.00
REPAIR - FIRE EXTINGUISHER BRACKET	£38.50	- REPLACE THERMOSTATIC VALVE	£68.40
REPLACE - FIRE EXTINGUISHER BRACKET	£55.00	- RE-PAINT	£34.20
REPLACE - FIRE SAFETY/EXIT SIGNAGE	£38.50	- RESECURE	£39.90
REPAIR - FIRE ALARM PANEL	Per invoice		
REPLACE - FIRE ALARM PANEL	Per invoice	KITCHEN	
BREAK GLASS POINT-REPLACE GLASS	£38.50	WORKTOPS - REPLACE (Cost per square metre, supply & fit)	£114.00
- REPAIR CALL POINT	£49.50	WALL / FLOOR CUPBOARDS - REHANG DOOR	£57.00
- REPLACE CALL POINT	£164.90	- REPLACE LOCK	£39.90
		IRONING BOARD REPLACE	£26.40
		SINK AND DRAINER - PLUG/CHAIN REPLACE	£28.50
FURNITURE			
BED - REPLACE BASE	£137.40	- REPLACE TAP SET	£85.50
MATTRESS - REPLACE	£76.95	- REPLACE SINK & DRAINER	£316.70
DESK - REPAIR/REPLACE DESK TOP PER SQ MTR	£76.95	COOKER & HOB - REPLACE GRILL PAN & HANDLE	£33.00
- REPLACE DESK	£164.90	- REPLACE OVEN GLASS	£82.45
- REPLACE CABINET LOCK	£38.50	- REPLACE COOKER	£219.85
- REPLACE CABINET LOCK KEY	£22.00	- REPLACE HOB	£164.90
- REPAIR DRAWER PACK	£131.90	FRIDGE AND FREEZER	
BOOKSHELF - REPAIR	£55.00	- REPLACE FRIDGE (5CUB FT)	£131.90
- REPLACE	£76.95	- REPLACE FRIDGE (8/11CUB FT)	£219.85
CHEST OF DRAWERS/CABINET - REPLACE	£219.85	- REPLACE SHELF	£30.25
CHAIRS - DESK /OPERATOR CHAIR - REPLACE	£82.45	- ADJUST DOOR	£27.50
- RECOVER	£55.00	- REPLACE HANDLE	£30.25
- REPAIR FRAME	£33.00	OTHER ELECTRICAL APPLIANCES	
CHAIR - EASY - REPLACE	£98.95	MICROWAVE - REPLACE	£38.50
- RECOVER	£65.95	- REPLACE TURNTABLE	£16.50
- REPAIR FRAME	£33.00	KETTLE - REPLACE	£ 8.80
CHAIR - DINING ROOM REPLACE	£44.00	TOASTER - REPLACE	£7.70
2 SEATER SOFA - REPLACE	£274.80	IRON - REPLACE	£11.00
- RECOVER	£137.40		
- REPAIR FRAME	£82.45	EN-SUITE/SHARED BATHROOMS/WASHROOMS	
WASTE BIN (STUDY BEDROOM) - REPLACE	£7.15	SHOWERS - REPLACE SHOWER HEAD/HOSE	£51.30
WASTE BIN (KITCHEN) REPLACE	£22.00	- REPLACE SHOWER RAIL	£52.45
COFFEE TABLE - REPLACE	£109.95	- REPLACE SHOWER CURTAIN	£39.90
WARDROBE - REPLACE DOORS	£269.35	- REPLACE CUBICLE DOOR	£274.80
REHANG DOORS	£137.40	- REHANG CUBICLE DOOR	£114.00
CABINET LOCK - REPLACE	£ 38.50	TOWEL RAIL - REPLACE	£57.00
CABINET LOCK KEY - REPLACE	£22.00	- REFIX	£28.50
HANGING RAIL - REPLACE	£38.50	TOILET - UNBLOCK	£109.95

		CISTERN - REPLACE LID	£42.70
CLEANING EQUIPMENT		- REPLACE HANDLE	£50.55
VACUUM CLEANER REPLACE	£82.45	TOILET SEAT - REPLACE	£52.05
- HOSE REPLACEMENT	£21.50	TOILET ROLL HOLDER - REPLACE	£22.80
- TOOL REPLACEMENT	£26.05	- REFIX	£22.15
- PAT TEST	£27.50	WASH HAND BASIN - REPLACE	£316.70
		- UNBLOCK	£57.05
LIGHTING		- REPLACE TAP SET	£ 85.50
STANDARD		VANITY SHELVES - REPLACE	£44.00
REPLACE SINGLE FLUORESCENT FITTING	£82.45	- REFIX	£22.15
REPAIR FLUORESCENT FITTING	£82.45		
REPLACE DOUBLE FLUORESCENT FITTING	£137.40	BATHROOM / WASHROOM	
VANITY LIGHT ABOVE WASH BASIN - REPAIR	£148.40	REPLACE SINGLE FLUORESCENT FITTING	£115.45
VANITY LIGHT ABOVE WASH BASIN - REPLACE	£148.40	REPAIR SINGLE FLUORESCENT FITTING	£192.40
RENEW PULL CORD	£22.15	REPLACE DOUBLE FLUORESCENT FITTING	£194.40
REPAIR 2D LIGHT FITTING	£71.45	REPAIR DOUBLE FLUORESCENT FITTING	£192.40
REPLACE 2D LIGHT FITTING	£82.45	VANITY LIGHT ABOVE WASH BASIN - REPAIR	£207.75
REPLACE 2D LIGHT COVER	£82.45	VANITY LIGHT ABOVE WASH BASIN - REPLACE	£207.75
REPLACE HALOGEN LIGHT FITTING	£ 137.40	RENEW PULL CORD	£22.15
REPLACE LIGHT SWITCH	£ 33.00	REPAIR 2D LIGHT FITTING	£100.05
OVER BED LIGHT - REPAIR	£137.40	REPLACE 2D LIGHT FITTING	£115.45
REPLACE	£137.40	REPLACE 2D LIGHT COVER	£115.45
REPLACE DIFFUSER/COVER	£137.40	REPLACE HALOGEN LIGHT FITTING	£192.40
		REPLACE LIGHT SWITCH	£33.00
WALL SOCKET - REPLACE	£ 38.50		
		SCAFFOLDING TOWERS	
GLAZING		ACCESS TO - 1ST FLOOR	Per invoice
PLAIN 3MM GLASS (PER SQ MTR) 4mm	£78.45	2ND FLOOR	Per invoice
GEORGIAN WIRED (PER SQ MTR)	£169.15	3RD FLOOR	Per invoice
PLATE GLASS/SAFETY (PER SQ MTR)	£201.95	4TH FLOOR	Per invoice
DOUBLE GLAZED (PER SQ MTR)	£178.85	5TH FLOOR	Per invoice
OBSCURE GLASS (PER SQ MTR)	£169.15	MOBILE PLATFORM	Per invoice
MIRRORS (PER SQ MTR)	£44.25		

THE STUDENT MUST ALSO ACQUAINT THE STUDENTSELF WITH THE REGULATIONS SPECIFIC TO THE RESIDENCE. THESE ARE PUBLISHED IN THE PRESCRIBED HALLS INFORMATION ISSUED TO ALL RESIDENT STUDENTS AND FOUND ON THE CURRENT STUDENTS WEBSITE. IN PARTICULAR, THE STUDENT MUST BECOME FAMILIAR WITH THE RELEVANT FIRE REGULATIONS.

Licence 2018/19

Schedule 5

Room Inventory (see clause 4.2)

- Bed
- Wardrobe
- Desk
- Desk Chair
- Shelves
- Drawers/Bedside table
- Sink (not all rooms)
- Easy Chair (not all rooms)
- Curtains/Shutters
- Notice Board
- En-suite sanitary fittings (not all rooms)