

Information for Short Stay Guests

Welcome to the University of Wolverhampton.
Here are a few tips to ensure you have a
comfortable stay with us

Personal Safety

- Caretaker & security staff are on duty 24 hours a day, 7 days a week
- There are on-site CCTV cameras for your safety.
- The water in the domestic supply can be very hot, please be careful when using it.

Your room keys & cards

- Upon arrival you will be issued with keys & a swipe card which will give you access into the building, corridor & bedroom of where you will be staying.
- Keys/cards will be charged for if they are lost or stolen. If you misplace your keys out of hours (between 5pm-9am or at weekends) you will be given access to your room by a member of Security staff and must report to your Campus Reception the next working day to receive another set of keys.

Safety of your belongings

- Your belongings are left in your room at your own risk.
- Keep your bedroom door locked when you are not in your room.
- Do not let anyone into accommodation that you do not know,
- Do not leave expensive equipment on display.
- Close your windows when you leave the room.

Fire Safety

- Smoking and the use of e-cigarettes, candles & incense sticks is prohibited in ALL buildings
- Never leave pans or food unattended when cooking.
- Ensure that all electrical equipment is safe to use & conforms with EU standards, if you are unsure, please check with a member of staff.
- No cooking is permitted within bedrooms

**** IF A FIRE ALARM IS ACTIVATED, PLEASE EVACUATE IMMEDIATELY & GO TO THE NEAREST EVACUATION POINT ****

Tampering with, or vandalism of fire safety devices, or failing to follow evacuation procedures, will result in the following financial penalties:

- Failing to evacuate upon hearing a fire alarm: £25 fine.
- Maliciously activating a fire alarm - £250 fine.



Visitors

- No overnight visitors are permitted

Your Comfort

- Please be respectful of, and aware that there are guests in other rooms nearby.
- Please leave kitchen & lounge areas tidy & remove any food items on departure.
- All University Accommodation is self-cleaning except economy & standard accommodation bathrooms.

Repairs & Maintenance

Should you identify any problems in your room or communal area when you arrive or during your stay, please ensure that you report them to your Campus Reception. Alternatively, contact Accommodation Services on the details below

Parking

- Limited free car parking is available at each accommodation and you will only be allowed to park in designated bays. Parking on yellow lines, grass or curbs is prohibited.
- Please remember that the roads around the campuses may be subject to local by-laws.
- The Local Authority or the Police can- and do- issue tickets to cars parked on double yellow lines.

Help & Advice

Accommodation Services Office, Lomas Street, Wolverhampton, WV1 1QU

Opening Hours: 8:45am-5:00pm

Email: accommodationservices@wlv.ac.uk

Tel: 01902 32 1268 / 1282 / 1582 / 1930

Walsall Campus Reception: 01902 518 961

Telford Campus Reception: 01902 323 900

Emergency Contact Information

Security Office All Sites- 01902 322106

Police / Fire / Ambulance: 999

NHS Direct: 111



AccommodationServices



UoW Accommodation Services



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