



Halls Handbook 2023-24



St George's
University of London

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Welcome

Welcome to Horton Halls!

In this handbook you'll find lots of practical information about Halls, like where the bins are, when the cleaners come, what to do if something breaks. It also points you to services available if you have need support or advice.

Horton Halls is a vibrant and welcoming community. We hope you'll settle in quickly and get to know your fellow residents. Don't be shy about getting out there and meeting new people. Our students are a really diverse group but remember you've probably got more in common than you think.

Don't forget to meet the Resident Advisors too. They're a great source of advice and can help you out if you're having any issues. You'll see them at the welcome sessions, and there is one Resident Advisor on duty every evening, and over the weekend.

We look forward to helping you make the most of your new home.

**Nicola FitzGerald – Student
Accommodation & Welfare Advisor**

**Jade Cotterell - Student Accommodation &
Welfare Assistant**

accommodation@sgul.ac.uk

Matt Bull - Residences Manager

Rayna Yankova – Halls Reception

hallsadmin@sgul.ac.uk

Cyril Hawken – Daytime Security

halls@sgul.ac.uk

**Resident Advisors - Joseph, Farah, Stuart,
Hasnat, Stefan, Michael and Atiha**

residentadvisor@sgul.ac.uk

The UUK Student Accommodation Code

St.George's is a member of the UUK Student Accommodation Code. The Code defines the standards for accommodation offered by universities across the UK. It also helps you understand your rights while living with us in Horton Halls. To find out more about the code, visit www.thesac.org.uk.



Before you arrive

What to pack for living at university:

- Towels
- Bedding (check whether you need single/double!)
- Kitchen equipment: pots, pans, plates, cups, cutlery
- Clothing for all the seasons (be sure you are ready for winter and wet weather)
- Clothes hangers
- Laundry basket
- Laptop, desktop or tablet
- Chargers for your electronics
- Power adaptors if you're an international student
- Headphones
- Bike and strong bike lock
- Lamp
- A TV licence (if you plan on watching)
- National Insurance Number (if applicable)
- NHS card (if applicable)
- Something special from home



When you arrive

Your Space

Your bedroom

All bedrooms in Horton Halls have the same features, though they may vary slightly in floor area and bed size depending on location. There's a lot of storage - under bed trays, bed head cupboards and desk drawer units.

All bedrooms have a phone, IT connection, TV aerial points and power sockets next to both the study desk and the head of the beds.

You're welcome to put posters and pictures on the notice boards provided. Please don't hang these on the painted wall surfaces, as they could become marked or damaged and you may be charged for anything requiring cleaning, repair or repainting at the end of the year.

Kitchen-Diner

Each flat has a shared kitchen-diner that has a large dining table, chairs, oven, fridge freezer, a vacuum cleaner and food storage cupboards.

Please consider the other people in your flat and tidy the area once you have finished cooking and respect each other's food supply and storage! Any labelling should be done on the actual items only and not on any kitchen surfaces.

It is a good idea to talk to the other people in your flat if you have any particular food preparatory requirements so that they are aware – if people don't know, they can't help. Residents sharing areas often find it helpful to meet and agree a set of 'house rules'. We provide a template flatmate agreement when you move in to help you do this.

Shared areas

Blocks A-E in Horton Halls have roof top common rooms, which have couches, flat screen TVs and amazing views over South London.

The Large Common Room is open to all residents and provides lots of seating, multiple

flat screen TV's, table tennis tables and a pool table. There are also a number of events hosted there over the course of the year.

Televisions

There are large flat screen TVs in each roof top common room. There are also aerial points available in all bedrooms, if required.

If you want to bring your own TV, you will need to pay for a TV Licence. You will also need to buy a TV Licence if you watch via your PC or laptop. There's an information leaflet available in the reception or you can find more information via www.tvlicensing.co.uk or on 0300 790 6131.

Inventory

One of the most important things you will need to do on arrival is complete your inventory form. The form lists all the fixtures and fittings in your room and the kitchen-diner. Please check through thoroughly and return the form to Reception within seven days of your arrival. That way if there is anything missing, damaged or not working we can fix the issue straight away. If you don't mark issues down on the inventory, it may mean that you will be charged when you leave.

Prepayment and Hall Fees

Prepayment

When you accepted your accommodation offer, you will have paid a £150 pre-payment towards the first installment of your Halls Fees. This amount is automatically deducted from your first installment of Halls Fees.

This pre-payment method replaces the Halls Deposit method, so we don't take a Damage Deposit.

Hall Fees

By accepting the Licence Agreement terms and conditions for a room in Horton Halls, you accept liability to pay the accommodation fee for the rest of the Licence length. Hall fees include the costs for heating, lighting, water, internet and contents insurance.

Unless you have made other arrangements, your fees will need to be paid in full by 30 October or in three equal instalments to be paid by:

- 30 October
- 30 January
- 30 April

You can find out how to pay fees online by visiting the SGUL website, under Student Life Centre there is a page on 'How to pay your fees'.

Charges

If there is any damage in your room, you may be charged for it. Before charging you, the Accommodation Team will be in touch to let you know. Any charges will be added to your halls fees and will be expected to be paid before your Licence Agreement ends.

Important Note:

Students who do not pay their accommodation fees by the payment dates listed above, or who have not made alternative arrangements, will be charged late fees at 3% of the amount due.

Students who have not paid their accommodation fees by the end of each instalment period will automatically be entered into the debt collection cycle. All costs incurred in the process of debt collection will be passed to the student.

If you have concerns about being able to pay your halls fees, please do reach out to the Accommodation and Welfare Advisor to discuss your options. If you're facing financial difficulties, you can also contact the Student Life Centre who can provide support and advice.



Day-to-Day

So you have unpacked, looked around communal areas, and met your new housemates. What else do you need to know?

Reception

Access to Halls is via the front entrance only. Both reception and security have their desks here. Reception is open 24/7 and you can access a wide variety of services from there. It's where you can sign in guests, report lost keys, pick up packages or hire table tennis paddles. If you have any questions or issues during, reception will often be the first place to ask. You can call them on 020 8696 1133 or visit them in person.

Security

Security staff are on duty 24/7 and are based in reception. The site is covered by CCTV and it is digitally recorded. You can call them on 020 8696 1133.

Student Cards

Please have your student card with you at all times as it is required to gain access to the main SGUL site and for moving around the building.

Telephones

A phone is located in the bedroom corridor of your flat. On picking up this phone it will call reception automatically, should you have any issues to report. Reception are also able to transfer external calls through to the flat phone too.

Queries and Fault Reporting

If you have any problems or faults with your room or communal areas, let the Estates and Facilities Helpdesk know as soon as possible by emailing estates@sgul.ac.uk

You'll receive a confirmation sent to you by e-mail. You will automatically be contacted by e-mail when the issue has been resolved.

Our Facilities staff will investigate and fix the problem as soon as possible. It is not always possible to fix maintenance problems straight away, but we will always let you know how long we expect it to take. We have chartered timescales for resolving problems and these are detailed in the Horton Halls Service Level Agreement. This is available from Reception if you would like to find out more.

Insurance

The University insure all the buildings and their major fixtures and fittings, as well as having Public and Employees Liability insurance. Your rent also includes an insurance policy covering some of your personal belongings. You can check or extend your cover by visiting <https://www.endsleigh.co.uk/> then select the 'Student' tab at the top of the page.

Guests

In the interests of safety and security, all visitors, parents and non-resident students must sign the visitor's book when entering and leaving the building. This is to ensure that if there is an emergency, we can make sure everyone is accounted for. You are welcome to have an occasional guest stay overnight but they must be over 16 years of age and only one overnight guest is permitted at a time. A resident can have an overnight guest stay for up to three nights in a row, with a maximum of five nights total in one month.

Keys

When you arrive at Halls, you will be given a set of keys; one for your room and one for your post box. You will also be given a fob, which is programmed specifically for your block and flat entrance. All major doors you pass through can be opened using your security fob, including the laundry rooms and bike store, so it is important to keep your fob on you at all times.

If you lose your keys, you may have to pay a replacement fee for a new lock and keys, so please take care of them. If you lose your keys, please contact Reception as soon as possible.

They will be able to cancel access on your lost fob and issue you with a replacement fob and keys.

Car Parking

Horton Halls has some parking for residents available on site. Parking bays are allocated on a ballot basis – we will be in touch with everyone at the beginning of Autumn term to let you know how to apply for the ballot. Permits for bays are for the period 25 September 2023-13 July 2024 at a cost of £350.00 for a car or £175.00 for a motorcycle bay. Full information on the ballot process is available from the SGUL Estates Helpdesk (estates@sgul.ac.uk).

Please be aware that permits only begin after the main move-in dates, so if you do receive a permit you will need to arrange other parking before the permit start date of 25 September 2023.

Bicycles

There are two bike storage facilities at Halls. If you would like access, please speak to Reception who will update your security fob. For your own security, please lock the bike to the fixed steel framework.

Post

Any post addressed to you will be put in your post box in the reception area. Parcels or items that need a signature will be kept by the Reception team and a note placed in your post box to let you know the item has arrived.

The postal address for Halls is:

Room number e.g. A001
Horton Halls
St Georges Grove
Tooting, London
SW17 0BD

Unfortunately, it's not possible for us to forward your mail during vacation periods and after you have vacated Halls. Do try to take this into account over the holidays and at the end of the year.

Laundry

There are two laundry rooms: one in the upper courtyard in D Block and one to the side of F Block.

Students use the Circuit app to pay by PayPal or card to top up, no cash required. Scan the machine's unique ID with your phone to select the machine. The student confirms the payment and the washing machine will start!

Alternatively, you can use the card payment system. Just top up the card first using the Circuit vending machine, and then insert it into the washing machine to use as normal.

Find more information and download the app via: <https://www.circuit.co.uk/how-to-guides/mobile-app/>

IT Access

Each room is connected to the SGUL IT network. For wired access, just plug in your PC or laptop into the point next to the desk and log on with your SGUL network credentials. Wi-Fi access is available throughout Horton Halls. Remember to use your whole SGUL email as the username and your regular SGUL password.

If you have any problems getting logged on, help will be on hand in the common room during move in weekends, or via the Library, Student Life Centre or our IT Team during the year.

Fire Safety Kitchen Checks

We carry out daily kitchen checks for fire safety during the daytime. Please make sure the kitchen counters are clear, especially around the hob and microwave.

Fire safety checks are also carried out in all flats overnight, but we make every effort to ensure these are as unobtrusive as possible.

Cleaning

Housekeeping

The Facilities team clean the communal areas once a week. This includes the kitchens, common rooms, corridors, staircases, lifts, foyers and lobby areas.

Your kitchen will be cleaned every week between 9am and 1pm.

The Facilities Team are here to help you keep your communal areas in a clean and tidy condition so that it can be enjoyed by everyone. It's a team effort, so please help us and your flatmates out where you can. Before the weekly clean please:

1. Wash your dishes and empty the sink.
2. Clear all surfaces including the worktops, hob, oven, sink and draining board, top of the fridge and window ledges. If you need to you can neatly stack items on one part of the table.
3. Remove your belonging and any large items from the floor.

You are responsible for cleaning your own room and bathroom.

Cleaning of shared spaces can sometimes become an issue with flatmates! We suggest organising a rota with your flatmates - we have included a template rota in the flatmate agreement you can use.

As a community, we all have a responsibility to ensure we have a clean and litter-free living environment. There are a variety of ways of taking care of rubbish and we encourage you make best use of them.

Kitchen and bedroom waste bins are emptied daily, Monday to Friday. Please leave any waste from your bedroom bin in a bag outside your room, so that the cleaners can remove it. Otherwise please make sure the main flat corridors are kept clear.

Large rubbish bins are available in the Bin Store to the rear of E Block if you need to take out the rubbish more often.

To help the cleaners, please try and keep the common areas clear of rubbish. Kitchens, and in particular the sinks, should be kept clear of unwashed pots, pans, crockery and cutlery as much as possible to help the cleaning staff.

Please do throw away any food waste as soon as possible, to reduce the risk of insects, rodents or other pests.

If additional cleaning is needed because a flat has not been kept clean, the costs may be charged to individual students or the flat as a whole.

We carry out three monthly shower head de-scaling and we will be in contact with you nearer the time.

More information on cleaning services is detailed in the Horton Halls Service Level Agreement, available at Reception.

Environmental Issues

Please put any recycling in the blue waste bins located in each kitchen-diner. Paper, card, plastic bottles, tins and glass can all be placed in the one container. Please ensure all the recycled waste is not contaminated with food matter.

Large recycling bins are available in the bin store to the rear of E Block for bulkier items.

Rain water is also collected in water butts located at the base of some of the external rain water pipes in the central courtyard. We use this grey water to water the plants around the site.



Who can I get support from?

Resident Advisors

A team of six Resident Advisors (RAs) also live in Halls. They are on hand if you need help or advice, or just someone to chat to. The RAs are all postgraduate students at St. George's and are trained in giving advice, mediating disputes and dealing with emergencies. One of the team is on call from 6pm to 8am during the week and 24/7 on the weekends. Their contact details can be found a magnet on your fridge in the kitchen and are:

Tel 07717 291 253

Email residentadvisor@sgul.ac.uk

Your RAs this year are Farah, Joseph, Stuart, Hasnat, Stefan, Michael and Atiha – they've introduced themselves below.

"Hi I'm Michael, I'm one of the returning RAs, and I'm currently a P-Year Grad Medic. I'm really excited to get involved with the events around halls, keep an eye out for the Book Swap I've set up in the G Block Common Room!"

Hi everyone! My name is Stu and I'm a final year medical student. I've been a resident advisor for the past two years and I can't wait to see all the new students for lots of fun events throughout the year. Congrats on getting into St George's and here's to an amazing year!

Hi, I'm Farah I am a second year Medical Student. I am looking forward to welcoming you all to halls and to events throughout the year. See you all soon!

Hey my name is Hasnat, I'm a P year GEP. I have been an RA for the last year. I'm really excited to get to know all of you in halls! I can't wait to be a part of all the events we've planned and hopefully I can help you as best as I can!

Hello! I'm Atiha and I'm a final year Paramedic Student. I am genuinely delighted to be returning as a Resident Advisors this year. When I'm not studying, I love to cook (Indian and Italian), read (cookbooks, novels) and talk (about the big things, the small things and everything in between). As much as I love to chat, I also like to listen and am here if you want to talk anything through. I look forward to meeting you.

Hi I'm Stefan, I am one of the returning Resident Advisors! I am a Graduate Entry Medic in P year! I love sports, gym and being active. I'll be around for our events and also for chats at the RA drop in! Look forward to meeting you all.

Hey I'm Joseph, one of the new Resident Advisors, I am looking forward to meeting you all and getting involved with all the events in halls!

Student Support

To support you before and during your time at St George's we offer a wide range of services.

Student Life Centre

The place to go for all student matters. Our team of advisors can help with: student finance; tuition fees; exams and assessment; accommodation; disability; appeals and complaints; admissions; careers; student life and wellbeing; getting around Tooting and the local area.

Opening hours: Monday to Friday: 9:00am-5.00pm (term time)

Telephone: 020 8266 6344

Email: studentlifecentre@sgul.ac.uk

Accommodation Service

Provides advice on University accommodation to our students and private sector renting advice as well as support from the University of London Housing Service.

Email: accommodation@sgul.ac.uk

University of London Housing Service

Offers a range of services to support students who are looking for and living in private accommodation in London.

Website: <https://housing.london.ac.uk/>

Email: housing@london.ac.uk

Telephone: 020 7862 8880

Careers Service

To book an appointment, visit:

<https://10to8.com/book/icfeor-free/>

The Careers Consultants, Karen and Emma, can be contacted on this email:

careers@sgul.ac.uk

They're available on Mondays, Tuesdays and Wednesdays.

Chaplaincy and faith support

Open to students and staff of all faiths or none and offers representation for the main faith communities on campus. The chaplaincy office is located on ground of the main St George's site (St James Wing, near A&E).

A Multifaith and Quiet Contemplation Room is situated at Jenner Wing, first floor (by staircase 20).

Counselling Service

Operates a confidential counselling service for staff and students.

For further information and to book an appointment:

<https://www.sgul.ac.uk/for-students/student-support/health-and-wellbeing/mental-health/counselling-service>

Email: counselling@sgul.ac.uk

Disability Service

The first point of contact for any student or potential student who has a disability.

Email: disability@sgul.ac.uk

Telephone: 020 8725 0143

International student support

A dedicated advisory service for international students. Offering everything from visa advice, English language support to information on money. This service is a point of contact for the international student experience.

Email: student.immigration@sgul.ac.uk

Telephone: 020 8725 1981

Students' Union

Our Students' Union (SU) offers too many events, volunteering opportunities and sport clubs to list here. And if there's nothing that takes your interest you can even start your own society. Visit the SU website for more details:

<http://www.sgsu.org.uk/>

Your Licence: The Legal Stuff

This section will help you to understand your Licence Agreement—your contract for staying in Halls.

The Licence is a legally binding contract between you and St George's. Before signing the agreement, make sure you read through to understand what your responsibilities and rights are.

The Licence confirms that you have agreed to rent your room from the university for a fixed period of time under the outlined terms and conditions.

Licences for Halls usually run for the same amount of time as your academic year, which is on average around 42 weeks. Your contract may not be 42 weeks, it depends on how many weeks your course runs for. You can find your contract length and dates online on the Accommodation Portal or written on the back page of a printed Licence Agreement.

Change of Room

If you would like to change rooms, you can contact the Student Life Centre. The Accommodation and Welfare Advisor will consider your request and may grant room changes in exceptional circumstances. Just be aware that there may be an administrative fee, but we will let you know about this if you request a room swap.

End of the Licence Term

At the end of your contract, you must move all of your belongings out of your room and leave the room in a good clean condition. Any items left behind may be disposed of and you may be charged for this.

At the end of the tenancy, please return your keys at Reception by 12 midday on the day you leave.

Moving Out of Halls Early

By accepting your room offer online, you agreed to pay the full fee for accommodation for the length of your contract. This remains the case even if you move to alternative accommodation.

You may surrender your Licence at any time before the Licence is due to end if you meet the following conditions:

- You provide 28 days written notice to the Student Accommodation and Welfare Advisor.
- You find a substitute who is a full time student of SGUL and is acceptable to the Student Life Centre and Horton Halls management. We will take reasonable steps to help you find an acceptable substitute.

If a substitute is not found, you remain liable for the fees for the full length of the Licence.

If at any point you want to discuss moving out or ending your Licence early, you can contact the Student Accommodation and Welfare Advisor to discuss the options. In some circumstances, your Licence is automatically ended and you are not liable to pay the remaining fees, like for example, if you were to withdraw from your course or take an interruption of study.

Resident Conduct

At St George's, there is an expectation for all members of the University Community to conduct themselves in an appropriate and professional manner. All residents are obliged to follow these expectations. Below is an outline of what behavior is expected of you.

- To comply with all reasonable requests of our staff.
- Not to do anything that might risk the safety of, or cause annoyance or nuisance to, our students, staff or neighbours.
- Not to discriminate against a person's race, religion, age, sex, sexual orientation, gender reassignment, marital status, pregnancy or disability.
- Not to use or bring to our premises any illegal drugs or substances.
- Not to smoke on our premises including all common areas, courtyards and areas near to building entrances.
- Not to interfere with, cover or otherwise misuse the fire fighting and safety equipment.

This is not an exhaustive list of our expectations; you can find more information under the terms and conditions.

At halls we operate a three strike policy. If you persist with behavior after a warning has been given, a strike will be issued immediately. After three strikes, the Licence Agreement will be terminated by SGUL.

Notice to Quit

SGUL may end your Licence straight away by issuing a Notice to Quit (NTQ) to you in writing if you have committed a very serious breach of the Licence or have committed persistent breaches of less serious terms.

Will we then provide 28 days (or fewer in extremely serious cases) to move out of Halls and return your keys.

If you fail to leave Halls after the expiry of the Notice to Quit, the university may undertake legal action to obtain possession of your room and seek to recover the costs from you.



Health and Safety

Emergencies and First Aid

In the event of an emergency, injury or accident, please contact Security as soon as possible. The security officer will either contact a Resident Advisor, first aider or will call the emergency services if needed. All accidents will be entered into the accident book.

Electrical Safety

Electrical goods will need to comply with UK and EU standards (see separate section for advice relating specifically to PAT requirements), and undergo a Portable Appliance Test (PAT) in relation to the UUK Student Accommodation Code of Practice recommendation. The standard electricity supply in the UK is 220 / 240 volts, 50 cycles AC, and the standard outlet is a 13-amp square 3-pin plug. If you think there is a fault with any electrical appliance, please make sure it is turned off and report it immediately to staff at Horton Halls Reception.

Please check that the appliance is in good working order by looking for:

- Overheating
- No cracks or damage to the appliance casing
- Cables should be free from damage, no signs of burning, cuts or abrasions and have no signs of non-standard joints (e.g. a taped up cable)
- That the appliance had the required European Community Standard
- That the equipment has a 3 pin, 13 amp, standard UK plug or the correct adaptor
- That the equipment is not rated above 3KW or 13 amps

PAT Testing

As mentioned in the Licence Agreement, all of your equipment must have a Portable Appliance Test (PAT) and an in-date pass sticker before being used at Horton Halls. If you have not already had your items tested, this will be done on site. We will let you know when this will happen, and you must have your equipment ready to be tested on the day.

Electrical equipment, including adaptors (which must meet EU safety standards) that are found to be unsafe, that may endanger a person(s), cause damage to the building, e.g. may cause an electrical shock or fire, will be labelled, and recorded. You then will not be able to use them at Halls.

If any untested electrical equipment is found in the flats, we will in the first instance, have a warning label put on it advising "not to be used, requires PAT testing". If the equipment is not tested after this warning, it will then be removed from Halls and stored in a secure place until it can be tested or removed from site.

Smoking and Fire Safety Precautions

The building and courtyard are entirely non-smoking; the only area available to smoke is outside the main reception gates. Candles, fairy lights and incense are not allowed in halls.

Fire Evacuation

Please make sure you get to know where the escape routes from the building are and the assembly point. You can find information on these on the back of your room door. All corridors and staircases within the building are fire escape routes. Please keep them clear at all times, and ensure all doors are closed and not propped open.

If you hear a continuous alarm sounding, please leave the building by the nearest exit. Do not return to your room as you may be putting yourself and/or others in danger.

The fire alarm is tested at 1.30pm on Friday afternoons. The fire alarm bells will ring for around 10 seconds during testing. If the bells ring for more than 10 seconds, please evacuate the building as quickly and as safely as possible.

Fire Extinguishers

Please do not use fire extinguishers as door stops. Extinguishers must stay in their stands at all times.

If you or any of your guests use the fire extinguisher (for any reason other than to put out a fire), you may face disciplinary action and a charge for any damage caused.

All doors are fire doors and are labelled as such; they need to remain closed at all times for your safety.

Fire safety equipment is part of statutory legislation and so, damage or tampering of these systems is a criminal offence. Offenders will be reported to the Assistant Registrar for disciplinary action and serious cases may result in a criminal record.

Fire Detection System

There is a fire detection system installed in each block comprising of break glass alarms, heat / smoke detectors and alarm bells. Under no circumstances are any of the detectors to be tampered with, unclipped or removed.

If you or any of your guests are found to have disconnected or covered the fire detectors you may face disciplinary action and charges for any repairs needed.

Fire Precautions

When you leave your room, please make sure you turn off any electrical equipment, especially phone chargers, as these may overheat if left on for long periods .

If you are the last one in the kitchen please make sure that all appliances, cookers and ovens are switched off when you leave. Please do not leave the kitchen while you are cooking anything (on the hob or in the oven). Burnt food can activate the fire alarms and you may be charged if any repairs are needed.

No cooking equipment is allowed to be stored or used in your room.

We carry out kitchen checks for fire safety during the daytime. Please make sure the kitchen counters are clear, especially around the hob and microwave. Fire safety checks are also carried out in all flats overnight, but we make every effort to ensure these are as unobtrusive as possible. every day, usually in the evenings.

Damage or tampering with fire safety equipment is a criminal offence. Offenders will be reported to Student Services for disciplinary action and serious cases may result in a criminal record.

Water Hygiene

In order for us to comply with the latest HSG 274 Water Hygiene Standards, if you are going to be away from your room for any more than 4 days, you **must** inform Reception. This allows us to make sure your shower and basin are flushed through, which prevents any possible accumulation of bacteria biofilm forming.

Energy Management

St George's, University of London is committed to reducing its impact on the environment. In practical terms, it is particularly committed to:

- reducing its carbon emissions by increasing the efficiency of consumption
- considering the purchase of renewable energy when procuring electricity

At Halls, we are keen to assist with these aims, by looking to keep our carbon emissions as low as possible. It would be great if you could do your bit to help us with achieving this.

Here are some examples of what you can do to help:

- always turn off lights when you leave your bedroom or kitchen.
- don't leave the oven on longer than necessary and share with flatmates if you can.
- close your curtains at dusk to stop heat escaping through the windows.
- if your room is too warm, turn the radiator down rather than opening a window.
- if you can't control the temperature of your electric heater/radiator, please report this to estates@sgul.ac.uk
- switch all electrical appliances off at the plug instead of using the 'standby' function – items on standby can use up to 75% of their full power!
- don't leave appliances on charge unnecessarily.
- turn computers, monitors and laptops off at the wall when not using them.

If you are able to switch something off, please do so. It's a good habit to get into, not only for environmental reasons, but also for when you move into a shared house/flat and you need to budget your household bills.

Water Conservation

Keeping water consumption to a minimum is also extremely important.

Here are some examples of what you can do to help:

- don't leave taps running unnecessarily – over six litres of water a minute comes from a running tap. A dripping hot water tap wastes energy and in one week wastes enough hot water to half-fill a bath, so make sure that yours are fully turned off and report any leaks.
- our laundries have water and energy efficient products. To help reduce consumption, if you're not filling up the washing machine, please use the economy programme.
- boil only as much water as you need (but remember to cover the elements if you're using an electric kettle).

Interesting facts and figures

- Leaving a 3-kW electric heater on while you're at lectures incurs the release of 774 kg of CO₂ per year into the atmosphere, contributing to global warming.
- Replacing a standard 60 W light bulb with an energy-efficient alternative prevents the release of 12 kg of CO₂ per year.
- Not turning the tap off properly can waste as much as 90 litres of water a week.

Something not working correctly and creating an energy or water waste? Please report this immediately to Estates Helpdesk by emailing estates@sgul.ac.uk

Living in halls FAQs

Kitchen

Should I bring my own plates/cups/cutlery sets, etc.?

Yes, as these won't be provided in the kitchen-diners.

Should I bring my own pots/pans/baking trays/chopping boards, etc?

Yes, as these won't be provided in the kitchen-diners.

Are cleaning items such as washing up liquid, sponges, sprays/wipes, etc, provided?

No, you will need to bring or buy your own

How much space will I get in in the fridges, freezers, and cupboards?

This will need to be decided with your flatmates

General

Is there a hoover available for me to use?

Yes, there is one per flat

Is there an iron and ironing board available for me to use?

Yes, there is one per flat

Is there a mop and bucket available for me to use?

No

Is there a curfew in place for visitors, friends, or other students not living at the flat in question?

There isn't a curfew, but all visitors need to be signed in at Reception. If you have a guest staying, they can't stay for more than three nights in a row. You can only have a guest staying in your room for a total of five nights per month (this isn't per guest, but as a whole). Make sure to check that your flatmates are comfortable with you having guests before they come to stay.

Can I have food deliveries from supermarkets or for takeaways?

Yes, you can collect these from reception.

How many parking spaces are available and how do I apply for one?

There are a limited number of parking spaces available at halls. You can apply to be part of the ballot by emailing estates@sgul.ac.uk

Bedroom / bathroom

Is there a laundry bag/basket?

No

Is there a waste paper bin/basket?

Yes

Is a desktop lamp provided in all rooms?

Yes

What size bedding do you recommend?

Standard room:

90 x 190cm or 35 x 75 inches

Premium room:

120 x 190cm or 47 x 75 inches

Can I bring a mini fridge for my room?

No, unless it has been approved for medical reasons by the Accommodation and Welfare Advisor and the Disability Advisor.

Are clothes hangers provided?

No

Can I have a kettle in my room?

No

Do I have to clean my own bathroom?

Yes

Getting to Horton halls

On the underground

The nearest Tube station is Tooting Broadway; it's about a twenty-minute walk from the station to Halls. The G1 bus runs to Halls—but make sure you get on the one going to Battersea or you'll head off in the wrong direction! Buses 44, 77 and 270 will all take you close enough to Halls to make the walk more manageable with luggage. Get off at the stop for Garratt Lane/Wimbledon Road. You can plan your route here:

<https://tfl.gov.uk/plan-a-journey/>

By bus

Buses 44, 77 and 270 get you the closest to Halls. Jump off at Garratt Lane/Wimbledon Road. The 155 (from Elephant and Castle), the 280 (from Sutton) and the G1 (from Streatham and Battersea) stop directly outside St George's. Even more stop at Tooting Broadway, including routes 57, 127, 131, 219, 264, 333, and 355.

By rail

The closest station to Halls is Earlsfield. Trains run out from Waterloo and Clapham Junction and in from Kingston, Guildford, Dorking and Woking. It's about a 15 minute walk from Earlsfield to Halls or jump on the 44, 77 or 270 to the stop at Garratt Lane/Wimbledon Road.

By bicycle

Cycling info can be found on TFL website: www.tfl.gov.uk/roadusers/cycling. Cycling is the single smartest way to get from Halls to George's, though, and there's secure bike storage at both places.

By car

If you're bringing your stuff by car, the closest major roads are the A3 from the West, M23/A23 from the South and from the East, the A2. If you've got SatNav, the postcode for Halls is SW17 0BD. Parking at Halls is very limited, but there are spaces for parking up while you unload your stuff and haul it to your room. It gets quite busy the weekend before term starts, so it would be appreciated if you'd move after you've unloaded—there are pay-and-display spaces nearby.



<p>Halls Staff (Management, Reception, Security)</p>	<p>Reception</p> <p>Tel 020 8696 1133 Fax 020 8772 7240 Email hallsadmin@sgul.ac.uk</p>
<p>Student Life Centre</p>	<p>Student Life Centre Tel 020 8266 6344 Email studentlifecentre@sgul.ac.uk</p> <p>Student Accommodation and Welfare Advisor Email accommodation@sgul.ac.uk</p> <p>Resident Advisors Tel 07717 291 253 Email residentadvisor@sgul.ac.uk</p>

We have made every effort to ensure that the content is correct and up to date. We reserve the right, without prior notice, to amend any details.

