Byron Court
Housing Orientation
Staff
Who’s who and what do they do?
Full-time and part-time NYU London res life staff

- Chris, Consi and Sonia
  - General res life
  - Student welfare
  - Disciplinary issues
- Office hours – weekdays 10:00 to 18:00 (in Byron Court and Guilford House)

Student RAs

- Nia, Ranee, Emma, Tess, Myrna and Kaila
  - Serve as a resource
  - Community development
  - A little different to NY RAs
Housekeeping staff
- Clara, Ilze & Dagmar
  - Weekly flat cleaning
  - Communal area cleaning

Maintenance staff
- John, Matt and
  - Building facilities
- Man reception 24/7
- First point of call for most issues
- Emergency responders
- Good source of general info
Local Area

Where am I, again...?
- Home to several cultural, educational and healthcare institutions
- Notable for array of garden squares
- Literary connections include Virginia Woolf and Charles Dickens
- Great transport connections
- NYU London buildings all within 45 minutes walking distance of each other
Building Facilities

There’s a games room in here...?
• Games room with TV and PS3*, foosball, pool table** and vending machines
• TV room with Freeview
• Study room with iMacs and PC
• Private study room

* sign games out from Reception
**sign balls and cues out from Reception
- Washers and dryers
- Make sure you have change
  - £2.00 for a wash
  - £1.00 drying cycle
  - Cashless/card system – information in welcome pack
- There is a detergent dispenser but better to buy from supermarket
- Iron and ironing board
- Shared facilities so be courteous
- NYU wireless network available in all NYU London buildings
- Same set up as in NY
- Set up instructions/help available for those having trouble
- Loan equipment (sports equipment, DVDs, board games) available to sign out at Reception
- No onsite parking
- No mail room facilities – address post to Academic Centre
- No communal/public phone
Mailing address is

Your Name
c/o NYU London
6 Bedford Square
London
WC1B 3RA

Why can’t I have my post sent to housing?
Looking after your flat

What do you mean I have to clean up after myself...?
- Maintenance issues attended by res life staff, security, facilities team or subcontractors
- What to report
- Submit online Maintenance Request Form (see Housing & Res Life Guide for link)
- If it’s an emergency – report it directly to security!
- Rights of access
- Planned maintenance
- Flats (surface) cleaned weekly
- Be out of bed by 10:00 on cleaning day
- Receive clean linen on cleaning day – you need to make your own bed
- Housekeepers will remove reasonable amount of rubbish – if bins are full before your cleaning day, you need to take your rubbish out!
- Housekeepers there to help you keep your flat clean but you are responsible for keeping your flat clean and tidy
- Vacuum cleaner and mop available
Please help us recycle – check your kitchen guide for recyclable materials
Always use the bin bags provided
Bedrooms bins are not emptied by the housekeepers
Fire Safety
How to not burn the building down!
Most fires in the home start in the kitchen – please take care when cooking:

- Only cook where it is permitted
- Only use appliances for designed purpose
- Keep all cooking areas clean
- Never leave cooking unattended
- Keep flammable items away from cooking surface
- Never cook when tired or intoxicated
- Use the extractor fan
- Do not put metal in the microwave
Be prepared and do what you can to prevent fires

- Know your evacuation routes and keep them clear
- Do not tamper with fire safety equipment
- Do not overload sockets
- Do not wedge fire doors open
- Watch your extension cords and converters
- Submit a maintenance request if you suspect an issue with electrical equipment
1. Running man signs/Emergency lights
2. Heat detectors in kitchens and smoke detectors in bedrooms and hallways
3. Call points
4. Sprinklers
5. Fire doors – you must keep these clear at all times
6. Fire blankets
7. Water and carbon dioxide fire extinguishers
- Fire alarm tested every Wednesday at 15:00
- If alarm goes off at any other time you need to evacuate
- When you hear the alarm
  - Evacuate immediately
  - Use stairs, not lift
  - Do not collect personal belongings
  - Do not delay escape but turn off stove, hair straighteners etc
  - Go the assembly point and wait for instruction
- If you discover a fire
  - Activate call point
  - As above
Prohibited Items

- Flammable decorations
- Fairy lights
- Natural or artificial evergreens
- Electric heaters, air conditioners, hot plate burners
- Halogen lighting equipment
- Candles, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition
- Woks or deep fat fryers
- Any other object found to block easy egress
- Any faulty electronic items (e.g. with frayed/burnt cords)
Housing Policies
The boring bits but please stay with us...
Day Guests

- Up to 4 permitted during these times
  - Sunday to Wednesday 8am and 11pm
  - Thursday to Saturday 8am to 1am
- Must be signed in
- All guests are your responsibility
- All guests must be accompanied by host
- Overnight guests can only be hosted from the 2nd week of classes
- 8 overnight guest passes per full calendar month
- One overnight guest per student
- One overnight guest per room (unless in quad room)
- No under 18s
- Must be signed in
- All guests are your responsibility
- All guests must be accompanied by host
- Guests can’t use empty beds and no guest bedding, cots etc are provided
- No smoking
- Sound policy
- Building access
  - You must show your ID card
- Outside furniture policy
- Controlled substances
- Alcohol
  - You’re all over 18 and can drink legally...responsibly
Security in the Residence

Where can I keep my passport?
- Flat doors lock when closed
- Don’t give your key to anyone else
- Don’t let people you don’t know tailgate
- There’s a lockable drawer in your wardrobe
  - Please use it
  - Don’t leave the key in the lock after locking
- Lost and stolen keys
- Show your NYU ID every time to enter any NYU London building
Roommate Relations

My roommate can be so darn annoying…
• It’s hard sharing your space but living with someone can be one of the most rewording experiences
• Conflict is a normal part of roommate relationships but don’t let it fester – address it
• It’s still not working…what now?
  – Room move freeze
  – Want are the options?
Residential Life Living Agreement Form

- Use it to facilitate a good living environment
- Discuss everything, nothing is too big or too small (e.g. washing dishes immediately after use, guests, bed times etc, etc, etc)
- Due 8th February
- Not submitted on this day = overnight guest privileges will be revoked
Top Tips for Good Roommate Relations

- Be clear
- Affirm and acknowledge the position of others
- Address things when they’re still small
- Respect your roommate’s stuff
- Be careful of who you bring into your flat… and how often
- Be friendly without expecting to be best friends
- Try not to involve others
- Be open to change
- If nothing else, follow the Golden Rule – treat your roommate like you’d like to be treated
All done

Any questions?