

## How To Report A Maintenance Issue

If you have a problem with small maintenance issues you are expected to take care of them yourself i.e. changing light bulbs, hoover bags, etc. Light bulbs are available free of charge from the Accommodation Office when you bring in the old light bulb in exchange for a new one. Hoover bags are also available free of charge at the accommodation office.

Larger issues should be brought to the attention of the accommodation office. This should be done in person to the accommodation office. Please ensure you have the full details so we can attend to any issues as quickly as possible.

For emergency issues outside of office hours (e.g. water issues, electrical issues, security (door/window) issues, please call security on 0868182370 or by using the free intercom/buzzer in the building archway.

