

Adebayo Akande Hall (AAH)

Student Accommodation

General Regulations and Guidance

Please read and keep safe for future reference

Introduction

AAH Student Accommodation aim to provide agreeable accommodation in a friendly environment at affordable prices. Living in residence is a community experience that the vast majority of students enjoy. Regulations are necessary to ensure the smooth operation of our residences. In essence, the *General Regulations and Guidance* are built around a few general principles:

- Behave in a manner that shows respect for your fellow residents; being particularly mindful of safety, security and peace of mind.
- Respect the building you live in and its furnishings so that future generations of students can enjoy it.
- Be aware of the regulations governing the terms of your occupancy and the payment of rents.

You are required, before admission to residence, to sign an undertaking to accept and abide by these regulations and such other rules applicable to the residence as the Hall Management may make from time to time.

AAH Student Accommodation General Regulations

Admission to Residence:

You may arrive at your residence on or after the date stipulated on your tenancy contract and must depart on the last day of the contract. Rooms are for the sole occupancy of the person(s) to whom they are rented and may not be used by any other person(s). Under no circumstances are you allowed to sublet the room rented to you.

Fees

Rents are payable at least one month in advance before the tenancy commences or continues. You will be notified one month before your current tenancy is due to lapse. If you fail to pay your rent by the 1st day of the new rental period, you will be will issue a 7 day 'Notice to Quit'. At the end of this 7 day period, your room will be evacuated of all personal belonging and made ready for a new student.

Rent may be paid by the following methods:

- Visa or Mastercard. To pay online visit www.adebayohall.com
- Cheque – made payable to **Hermitage Capital Investment Ltd**, drawn on a bank in Nigeria. You must write your name on the back of the cheque as well as your online booking reference;
- Bank draft – in Naira and made payable to **Hermitage Capital Investment Ltd**
- Bank Transfer – To the Hermitage Capital Investment Ltd Accounts:
 - A/c No 1000072828 First Bank OR
 - A/C No 1013269983 Zenith Bank.

Please quote your name and online Booking Reference number and send proof of transfer to the AAH Student Residences Office in Ajibode or via email to bookings@adebayohall.com

Bank transfers are subject to variable bank charges by both the sending and receiving bank; these charges must be paid by the sender.

Please note, insurance requirements do not allow us to accept payments in cash at the AAH Student Residences Office.

Office Hours and Emergencies

Office opening hours are displayed at the reception and on our website. General administrative, housekeeping and maintenance duties are carried out during office hours. During office hours contact the Residence Management for assistance with urgent problems.

Post

All post must be addressed to the resident concerned; please ensure that the correct postal address of your residence is used. Post is sorted by surname and kept at the reception for you to pick up on your way in/out. Items that appear to be of value, including parcels are kept in the office and an email sent you you to inform you. You are responsible for redirecting post after you leave. Post will not be forwarded.

Student Bedroom

The room allocated to you should be the one that you occupy for the duration of your tenancy agreement; however, AAH Student Accommodation reserves the right to change allocations if there are any problems. Please do not remove furniture from your bedroom; the residences do not have room to store it. Do not put it out in the corridors, which will compromise a fire exit route, or in other students' rooms. Soft

furnishings (for example soft chairs and sofas) are not permitted in the kitchens. If you bring any furniture with you, it must be labelled appropriately. Curtains and light shades should not be removed or replaced with your own. Please note that the cost of any repairs or maintenance required as a result of ignoring this request will be charged against your deposit.

Inventory

You are required to complete an inventory within seven days of arrival. You are under an obligation to return the premises in a condition equivalent to that found on taking up residence. Any damage will be the financial responsibility of the resident. You must leave furniture, furnishings and other contents of the premises in the same room as shown on the inventory. Fixtures and fittings should not be unscrewed from the wall and moved. Carpets and other flooring should not be pulled up.

Smoking Policy

To comply with AAH's no smoking policy, smoking is not permitted in bedrooms, kitchens, corridors, bathrooms and communal areas. Additionally, AAH prohibits smoking immediately outside the entrances or open windows of its buildings. Smoking in prohibited areas is a breach of your tenancy agreement. Covering smoke detectors is a criminal offence. In the interests of fire safety, hookahs, shishas and similar smoking devices are not permitted in residence. It is a breach of your tenancy agreement to have these items in your room.

Lost keys/Swipe and Access cards/Electronic Key Fobs

If you lose your key(s)/card/fob you must inform the Residence Management who will issue you with a temporary set whilst your new card is processed. A charge, of One Thousand Naira (N1,000) will be invoiced to you and is payable before your new key is collected. If your room key(s)/card/fob is stolen the appropriate replacement charge also applies.

I.T. Provision

All rooms, are able to connect directly to the WIFI network. The cost of connection can be confirmed from the provider website on connection. For further information about the service go to www.adebayohall.com . The internet service is provided by a third party and maintained by them therefore faults must be reported to the provider. For further details please contact the reception desk.

Cleaning

A dedicated cleaner has been provided for each room. He/she will be responsible for the cleanliness of your room and bathroom. They are also responsible for the removal of rubbish to the place specified by the Residence Management. Please note that rooms and/or flats will be inspected from time to time to ensure that they do not fall below an acceptable standard for Health, Safety and Fire regulations.

Maintenance

All maintenance defects must be reported to the Residence Management as soon as possible after discovery of the fault. Do not assume that someone else has reported a fault. The Residence Management, Wardenial staff, cleaning and maintenance staff have the right to enter rooms at any time for necessary maintenance, window cleaning, etc. Advanced notice will be given where possible.

Great care should be taken when hanging posters. BluTack is the only permitted adhesive on paintwork but can mark walls in some rooms depending on the paint and surface. Please ask the Residence Management for advice concerning your room. Glue, drawing pins and adhesive tape are not permitted.

Room Checks

All rooms in residence will be checked regularly in order to fulfill Health and Safety responsibilities; to ensure that the accommodation is safe, that nothing illegal or dangerous has been introduced, that it is being kept in a reasonable condition (e.g. to a good standard of cleanliness), and that any unreported maintenance problems can be rectified. These checks will take place at the same time as the regular room cleaning to minimise disruption to tenants

Window Restrictors (a.k.a. burglary proof)

For safety and security reasons windows are fitted with restrictors and you are not permitted to tamper with or remove the window restrictors in your residence. It is a breach of your tenancy agreement to tamper with, or remove window restrictors.

Residence Exteriors and Prohibited Areas

You must not throw or drop items from the windows in your residence. All roof areas, balconies, parapets and ledges are out of bounds. There are several different types of potentially hazardous areas into which entry is prohibited. You are not permitted to enter boiler rooms, electrical intake/riser cupboards, lift motor rooms or commercial kitchens. Such areas have a notice on access doors stating that there is a hazard within. It is a breach of your tenancy agreement to enter into any prohibited area.

Potential Hazards

Report a potentially hazardous maintenance problem (gas smell, electrical fault, flood or leaking water) immediately to the Residence Management or Wardenial staff. Do not assume another resident has reported it. **If you smell gas, do not use matches or naked flames, and do not use any electrical switches.**

Prohibited Items

Cooking equipment should only be used in the kitchen where and if kitchens are provided. The use of cooking equipment in your room is forbidden. Cooking equipment includes, but is not limited to, toasters, kettles, microwaves, rice cookers, hotplates, steamers and sandwich makers etc. Refrigerators are not permitted in

bedrooms unless a specific medical condition requires you to have one. If you would like to request permission to have a refrigerator in your room on medical grounds you must contact the Residence Management prior to your arrival. The use of portable heating equipment is strictly forbidden. In addition, the following items/activities must not be brought into, or used in, either your room or communal areas in your residence: candles, incense sticks, oil lamps, fragrance burners, hookah and shisha pipes, fairy lights, BBQs, fireworks, dartboards, non-fused and cubed adaptors, ball games, smoking, portable heating equipment and weapons.

Pets

Pets are not permitted in residence. It is a breach of your tenancy agreement to have a pet in residence.

Electrical Equipment and Plugs

Electrical equipment and plugs must not be tampered with under any circumstances. Do not overload the sockets. You are advised to use appropriately fused adaptors (13 AMP). All cubed style adaptors are banned from AAH Student Accommodation; please use trailing style multi-socket adaptors (13AMP). You must not interfere with light shades or light fittings. All personal equipment must be in a good state of repair, checked for safety (casing, wire and plug) before it is brought into the building, and comply with the Nigerian voltage supply.

Bicycle Storage

You are not permitted to bring bicycles into your residence or attach them to any railings or the building exterior. You must not place bicycles in front of the fire exits of doors as this will obstruct essential means of escape and create a serious safety hazard. AAH cannot accept responsibility for bicycles parked in its car parks.

Noise

Please be considerate to your fellow residents at all times. Other residents may want to study or sleep at different times than you do, so respect your fellow residents need for quiet time. If you bring a stereo, radio, iPod, MP3 player, game consoles etc. you should also bring headphones so that your enjoyment and the peace of others is not disturbed. Noise must not be audible between 23:00 and 08:00 from Sunday to Thursday and between midnight and 09:00 am on Friday and Saturday. Excessive noise is a breach of your tenancy agreement. You are responsible for the behaviour of your guest(s) and should see that they leave quietly.

Visitors

AAH reserves the right through its staff to refuse any non-resident admission to the residence at any time or to require them to leave the premises. Never lend your

room key/swipe card/fob to anyone else. You are personally responsible for the conduct of your guest(s) at all times and may not allow them to live in your room.

There are no guest rooms in any of the residences. If you wish to have a guest to stay overnight you can accommodate them on your bedroom floor, for a maximum of **three** nights in a month, but all such guests must be notified in advance to the Residence Management. Failure to comply with this requirement will constitute a breach of your tenancy agreement which may result in your eviction from the hall. Other visitors should normally leave by midnight.

Damage and Collective Responsibility

You are expected to keep in good condition furnishings and fittings. Where legitimate accidental damage is reported to the Residence Management, charges for the repair or replacement will be assessed on the merits of each individual case. If damage is caused by vandalism, negligence or irrational behaviour, the complete cost of replacement or repair, plus administrative charges such as labour, will be charged to those responsible and deducted from deposits held. All non-attributable damage in the communal areas will be charged to the residents of the hall or corridor as applicable, subject to the resident's right of appeal. It has been found necessary to encourage residents to accept communal responsibility by making them financially liable for any damage.

Temporary Absence from Residence

If you stay away overnight or at weekends please let the Residence Management know by leaving a note or signing out. It causes concern and sometimes considerable inconvenience when residents go 'missing' without explanation.

Health Problems

You must ensure that you are registered with a local doctor. If you are feeling unwell, visit your doctor. If you require assistance contact the Residence Management during the day or the duty Warden for your building out of hours. If the Hall is aware of any illnesses to which the student population is vulnerable, information will be posted, and if necessary, regularly updated on the notice board. If you are diagnosed with a serious infectious disease that may create a risk to other residents, for example, meningitis, mumps, pandemic flu etc. you must notify the Residence Management and Wardenial staff immediately so that steps can be put in place to safeguard the health of others.

Role and Authority of Wardens

The role of the Warden within the residences is to promote a collegiate environment and to provide a caring and supportive atmosphere for all residents. The Warden may take disciplinary action where it is deemed appropriate against any resident in order to maintain harmonious relations within the

Type of disciplinary matter

- Triggering the fire alarm: (a) burnt cooking/kitchen door open (b) aerosol spray (c) smoking (d) candles/incense/fireworks/hookah pipes (e) cooking equipment in room
- Non-evacuation during a fire alarm
- Maliciously triggering the fire alarm via breaking glasses
- Covering or damaging smoke detectors (plus cost of engineer if applicable)
- Removal of door closer or burglary proof
- Misuse of fire extinguishers
- Excessive noise (a) warning (b) fine (after written warning)
- Offensive/abusive language/behaviour to staff/students/visitors
- Entering prohibited areas (e.g. roof)
- Call outs for non-emergency reasons at unreasonable hours (after 11pm and before 8am)
- Smoking in prohibited area (a) warning (b) fine (after written warning)
- Use of cannabis (a) warning (b) fine (after written warning)

All formal warnings must be given in writing and a copy kept by the Warden issuing the warning.

(A student should normally be given one written warning that he or she is in danger of being excluded from the residence. However, in cases of gross misconduct, the Warden may recommend that the offender withdraws from residences. In such cases, a student will be notified in writing that he or she is required to attend a hearing. Such a hearing must take place within a reasonable time of the relevant incident, and will normally be with the Hall Management. If a student is required to leave the residence, he or she should normally be given a minimum of seven days notice.

Discrimination and Personal Harassment

The Hall continues to affirm its opposition on unfair discrimination in any form and it is in keeping with this policy to prohibit any kind of personal harassment including but not limited to harassment on the grounds of race, ethnicity, sex, disability, sexual orientation, gender identity, age, religion, belief or lack thereof. The harassment of a student, member of staff or visitor as well as any violent, indecent, disorderly, threatening or offensive behaviour or language on AAH premises is wholly unacceptable and will be grounds for disciplinary action, which may include expulsion from the hall permanently. Any incidents of this nature should be reported to the Hall Management.

Ending the Agreement

If you would like to leave residence after your arrival you can give notice at any time by completing a *Notice to Quit* form at the front desk. Please note however that you will remain liable for your rent until a replacement student is found to take over your room. A replacement is a University of Ibadan student new to the residence. If no replacement is found you remain liable for your residence fees until the end of the tenancy contract for invoicing purposes

Please note: if you give notice at any time but do not move out or return keys/swipe and access cards/fobs to the Residence Management your liability for residence fees will continue.

The College may end this agreement at any time if:

- i. You fail to pay any sums due to the University within 7 days of the due date
- ii. The accommodation or the furniture in your room is so damaged that it is not reasonably usable for residential purposes
- iii. You commit an act of gross misconduct or an illegal activity involving College students, staff or facilities. This includes acts of vandalism and misuse of fire fighting equipment and systems.
- iv. You consistently breach the terms of your tenancy contract and consistently do not abide by the hall regulations.

Leaving Residence

Your key(s), swipe/access card, electronic key fob must be returned to the residence Management by 12 noon on the day of departure.

Deposits and Deductions

The deposit you pay when accepting a place is not used to offset against residence fees. Providing you have returned your room keys, have no outstanding residence fees and no damages that require a deduction from your deposit, we aim to refund your deposit normally within four weeks of you vacating residence.

**Deductions may be for, amongst other things, cleaning, damage, and vandalism to your room and communal areas. These costs may be divided and deducted between all residents' deposits, for damage that cannot be attributed to a particular resident(s)*

Further Regulations

You are obliged to comply with any other regulations which the hall may make from time to time which will be displayed on the residences' notice boards. Notice boards are for important messages and approved notices only. You should check the notice boards regularly for notices that might affect you.

Disclaimer

AAH is unable to accept liability for any loss, damage, injury or accident sustained by any resident or the guest(s) of any resident on the College's premises.

Complaints

AAH Student Accommodation will do our best to see that you do not have cause for complaint. However, things do, from time to time, go wrong. Should you wish to complain about anything, you will be expected to follow the following procedure:

1. First speak to the Residence Manager and give them a brief statement of the complaint in writing, preferably via email. Keep a copy yourself. In most cases this should resolve your problem. The Residence Manager should acknowledge the complaint within 48 hours if unable to make a full response.
2. If you are not satisfied with the response an email should be sent to the Operations Manager. The Operations Manager should acknowledge the complaint within 48 hours if unable to make a full response.

Building works and maintenance

It is not always possible to schedule building works and maintenance works when buildings are unoccupied. Such works, unless emergencies, will be scheduled for working hours (normally 08:00 to 18:00). Residents will be given advanced notice of such works. No compensation will be paid for noise resulting from such works or for necessary changes resulting from such works, in facilities provided.

Lack of services resulting from failure of service providers outside AAH

If a service provider external to AAH is responsible for the provision of a service and it fails, AAH will take reasonable steps to inform residents of the duration of the failure and will take reasonable steps to inform residents of any alternative provision,

Lack of services resulting from a failure of provision by AAH

Where the service failure arises from action or inaction by AAH, AAH will take reasonable steps to inform residents of the duration of the failure and will take reasonable steps to inform residents of any alternative provision

Major disaster

In the event of catastrophic failure of services or the destruction of part of a building necessitating closure, all reasonable steps will be taken to re-house students. Where re-housing is accepted by a student, they will bear the cost of the new housing. Fees will only be payable up to the point of closure

Security

Always lock your door and close your window(s) when you leave your room (even if you are leaving your room for a short period such as using the bathroom). Be vigilant. Please ensure that all outside doors are locked behind you as you enter or leave the residence. Do not open doors for unidentified visitors; do not let strangers follow you in. If you do discover intruders or suspicious persons in or entering the residence do not attempt to apprehend them. Call a member of staff or security. Host students are responsible for their guest(s) whilst they are in the residence. Ensure that outside doors are firmly locked shut on the departure of your guests. Remember you have a duty towards your fellow residents.

Personal Security

AAH and its staff can accept no responsibility for loss of personal property due to theft, fire or any other cause. You are advised to keep your room door locked at all times and to carry your keys with you. All windows should be closed and locked when your room is unoccupied (even for a short period). You are advised to ensure that you have adequate insurance to cover your personal property if necessary

Car Parking

AAH is well served by a spacious car park. All residents with cars must register their car information with the front desk so that the hall is able to monitor unauthorised cars in its car park

Drugs

AAH has a policy of zero tolerance on alcohol and drug misuse. Anyone found using or in possession of illegal substances will be ejected from our property with immediate effect with all rent prepaid becoming forfeit.

Fire Regulations (AAH BASIC FIRE SAFETY GUIDANCE)

1.0. FIRE ACTION NOTICES:

- a) You should be familiar with action to take both on discovering a fire and on hearing the fire alarm sound. This information is provided on **Fire Action Notices** displayed in corridors and in rooms. Please read the instructions carefully and make yourself familiar with the local fire exit routes and the location of the fire alarm call point locations.
- b) On discovery or being made aware of a fire, **(if not already activated)** immediately raise the alarm by operating the nearest fire alarm call point. Your address is provided on the fire action notices.
- c) When the fire alarm sounds, **you must leave the building immediately**. On leaving the building, you should proceed to the designated **Fire Assembly Point. Warning** - beware of the road traffic as you leave the premises, for your safety and that of others during the evacuation.

d) **On hearing the fire alarm:**

By Night - quickly put on warm and suitable clothing. **Do not** stop to dress fully. Ensure that any others in your room are awake. Go immediately to the designated Fire Assembly Point for the residence, shutting all doors behind you.

By Day - go immediately to the designated Fire Assembly Point for the residence, shutting all doors behind you.

At all times: Act quickly and calmly. Do not stop to collect your personal belongings. Do not run.

2.0. MEANS OF ESCAPE:

Corridors, landings, stairs & exits from a building are major escape routes in case of fire. **Please do not** obstruct these areas by storing or placing bicycles, personal belongings or rubbish on these routes.

DO NOT WEDGE OR HOLD KITCHEN FIRE DOORS OPEN UNDER ANY CIRCUMSTANCES - KEEP FIRE DOORS CLOSED TO PREVENT UNWANTED FIRE ALARMS

4.0. FIRE ALARMS:

Fire Alarms are provided to give warning in case of fire, as smoke and fire can spread very quickly. Always leave the building on hearing the alarm immediately by the nearest available exit (you should be familiar with your escape routes and Fire Assembly Point).

To prevent accidental activation of smoke detectors:

- **Do not** cook (including toast) in bedrooms and only use designated kitchens, keeping the fire doors closed at all times,
- **Do not** use hair spray under or near the smoke detector
- **Smoking is not permitted** in Halls of Residences
- **Candles and aromatherapy burners are not permitted** - please do not use for your safety and that of others in the residences

5.0. FIRE EXTINGUISHERS

Fire extinguishing equipment has been provided throughout the hall, **do not** interfere with pins, tags or maliciously set off the fire extinguishers. These extinguishers are **life safety equipment** and for use in the event of a fire.

6.0. FIRE EVACUATION DRILLS:

Meetings will be held to elaborate on the above procedure, to hold a fire drill, to answer queries from residents. Further fire drills may take place without notice at any time.

7.0. GENERAL FIRE PRECAUTIONS

Any person found interfering in any way whatsoever with fire-fighting equipment or alarms, other than for proper use, will be required to leave the residence permanently. Frivolous discharge of fire extinguishers will be charged to the individual or to all residents of the residence if the culprit is not known.

- **Smoking is NOT permitted in AAH Halls of Residences (or any AAH premises).**
- The **use of candles, incense, fireworks or hookah pipes are NOT permitted** in the AAH
- **Always**, switch off electric appliances and lights when you leave your room and at night.
- **Do not** use paper light shades or paper masking on any light fitting.
- **Do not** use plastic or wicker waste paper bins and empty waste paper bins every day.
- **Never**, leave the kitchen when you are cooking food and be especially careful with hot fat and oil. Any resident who leaves deep-frying or other cooking unattended may be suspended from residence. **Do not cook in your bedrooms.**
- The use of portable heating and cooking equipment in your room is **strictly forbidden.**
- **Do not** bring hazardous substances into your room.

Persistent offenders of the above may be ejected from the hall

8.0. ELECTRICAL SAFETY

Nigerian Electrical Supply - You are reminded that the Nigerian electrical supply is 220-240 Volts (**not 110 volts**) and only compatible electrical equipment should be used. However, if you need to use 110-volt equipment then you must have an approved voltage, plug/pin converter, and ensure that you ask for advice and assistance (from the shop/supplier) on the voltage/pin compatibility and specific voltage requirements you require.

- **ONLY USE 220-240v** equipment with an appropriate and correctly designed plug or adaptor
- If you are unsure on how to use the cooker or other equipment in the kitchen then please seek advice from the Residence Manager or one of the Wardens,

- Maximum load for any one socket should not exceed 13amps.
- Check electrical leads and plugs for wear and tear and faulty wiring
- Throw away and replace damaged cables. **Never** use tape to mend or join cable. Frayed leads or exposed internal wires are fire risks

Always use the correct fuse in fused plugs

- For appliances **up to 700w** you need to use a 3A fuse (i.e. Desk Lamp, Mobile phone Charger, Television, DVD, Computer, Printers, Refrigerator
- For appliances **over 700w** you need to use a 13A fuse (i.e. Washing Machine, Microwave, Kettle, Toaster, Iron, Hair Dryer / Curlers, Fan (Portable), Coffee Maker & Rice Cookers