



Dear New Resident,

Thank you for choosing Griffith Halls of Residence (GHR). We wish to extend the warmest of welcomes and hope you thoroughly enjoy your stay with us.

First of all, the most important information, the code to GHR-Wifi is 'hallsofresidence'.

We would like you to have a safe and fruitful time throughout your stay at Griffith Halls of Residence, therefore, we would like to highlight the following important points.

- 1. Respect:** Residents should try their utmost to show respect for each other, campus staff, visitors and campus property at all times. Residents should follow the instructions given by members of Staff and assist with any queries for the safety and security of all.
- 2. Access:** Access to the campus at night-time (between 11pm and 7am) is restricted to pedestrians via the electric gate / pedestrian turnstile (i.e. no vehicles or bicycles). Please register for the turnstile immediately after check-in. Please bring your completed registration form and photo ID when registering. The map on the other side shows you where the registration takes place.
- 3. Personal Safety & House Rules:** You should take steps to ensure your safety and the safety of others. Keep family/friends/housemates informed of your whereabouts, travel in groups of two or more (especially late at night) and ensure you use busy and well-lit routes to and from places.
- 4. Visitors:** You are responsible for the actions of your visitor(s) at all times. Please accompany them when they are in the GHR complex and/or on the campus and ensure they are aware of and abide by the rules e.g. smoking, fire alarm, etc.

**5. Cooking:** When using the cooking facilities, Residents must give their full attention to their actions and not leave the cooking facilities at any time. Ensure the room is ventilated (window open, extractor on). Cooking with large quantities of oil is not allowed due to the risk of fire. If you accidentally activate a fire alarm – don't worry – please turn off the cooking facility and contact the Security staff so they may best assist you.

When cooking, please try to avoid max power settings unless necessary. Many of the fire alarms we encounter result from residents' cooking on too high settings.

**6. Smoking/Vaping:** Smoking/vaping is not allowed anywhere in the GHR complex e.g. accommodation buildings, rooms, corridors, stairwells or underground car park. Candles and incense are also not allowed for safety reasons.

**7. Reporting Issues:** This can be done by email, by phone or in person at the Accommodation Office, or through our 24 hour/7 day-a -week Security staff. Any issues you may have are manageable and our GHR team will be more than happy to help. All of our contact details are listed below. Maintenance issues should be directed to your [accommodation portal](#).

**8. Cleaning:** Residents should keep their personal and communal space within their apartment in a tidy and hygienic manner. Residents are responsible for the correct disposal of their rubbish. The bin station is located to the side of Block 2. There are separate general waste and recycling bins (glass, aluminum). When transferring items to the bin station, please ensure bin bags are secure and not leaking.

**9. Hot Water:** The hot water is on an immersion timer that heats the water at these times: 06:00am – 10:00am, 12:00pm – 13:00pm & 18:00pm – 22:00pm. If you experience any issues with regards to your water not being heated at these peak hours, please contact the Accommodation office.

**10. Key Fob:** Please keep your key fob on your person, and do not loan it to anyone else. If you lose it, please report this immediately to the Accommodation Office. There is a charge of €30 for each replacement key (€10 per fob), which may be deducted from your deposit, subject to terms and conditions.

Your apartment key needs to be touched off one of our online key readers (main doors, side doors, basement doors) at least once every two weeks to remain active. In the very unlikely event you have not touched it off a reader in this amount of time, use it on one of the above to ensure it doesn't expire.

In the event it does expire, please bring it to the accommodation office to be re-set.

**11. Fire Safety:** All Residents must comply with fire alarms, and other safety regulations, and evacuate/ exit the building immediately if a fire alarm sounds and go to the relevant assembly point. Misconduct, with regards to Fire Safety – including not observing an alarm - may result in the termination of the Lease Agreement of any associated Resident(s). Termination of the Lease Agreement means expulsion from GHR and loss of all monies paid.

**Contact Details:**

Please save the following contact details into your phone so you can access them in an emergency or if you have a problem with your key fob.

**Accommodation Office:**

Monday to Friday 9am - 5:30pm

Ph: 01-4163320 | Email: <mailto:accommodation@ghr.ie>

Security service (for Emergencies or Lock Outs) 24 Hours a Day, 7 Days a Week 086-8182370  
(Please save this to your phone immediately)

Intercom/buzzer located outside the main doors in each archway, at the front of campus by side the main gate and at the turnstile.