



Welcome to
Summer at UCD





A guide to Summer Living in UCD

Welcome to UCD
Residences

Staff at the UCD
Summer Village
Reception are
available 24/7 for any
accommodation or
maintenance issues



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UCD Summer Village Reception

The UCD Summer Village Reception is your central reception and is open 24 hours a day, 7 days a week. This is where you will check in/out and find staff to help you with any issues that may arise during your stay.

You can contact the UCD Summer Village Reception

on + 353 1 716 1031

or by

emailing - residences@ucd.ie





Check-In

Check in time is 3PM

If you arrive before 3pm we may be able to store your luggage while you explore the UCD campus or grab a coffee at one of the coffee shops on campus.

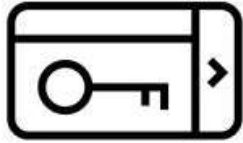
You must come to the UCD Summer Village Reception to check-in.



Check-Out

Check out time is by 11am

Please visit the UCD Summer Village Reception to check out of your room and to return your keycard.



Keycard Access

When you check in you will be provided with an access card.
You will be required to return this card on departure.

To enter your building hold the card to the grey scanner.
Wait until the green light appears before you remove the card
from the scanner and enter the building.

If you for any reason you find yourself locked out of your room
please contact your team leader for assistance. If this does not
resolve the issue please call the UCD Summer Village Reception

Village/Ashfield/Belgrove/Merville/Roebuck Castle

To use your card on the apartment and bedroom doors hold the
card to the black scanner above/below the door handle

The light will turn green, unlocking the door. To lock the door
again hold the card to the scanner before leaving the
apartment. The light will turn red and the door will lock

Please ensure to keep your access card on your person at all times

Glenomena & Roebuck Hall

Apartment Access

To use your card on the apartment and bedroom doors dip your card into the lock as you would in a hotel with the UCD crest and arrow pointing down.

You can dip your card into the bedroom door twice, the light will blink green. In this case the bedroom door will not lock behind you. If you wish to lock the door again, dip the card two more times and the light will blink red.
The door will now be closed.



If you find yourself locked out of your accommodation you can go to the UCD Summer Village Reception to regain access

Security and Safe Living

UCD residences strive to keep our community safe and secure. Your assistance is vital towards achieving this goal. Guests should be security conscious at all times. Please report any suspicious persons or behaviour immediately to the UCD Summer Village Reception.

Never leave your door unlocked or your bedroom window open while your room is unoccupied and please ensure that main exit doors are closed at all times.

For your added safety;

- Keep doors and windows locked when room/apartment is unoccupied
- Do not leave valuables or cash in visible locations
- Do not prop open doors
- Do not open front door to strangers or non-residence personnel
- Bicycles should be secured externally with a good locking device

Fire Prevention

- It is not permitted to smoke inside the building
- Candles and incense are a fire hazard and are not permitted in apartments
- Do not use chip pans
- Never leave cooking unattended
- Report electrical problems to the UCD Summer Village Reception
- Keep all exit routes and doors clear from obstruction
- Report any faulty fire equipment to the UCD Summer Village Reception



If you discover a fire **RAISE THE ALARM IMMEDIATELY**

Emergency/Evacuation Plan

Press the nearest Break Glass Unit



- Exit the building via the nearest escape route
- Go to the assembly point
- UCD staff will instruct the evacuees when it is safe to re-enter the buildings

Fire extinguishers and fire safety equipment

UCD residences are equipped with a selection of fire safety systems that includes fire alarms, smoke detection systems, fire extinguishers and fire blankets. If any fire safety equipment, blankets or smoke detectors look as if they have been tampered with please report this immediately to the Village Reception. Servicing of fire extinguishers/fire blankets takes place regularly throughout the year. To prevent fire alarms being accidentally activated guests are asked to ensure that extractor fans in bathrooms be turned on when bathrooms are in use and all bathroom doors kept closed to ensure that fire alarm equipment is not activated due to excess steam build-up.

The same applies when cooking food - please ensure that the extractor hood is open when cooking on the hob.

All alarm activations should be considered real and guests should proceed to the building exit immediately. Guests must not return to their buildings until informed that it is safe to do so by a member of staff.

N.B. Tampering with fire equipment is a criminal offence and may result in eviction from the residences.

Maintenance Procedures

Guests are not permitted to paint or make alterations to their rooms. If a guest damages anything, they may be liable for the cost of repairs or replacement for the building.

Do not put any nails, screws hooks or any sticky substances in/on the wall. You will be responsible for any damage caused to the room. For safety reasons, do not try to clean the outside surface of your windows. Do not remove or tamper with your window curtains, blinds, window restrictors. Do not interfere with the window ventilators, these should remain unobstructed to allow free flow of fresh air. Do not sit on ledges or lean out windows. Do not put anything on top of radiators or on window sills. Never attempt to enter or exit through windows.

If you have a maintenance issue or something is in need of repair you will need to go to the Village Reception where the staff will assist you and will also inform the maintenance team of the issue and have it taken care of as promptly as possible.

Here's some important information you need to know about your apartment

Ashfield Apartments



Hot water is timed overnight and should you require additional hot water throughout the day please note that there are 2 immersion switches on the wall in the kitchen. Both must be switched on in order to boost the hot water. We would advise you wait 30 minutes before using the water and be sure to turn off both switches once the water has reached temperature.



The hob in your kitchen is an induction hob. This means you will need induction saucepans. Please note that the hob only works once an induction saucepan has been placed on a ring. The ring will not heat up or appear on until a saucepan is present. To turn the hob on hold down the power button for 5 seconds and then select the ring you wish to use.



There are switches in the kitchen that also ensure the undercounter fridge and freezer are on, please remember to leave these on at all times to ensure food is kept fresh or frozen

Belgrove Apartments

An electric boost timer is located in the hallway near the apartment door.

To turn on the water heater twist the dial on the bottom left anti clockwise to the desired setting.

Each line represents 30 minutes.

2 Hours
1hr 45 min
1hr 30 min
1 hour
45 minutes

Please allow 15 minutes for hot water to heat if you intend on washing dishes. If you intend on showering allow 30 minutes for the to heat before you shower.



Village, Glenomena, Merville, Roebuck Hall Apartments



The electric boost timer is located in the hallway outside the bathroom in Merville apartments and in the living area in Glenomena apartment. The boost allows guests to avail of hot water outside peak times.

The required boost time is selected by pressing the button marked Boost immediately.

The LEDs adjacent to the time markers (above the Boost button) will light up in the sequence

First push gives 15 minutes (LED opposite 1/4 will light up)

Second push gives 30 minutes (LEDs opposite 1/4 & 1/2 will light up)

Third push gives 1hr (LEDs opposite 1/4, 1/2 and 1 will light up)

Fourth push gives 2hr (All LEDs will light up)

Fifth push returns boost to zero (All LEDs are out)

Once boost selected is underway the LED's will go out sequentially indicating the approximate time remaining.

Waste Management/Recycling



At UCD recycling is an important part of campus life. Each residence has recycling facilities.

We would ask you to separate your general waste (black) from your food waste (brown) from your recycling (green) and your glass waste in the bins provided.

Below is a guide as to what can be recycled. Everything else can go in the general waste bin.

Green Bin



Glass Bottles/Jars etc.



Brown Bin



Post



Post will be available in the post room in the Merville Building reception from 11am to 3pm Monday to Friday.

Anyone who requires a package urgently outside of these hours will be accommodated if they come to UCD Village Reception or they can call 01 716 1031

Laundry



There are laundry facilities on campus, located in Ashfield, Belgrove, Glenomena, Roebuck and The Village. Please read the guidelines displayed in the laundrette carefully before using machines.

Machine faults should be reported directly to the Village Reception

All laundrettes operate by contactless payment.



The cost of a wash cycle is €3 and for a dry is €1.50
We recommend that laundry should be split across two machines when drying.

Do not dry clothes in bedrooms as it can cause condensation and dampness.

Emergency and Health



UNICARE is the on campus security and there is a close working relationship between the UNICARE staff and the residence staff. They provide support in case of security problems and the first response room co-ordinates access for emergency services.

UCD Services (UNICARE) 00353 1 716 7999

All emergencies in the residences should be reported to the Village Reception who will liaise with the first response team to ensure access and escort the emergency services to the location swiftly.

The Student Health Centre is located in the student centre on campus and is used to facilitate students throughout the term and at times will see guests who are living on campus.

Student Health Service +353 1 716 3134

Out of hours service is provided by 'EastDoc' (+353 1 221 4021) on weekdays between the hours of 18:00 and 22:00 and weekends and bank holidays between 10:00 and 18:00

Procure is the campus pharmacy and opens Mon-Fri 9.00 to 17.30.
Phone +353 1 716 3840

There is a fee for these services.

Public Transport Leap Card



If you plan on using public transport during your stay, you may wish to purchase a Leap Card.

Leap Cards are used to get discounts on buses, trains and trams in the Greater Dublin area.

Leap Cards can be purchased from most convenience stores in Dublin or from Dublin Bus directly.

There is an initial purchase cost of €5. You can then add travel credit onto the card.

The Leap Card customer support number is
0818 824824



WiFi



Connect to UCD Wireless, our free campus wide WiFi connection.

If you are having issues connecting on your laptop be sure to follow the steps below.

All laptops must have the correct anti-virus and security software installed before connecting to the University's Network.

Check that your web browser options are not manually configured to use any other internet settings you may use elsewhere.

Select the wireless network to connect to. At the bottom of your screen (windows) or top right (mac) click on the wireless icon and view available networks. Select UCD Wireless.

Emergency Phone Numbers

Are you very ill or in danger

YES: I need immediate help

Call
112 or 999
For Emergency
Services

Campus Security
01 716 7999

Hospital
St Vincent's
University Hospital
01 221 4000

Police
Donnybrook Garda
Station
01 666 9200

Maybe: I am
Concerned

I feel ill
Campus Health Centre
01 716 3134

Report theft/suspicious
activity on campus

Campus Security
01 716 7999

Undergraduate Summer
School

Office
Senior Officer
Senior Coordinator

NO: But having
difficulties

Advice Place:
The Village Reception
01 716 1031

Counselling Service

Call: 01 716 3134
Open Monday to Friday

Disability Service

International Student
Support

UCD Global:
Call: 01 716 8500
international@ucd.ie



Check out our Social Media for more information on events we are running this summer



@summeratUCD

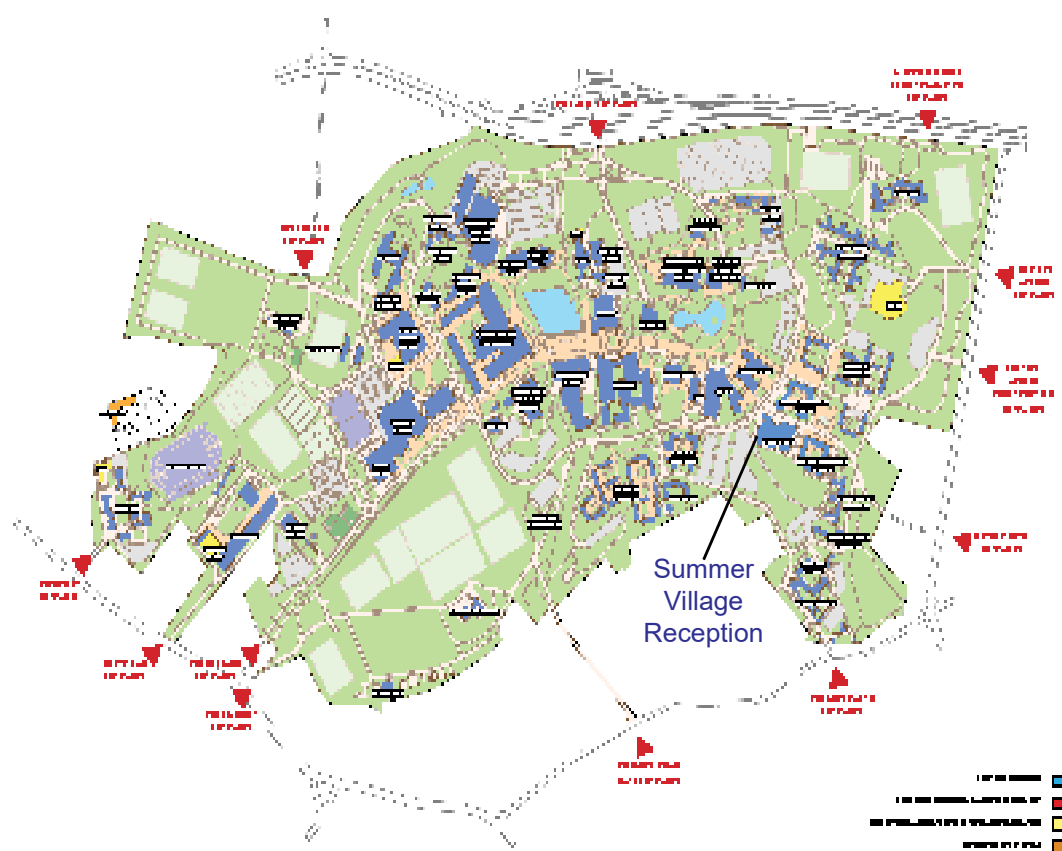


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