

## **BICYCLE STORE**

A secure bicycle store is provided for use by tenants. Keys are available from the Accommodation Office for a deposit of £10.00

## **CHARGES**

Charges may be levied for infringements of regulations. These could be:-

- Obstruction of corridors, entrance halls, stairways, and landings etc.
- Wedging or tampering with fire doors or fire fighting equipment.
- Damage to property
- Misuse of kitchen
- Unauthorised overnight guests
- Pets in rooms
- Any infringement of the Accommodation Policy.

The Environmental Health Department can prosecute a tenant directly for non-compliance with EHO Fire Regulations.

## **LAUNDRY ROOMS**

There is a coin-operated launderette on site located in block A 28 -53, serviced by an independent company. Please note there are no change facilities on site.

## **PARTIES**

These are not permitted in any flat or building.

## **PETS**

Pets are not permitted to reside in any room, under any circumstances.

## **SATELLITE DISHES/TV LICENCE**

These are not permitted to be attached to the outside wall of this complex. They must be free-standing. You are required to have a valid

television licence if you watch television online or on TV.

## **DEPARTURE**

On departure from your accommodation please ensure that you: -

- \* Return keys to the switch room by 10 am
- \* Remove all your belongings and rubbish.
- \* Return your car parking permit to the Parking department.
- \* Leave your room clean and tidy.
- \* Return your security swipe card.
- \* Redirect post via the Royal Mail

## **SMOKING**

Smoking or Vaping is not permitted in any part of the accommodation including your room and the grounds of the property.

## **CANDLES**

Candles are not permitted, as they constitute a fire hazard.

## **WI-FI/INTERNET**

There is an Open Wi-Fi connection in our residences, supplied by the hospital. You do not need a password. **NHS Wi-Fi.**



University Hospitals Sussex Hospitals NHS Trust  
Accommodation Office  
54 Abdare Close  
Chichester  
West Sussex, PO19 6UQ  
Phone 01243 831729



**University Hospitals Sussex**  
NHS Foundation Trust



***Aberdare Close, St Richards  
Hospital***

**TEMPORARY  
TENANT INFORMATION  
LEAFLET**

# GENERAL INFORMATION

## THE ACCOMMODATION OFFICE

The St Richards Accommodation Office is situated at 54 Aberdare Close, Chichester, PO19 6UQ. Open Monday to Friday between 8.30 am and 4.30 pm. (Excluding Bank Holidays).

## THE ACCOMMODATION STAFF

Accommodation Manager – Mr Tomasz Makola  
Asst. Accommodation Manager – Ms Leigh Clifton  
Accommodation Officer WTG – Mrs Sarah McDonald  
Accommodation Officer SRH – Mrs Mollie Maynard  
Contact – [uhsussex.accommodationwest@nhs.net](mailto:uhsussex.accommodationwest@nhs.net)

## THE ACCOMMODATION.

The Complex consists of:-

- Houses 1 - 5 Rooms 1A - 5E
- Block 7-18 Flats 7 - 18
- Block 19 - 27 Rooms 19B - 27D
- Block 28 - 53 Rooms 28 - 53
- Block 55-80 Rooms 55 - 80
- Leslie Goldsmith Centre Rooms G1 - F14

## TENANCIES

The tenancy you have been issued is a legal document and should be kept in a safe place. **If you wish to vacate before the tenancy end date, you will be liable to pay a financial penalty for each month still to run on that tenancy.**

## RENT

If you are employed by the Trust your rent will be deducted from your salary. If you are not employed by the Trust you will need to call our admin office on 01243 831729 in the first week of each month to pay by card. Failure to do so may

affect any renewal process. **Any upfront rent you pay is nonrefundable and goes towards your rent. It is not a deposit.**

If you are locum and the trust cancels your shifts. Your stay will revert back to the daily rate for any nights you have stayed before any refund is processed. We may have to ask you to leave after your initial booking subject to availability at the time. We are unable to block book locums waiting for shifts.

Rents are reviewed annually. You will be notified of any changes.

## CLEANING SERVICE

Each accommodation area receives a daily clean to the kitchen, bathroom, and toilet only, hallway and communal areas are done weekly. All other cleaning is the responsibility of the tenants, including the cooker and the fridge/freezer (both internally and externally). Cleaning is provided from Mon to Fri excluding Bank Holidays.

## REFUSE DISPOSAL

The refuse should be secured in black plastic sacks and deposited in the large exterior bins by House 5 or outside Block 19-27.

## LINEN/BEDDING

If you have signed a tenancy agreement of 6 months, linen and bedding are supplied on entry only. You must purchase your own bedding & linen within 2 weeks of your arrival. Please put our bedding & linen outside your door once you have purchased your own and your housekeeper will remove it.

If you are staying less than 6 months, bedding and linen are provided for you. If you require a clean set of linen, please place this outside your bedroom door on a

Tuesday morning and a clean set will be left there for you.

## MAINTENANCE

Repairs and maintenance are carried out by the works department or contractors approved by the Trust. Please report any defects/works required directly to the works helpdesk via our website [www.uhsussex.nhs.uk/careers/recruitment/staff-accommodation](http://www.uhsussex.nhs.uk/careers/recruitment/staff-accommodation)

Or Email us at

[uhsussex.accommodationwest@nhs.net](mailto:uhsussex.accommodationwest@nhs.net)

**Emergency Out-of-Hours Repairs** - Details of how to obtain assistance out-of-hours are displayed on the main notice boards in each building. Please read the notice before contacting the number, as a charge is payable for non-emergency use.

## ELECTRICAL GOODS

Any electrical goods brought into accommodation must be PAT tested by a member of the estate's team. Please call 83999 to arrange this. **Toasters are not permitted in any area of the accommodation.**

## LOST KEY

Replacement keys can be obtained from the Accommodation Office during normal working hours. A charge of £30.00 is made for each key replaced. However, if you lock yourself out outside of our opening hours, you will need to contact the Security Team via Telephone Main Switchboard 01243 788122 and ask for Security. You will need to bring some ID with you.

## CAR PARKING

Please contact the Trust Transport Bureau by emailing them directly at [uhsussex.staffparking@nhs.net](mailto:uhsussex.staffparking@nhs.net). Please note if you do not hold a valid parking permit then you are at risk of a penalty parking notice.