



To: All Residents

12th December 2011

Re: VACATING YOUR PROPERTY FOR THE CHRISTMAS BREAK

Dear Residents, please read carefully through our following tips prior to your departure for the Christmas Holidays:

- **SECURITY:** Please ensure that all windows and doors are securely locked. If there are any maintenance issues that may compromise the security of your house/apt. please report to the reception office.
- **HEATING:** We strongly advise you leave the storage heater in the lounge and hall (where applicable) switched on low (Input & Output level 3-4) over the Christmas break. Heater instructions are copied overleaf. If a freeze occurs over this period, this minimum level of heat may protect against frozen pipes, leaks and damage to property and personal belongings. This we advise would be standard for all property lets at this time of year. Remember that these storage heaters are powered by night-saver electricity so the cost is minimal. We recommend that all bedroom heaters be switched off as they are far less cost effective to run.
- **ELECTRICITY:** We recommend that you turn off all lights and appliances, including the immersion timer, to save on electricity. If your freezer needs to be defrosted this would be a good time to do so, but remember to lay down some towels if there is a lot of ice to defrost. Defrost instructions are in your student information pack.
- **CLEANING:** To all residents who have housemates not returning for the second semester, please remember that you will have new housemates arriving at the start of January and the common areas of your house/apt. must be in a clean and presentable condition for their arrival. We will request contract cleaners to address any properties have not been cleaned to a satisfactory level should the same be brought to our attention. This cost will be borne by the all residents (including those departing).
- **BULBS:** From January 3rd 2012 it is the responsibility of the household to replace their own bulbs within each unit. Glasán have many bulbs in stock therefore we can continue replacing bulbs, please complete a maintenance request form at reception as you have been doing. Payment is to be made directly into the office for the bulb required before same can be replaced.

RECEPTION OFFICE: The office will close at 2.00pm on Friday 23rd December, and will reopen at 10.00am on Tuesday, 3rd January.

SECURITY: On-site security will continue daily from 8pm to 4am over the holiday period. The on-site security mobile number is 087-2066862. Security patrol service is contactable on either 086-2474799 or 087-2474799 to deal with emergencies outside onsite security hours.

**From all the staff here at Glasán Student Village, we wish you all
a very Merry Christmas and a Happy New Year!**

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