

### **Securing Doors & Windows**

It is important to secure all windows and doors in your house if leaving it unoccupied even for short periods. Whilst it is very important to ventilate your property to avoid condensation, do not leave your windows open at times of high wind. Any damage that occurs to your property due to windows or doors being left open and unattended will be borne by you, the tenant.

Note: It is possible to have your window in a ventilating position whilst keeping it securely locked. Please see Ventilation Link for more information.

### **Key Care**

In the interest of safety and security within the complex, residents are requested not to give away their keycard to anybody. If keys are lost/stolen, a new key can be purchased from the office at a cost of €10. We advise storing your card away from other cards with magnetic strips (e.g. credit card) and away from your mobile phones.

A single entry key is issued in the case where a student has locked himself/herself out of their unit. Cost €5.00 – this single entry key is a one-time opening key, €2.00 is returned to the student when the key is returned to the reception after use.

### **Visitors**

To protect the security of the complex, residents are requested not to allow entry to ANYBODY except your own personally invited Guests and Visitors. You must sign in your visitors with the office during office hours. Residents are responsible for any damages or noise caused by guests, which could result in termination of lease in more serious cases.

### **Rubbish Disposal**

With our ever-changing environment we ask our students to embrace every small but necessary action required towards a greener planet. There are 6 Waste Management Centres dotted about the Glasán site; with a 2-bin system comprising of General Waste (**Red Bin**) and Dry Recyclables (**Green Bin**)

Please ensure you use only the bins provided for refuse disposal and not leave rubbish bags build up in the bicycle shed at the back of each house. Charges may apply if rubbish found in bicycle sheds.

Glasán also has a Glass Recycling centre on site. 3 bottle bins are provided for green, clear and brown glass. Please ensure you separate your glass accordingly.

