

With the changes in the weather we have prepared a Ventilation Flyer for you to ensure that all properties are being adequately ventilated. The below Ventilation Flyer provides some information on Ventilation and also provides instructions on how to lock your window on the second latch, keeping it secure but allowing fresh air to circulate.

There is also further information available in our Student Information Pack to ensure that you have the most economical setting on your storage heaters. We would appreciate if you could take the time to read through this information.

It is important that you ventilate your house/apartment on a regular basis, for the good of your health and also for the good of the property. The following information provides some information on Ventilation and also provides instructions on how to lock your window on the second latch, keeping it secure but allowing fresh air to circulate.

ROOM VENTILATION

In simple terms, natural ventilation is a method of allowing fresh outdoor air into living spaces. Rooms left without natural ventilation can result in condensation build up on windows and window ledges or mould build up on walls, ceiling, clothes and bedding.

Condensation builds up when the room is warm inside and it makes contact with the cold outside. The coldest part of the room is always around the window so moisture build up generally occurs in this area. This condensation needs to be wiped down immediately to avoid mould build up.

Here are some simple tips you can use to ventilate your house daily;

- Open your bedroom, kitchen and living room windows daily for at least 30mins. For security reasons do not leave windows open while house is vacant.
- For further ventilation, windows can be secured on the second latch when your house is vacant. Please see the following page for instructions or call to office for demo if you are unsure how this works.
- Velux windows can be left on the latch whilst also having them fully secure, please pull down the handle at the top of the window in the downright position. This should remain open at all times for adequate ventilation especially in the ensuite bathrooms.
- If condensation builds up on your window/windowsill, it should be dried up immediately to avoid causing mould on curtains, carpet, walls & ceiling as well as on personal belongings.
- Ensure heating is on correct settings for cost efficiencies and comfort. Storage heaters in the hallway and lounge are economical and provide a thorough heat for all areas. These switches should never be turned off at the wall once you have set them. See notice in the Student Information Pack for information on using heating economically.

- Clothes or shoes should never be left on heater to dry, this is a fire hazard. Clothes drying on an airer in your unit will cause build up of moisture in the air, please ensure windows are open to allow exchange of air, reducing condensation and mould developing.

LEAVING YOUR WINDOW ON THE SECOND LATCH

It allows you to air the room while ensuring the window cannot be opened from the outside.



At the bottom of the image above you can see the double latch on the frame of the window. When you have your window fully closed the lock sits in the first latch, on the left in this photo.

When you lock the window on the second latch it leaves a gap of over a centimetre as per the following image:



This allows the flow of air in and out, but also means that the window is locked from the outside.