

Contractors attending Student Accommodation Blocks

When attending the accommodation buildings, please ensure you have booked in with oandmcontracts.est@coventry.ac.uk

If bedroom access is required, please provide 48 hours' notice. Failure to advise of attendance, will result in being turned away. Access to bedroom will only be provided from 10am onwards.

On arrival to the accommodation block, all contractors must sign in at reception.

All contractors need to have their own contractor ID access card, if you do not have one or require a replacement, please visit Estates Reception AL G45 at Alma Building CV1 5QA.

When carrying out works, please ensure you maintain a professional demeanour throughout and respect that we are working in people's place of residence.

This is a live building, with residents on site and potential new residents arriving continuously, with some rooms becoming occupied shortly after works, we would ask;

Please only utilise facilities on the ground floor when working on site, all accommodation blocks have toilet facilities and seating on the ground floor and a microwave in office.

Please do not use the facilities in the resident kitchens or bedrooms.

If access in to a bedroom is required, please speak with the reception team who will be able to advise if the room is occupied.

If you need access in to an occupied room, please follow the below steps.

1. Knock the door and announce your visit "Hello, Estates/contractor name I am here to"
2. Wait 10 seconds
3. Repeat step 1
4. If no response from resident, then open the door 10cm and repeat asking "hello 'estates/contractor name' is anyone in?"
5. Complete task and ensure the door is locked by scanning to close it and then physically check the door using the handle ensuring that it will not open and has locked.

Finally, please ensure the work space is left as it was found and any mess to carpets, walls or skirting boards are left clean and tidy.