



Landlord’s Common Areas and Local Residents’ Demises Policy

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Landlord's Common Areas

1. This document sets out the building rules and expectations of using the Landlord's Common areas at Devon House. The Landlord's Common Areas are available for use by all occupants of Devon House.
2. All members of the University are able to view the [Devon House handbook](#) for more information.
3. The Landlord's Common Areas consist of the following:
 - 3.1. Ground floor reception and breakout space
 - 3.2. Ground floor terrace
 - 3.3. Lift lobby (all floors)
 - 3.4. Stairwells
 - 3.5. Bathrooms located in stairwells
 - 3.6. Showers
 - 3.7. Bike parking space
 - 3.8. External loading bay
 - 3.9. Any additional areas outside of our Campus perimeters
4. The external terrace has public walkway access, therefore the area cannot be hired or utilised for events.

Policy

5. All members are to treat the Landlord Common Areas with respect, keep them clean, and use them in a manner which is not disruptive to any of the other occupants of the building or our Landlord. All members are discouraged from loitering in any stairwells or walkways.
6. Members of the University should only access floors leased by the University such as: The ground floor, first floor and second floor west. Members are to adhere to signage displayed within the Landlord's Common Areas, and to adhere to the Landlord's Security at all times.
7. All toilets are gender neutral and typically every core has an accessible toilet in place.
8. Please report any defects of any of the common areas to Facilities who will raise them with the landlord team.

9. The University is strictly restricted to no more than 20 students in the Landlord Common Areas at any given time. This includes the ground floor breakout space and terrace.
10. The Devon House Handbook, includes the following rules for the Landlord Common Areas:
 - 10.1. The breakout space on the ground floor is to be used on a first come first served. No extended periods of over 2 hours for users to be in the space.
 - 10.2. Ground floor external terrace is open from 08:00 to 23:00.
 - 10.3. All rubbish to be cleared by the user.
 - 10.4. No external visitors to use internal ground floor break out space.
 - 10.5. No smoking or drinking alcohol on the ground floor terrace.
 - 10.6. No climbing or sitting on the river wall.
 - 10.7. No ball games or dangerous activities in the ground floor terrace.
 - 10.8. No music unless via landlord sound system to be played whilst on terrace.
 - 10.9. Noise on the external terrace to be kept to a minimum at all times.
 - 10.10. No furniture to be moved or removed from the terrace.
11. Occupants are prohibited from altering the Landlord's Common Areas. This includes displaying signage, making adaptations or causing any kind of damage or modifications which affect the property.
12. Accessing the emergency ladder on the outside of the terrace wall is strictly prohibited. Members who are reported as having accessed the ladder will be subject to the relevant staff or student disciplinary process, for the misuse of emergency equipment and breaching of the University's [Health and Safety Policy](#).
13. Any members of the University who wish to enquire about use of the Landlord Common Areas which are not listed in this document should contact [Facilities](#).
14. The external terrace has public walkway access, therefore the area cannot be hired or utilised for events.
15. This Policy is to be used in conjunction with the [Smoking Policy](#), [Travel and Parking Policy](#), and the [Mail and Deliveries Policy](#). These policies act to define procedures in more depth.

Local Residents' Demises

16. St Katharine Docks has both business and residential occupants.
17. The west side of the campus building (University entrance side) has a shared party wall with a local resident. The private property of the local resident, which includes their garage and driveway, are not to be obstructed and not to be entered at any time.
18. The same policy applies to all other private property of local residents.
19. Nonadherence to this Policy and/or causing nuisance to residents of St Katharine Docks may negatively affect the University's reputation as a tenant of Devon House, and may negatively impact any licensing applications that have a Public Notice aspect.

Reporting, Monitoring and Reviewing

20. The Facilities Manager is responsible for monitoring and reporting statistical information relating to this Policy.
21. Executive Committee will monitor the data and make recommendations as appropriate.
22. Executive Committee will review the Policy for its effectiveness.

Version History

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1.0	September 2022	September 2022	Director of Resourcing and Operations	May 2024
Referenced documents				
	Health and Safety Policy, Mail and Deliveries Policy, Smoking Policy, Travel and Parking Policy, Devon House Handbook			
External Reference Point(s)				
	None			