Welcome to Woodward Buildings

We hope you have a pleasant stay with us at Woodward Buildings, whether it is just for a few days, a couple weeks or the whole summer! Please take time to read the enclosed information, as during the summer the buildings operate slightly differently than they do in term-time.

Reception

A Concierge-Security team member will be at the main reception desk 24/7 to deal with any emergencies and urgent issues. Hall Supervisors are present Monday to Friday, 07:00 to 19:00 to also address the above issues and take care of general upkeep.

Check in and out

Check In:
Please check in at the main reception desk (located at the ground floor entrance between blocks C and D) between **14.00 - 19.00**.

Check Out by 10:00
Please ensure your bedroom door is closed securely behind you when leaving your room. Please complete your check out at reception and return your keys. Any students issued with an access card upon arrival should ensure these are returned upon departure. Failure to return keys or cards will result in a charge.

Facilities

- Multi-faith prayer room
- Common Room with Large Screen TV
- Games room
- Music Rooms
- Large Study Rooms
- On-site restaurant and bar
- On-site two storey gym and studio
- Swipe card secure access
- 24 hour front entrance CCTV

for more information on what facilities are available then please view our [360 tours of Woodward](#).
Telephones and Internet

Each room comes with a telephone, you can make internal calls and receive external calls only. The phone number will be displayed on the handset.

Wired Internet access is provided free of charge in your room. To connect you will require a standard Ethernet cable and adaptors; these can be purchased from Reception or from local shops such as the Acton Asda Superstore or Electrical shops in Shepherds Bush. Log in details should be your normal Imperial account password and username.

Emergency Procedures

Fire alarm testing takes place every Thursday anytime from 10:00 to 13:00. If the alarm continues for more than a minute during this time period then please follow the evacuation procedure. The evacuation assembly point is across the road from the main entrance.

We advise you to familiarise yourself with the closest emergency exit to your room on arrival. First Aid boxes, should you require any medical assistance are located:

- At the reception desk
- With the Hall Supervisors in the Management Offices
- Warden flats.

Security in Residences

Student halls of residences can sometimes attract undesirable visitors. Below are some sensible security steps you can follow:

Do not leave money or valuable possessions where they might be seen by a would-be thief, or in communal areas. Please use the lockable drawer in your room.

Do not allow strangers to enter the hall or your room, whatever reason they may give, unless they can provide you with suitable identification. All staff are issued with personal identity cards. Investigate politely and, if you are suspicious, report to a staff member at reception.

Do not, under any circumstances, pass your keys or access card to anyone else. Report the loss of a card or key immediately.
Always be on the alert for intruders and if any incident or person causes you to be suspicious, do not hesitate to report it to a member of staff, the Concierge-Security staff at reception or central College security on 4444 or 020 7589 1000 immediately.

Looking after your personal possessions

Do not advertise your laptop - when carrying it around use an anonymous bag like a rucksack. Make sure your laptop is password protected, updated with the latest security/virus software from ICT and that you have a separate back-up of your work stored somewhere. Do not leave laptops or mobile phones unattended in communal areas.

Register your phone with your network operator. If you report your phone stolen, the operator can then bar the phone on all networks

Register your property on the free website: http://www.immobilise.com/ who will mark your property with an ultraviolet pen.

Take precautions to protect your money. Do not leave money or valuable possessions where they might be seen by a would-be thief, or in communal areas. Secure your room before you leave.

Contact numbers

Woodward Buildings main reception 0207 594 9971 or Ext 49971  
Student Hub 0207 594 9444  
Duty Warden 07739 299 516  
Transport for London 0207 222 1234  
NHS Direct 111  
Nightline 0207 631 0101  
Phone Directory 118 247

Cleaning

Communal areas will be cleaned daily (Monday to Friday) whilst bedrooms will be cleaned once a month. Kitchens will be cleaned three times a week (Tuesday, Thursday and Saturday). Waste will be removed from communal areas and kitchens Monday to Saturday.
Laundry

There is a card operated laundry service available in the main laundry located in the C Block Basement, within the car park. A wash is £2 and a dry is £1. You will be issued with a card upon arrival.

Please follow the instructions located in the laundry room for guidance and advice on usage and how to add credit. If you discover a fault or you lose money please report this to the Laundry Company directly. The contact information is clearly displayed on the laundry room walls. The irons and ironing boards are free to use.

Bed / Kitchen packs

Only basic kitchen appliances are found in each communal kitchen, you will need to supply your own pots, pans and utensils, which you can store in your kitchen cupboards.

No bedding other than a mattress cover is provided in your room, so you will need to bring your own bedding. All the beds in Woodward are 4’ x 6’6” (1.22m x 1.98m).

Post collection

Letters and other post items that fit through the flap will be delivered straight into your mailbox, located next to the reception. Larger items and items that require a signature will be available to collect from the reception desk.

If you wish to have post delivered, please use the following:

Name, Room Number and Block

Woodward Buildings
No 1 Victoria Road
London, W3 6FA
Local information

In the direction of central London, North Acton is 2 tube stops away from Shepherds Bush which provides a variety of shops and restaurants at the Westfield Shopping Centre. Travel time to our main campus in South Kensington is roughly 30 minutes.

In a westerly direction there is a large ASDA Superstore (Acton) as well as Ealing Broadway which also provides a variety of shops, restaurants and amenities. There are a number of coffee shops and takeaways in North Acton as well as a small but well stocked Tesco's Supermarket, situated opposite the Underground station entrance, a stone’s throw from the Halls.

Guide to Living in Halls

Finally please check out Imperial's 'Guide to Living in Halls'