

HELLO STUDENT

Hello Staff Contacts

Multi Site Manager – Rachael Allan

Email: Rachael.Allan@hellostudent.co.uk

Telephone: 07974619176 or 07435985284

Deputy Multi Site Manager – Jamie Farrar

Email: Jamie.farrar@hellostudent.co.uk

Telephone: 07580 939652 or 07706 162767

Maintenance Operative – Rob Matthews

Housekeeper – Magdalena Splawinska

Customer Service Advisor – Alisha Hazelwood

Email: Alisha.hazelwood@hellostudent.co.uk

Customer Service Advisor – Julie Barnes

Email: Julie.barnes@hellostudent.co.uk

Caretaker - Oscar Cruise

Email: Oscar.cruise@hellostudent.co.uk

Caretaker – Richard Stone

Email: Richard.stone@hellostudent.co.uk

AOM – Matt James

Email: matt.james@hellostudent.co.uk

Telephone: 07484 931148

Service Desk	0844 371 2578
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Glide Internet Provider	0333 1230115
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Custodian (password Hello 01 Lancaster)	0844 879 1709
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Police (non-emergency)	101
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Police, Fire Medical (emergency)	999
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Brief Outline of Expectations for a Night Shift

20:00	handover, lock up office (turning off all lights etc), go to any reactive maintenance jobs that have been reported, site walk around
21:00	Weekly site specific jobs such as communal space cleaning, filling of sanitizer machines, window cleaning Then onto non urgent maintenance/cleaning/adhoc jobs as requested to be done by Manager Only if there are no other jobs to be done should you be sat in the office - unless the tasks given are based in the office or on a break
22:00	
23:00	
24:00:00	Second site walk around 1 hr break
01:00	Weekly site specific jobs such as communal space cleaning, filling of sanitizer machines, window cleaning Then onto non urgent maintenance/cleaning/adhoc jobs as requested to be done by Manager Only if there are no other jobs to be done should you be sat in the office - unless the tasks given are based in the office
02:00	
03:00	
04:00	
05:00	
06:00	
07:00	Last site walk around all handover and notes to be ready to give to day staff reopen office
08:00:00	Home time

This is a brief outline and things will change for business needs