

Show Flat - Guidelines:

Thank you for signing up to the Show Flat Scheme. Your participation makes it possible for prospective students to visit our residences during the academic year, as you may have had the opportunity to do during Open/Visit Days. The scheme also enables participating residents to gain experience through working on university events.

Your Role as a Show Flat Resident

You will:

1. Welcome visitors to your accommodation in a friendly manner, offering visitors an opportunity to view your room, ensuite (if applicable), and kitchen areas.
2. Talk about your positive experiences of living in a Swansea university residence – they really listen and take on board your comments as they want to hear what it's like living in residences from your point of view.

You will need to ensure:

1. All areas of your flat are clean and tidy on the day of viewings.
2. As a flat, you take joint responsibility for keeping communal areas clean and tidy.
3. Report any repairs / damages as soon as you notice it.

To thank you:

1. Upon completion of all your scheduled viewings, you will be credited £75.00. This will be discounted from your final term's residence fees.
2. You will have additional cleaning for the Open/Visit Days
3. We will also be happy to become a reference for you.
4. If you are consistently unable to commit fully to the scheme, unfortunately, you may be asked to transfer to alternative accommodation.

Your availability:

1. You will need to be present for all viewing days you are timetabled to do *.
2. If you are not able to participate in an event, you can leave your room open for visitors to view in your absence, and still be credited.
3. It is important to respond to emails regarding your availability and participation when prompted to or we will not be able to verify and credit you for events you have completed.
4. You will be given a list of viewing dates, times and a timetable**. You will not be asked to participate on every date, but please make a note of them in your diary so that you are aware of when you may be asked to be available for an event. We do our best to alternate flats regularly.

***Academic commitments**

We understand that you may not be able to participate in some viewings because of your academic commitments (e.g. lectures, seminars). In this case, if you are willing to leave your room open for visitors to view in your absence, you will still be credited.

****Timetables may be subject to change to accommodate to demand.**

Event Types when Show Flats are required:

1. **6 x University Open Days - 9am – 4pm**
Normally 2 x Saturdays in October & 4 x Saturdays in the New Year, 1 per month from February onwards.

Checklist: Getting Ready for Viewings

1. Make sure your room, ensuite (where applicable) and communal areas are clean and tidy.
2. Wash all dishes and put them away.
3. Ensure kitchen surfaces are free of rubbish and wiped clean.
4. Wipe away any dirty marks above bins.
5. Remove general clutter, plastic bags, dirty tea towels, etc.
6. Prop bedroom door open with a door stop (doorstops can be provided by Residential Services).
7. Open windows – it may get very warm.
8. Staff will stick signage up in your flat a day before viewing – please ensure they stay up.
9. Be awake and dressed appropriately for the event!

Dealing with Visitors

10. Ambassadors will direct visitors to your accommodation. Greet visitors as they enter your flat.
11. Introduce yourself and invite visitors in to look around your room and ensuite (where applicable).
12. Chat to visitors about your student experience (e.g. what you are studying, how you settled in, what it is like moving in and meeting your flatmates for the first time).

Please Note:

If you are unable to commit to the requirements above, please note that we will remove you from the scheme and no remuneration will be forthcoming.
