

Wi-fi access



There is WiFi coverage throughout Crown Place.

Should you require wifi access, please ask at reception and we will provide you with a unique username and password.



Enjoy your stay!

Welcome to



Contacts

Reception (open 24 hours)
0151 795 0907
crow1@liverpool.ac.uk

Security (emergencies only)
0151 794 2222

University **switchboard**
0151 794 2000

University of Liverpool **Conference Team**
0151 794 6440
conferences@liverpool.ac.uk

Cleaning services

Your room will be serviced daily. If you do not require your room to be serviced please place your 'do not disturb' sign on your door.

Check out

9.30am on the day of departure

Luggage storage

Please ensure you take all your personal belongings from your room when you check out.

If you have any questions with regards to the storage of your luggage please contact your conference organiser.

Heated towel rail

To operate your heated towel rail there is a switch and push pad on the outside of the ensuite. Please ensure both switches are on and allow 20 minutes for the rail to warm up. The rail will remain warm for one hour after the touch pad is pressed.

Laundry

Laundry facilities can be found in the main reception area. You will need to purchase a Circuit Laundry card and top up online following the instructions inside the laundry room.

In the event of a fire

If the fire alarms are sounding in your room, living room and/or corridor **you must evacuate**. If the fire alarms can be heard in **other zones** of the building, but are not sounding in your area, **YOU ARE NOT REQUIRED TO EVACUATE** and can remain where you are.

- If you discover a fire, go to the lift area, pick up the RED telephone and inform Reception. Wait for further instructions regarding evacuation
- In the event you cannot contact Reception, evacuate the building and go to the emergency assembly point at University Square
- All fire doors must be kept closed at all times. Wedging a fire door open is NOT permitted and will be rigorously enforced for your own safety
- Corridors and stairwells must be kept clear at all times.