



Accommodation Handbook

2016- 2017

*Please note smoking is not permitted in any rooms or
buildings within the College.*

CONTENTS

1	MANAGEMENT OF COLLEGE ACCOMMODATION	1
1.1	Accreditation Network UK (ANUK) Code of Practice	1
1.2	Responsible College Officer	1
1.3	Complaints/Appeals	1
2	ALLOCATION OF ACCOMMODATION	2
2.1	Accommodation Entitlement	2
2.2	Undergraduate Students & Postgraduate Scholars	2
2.3	First Year Postgraduate Students	3
	(a) Postgraduate students new to Trinity (Side F Freshers)	3
	(b) Graduates of Trinity returning to start a new course	3
2.4	Second and Third Year Postgraduate Students	3
2.5	Fourth Year Postgraduate Students	3
2.6	Fifth Year (plus) Postgraduate Students	3
3	STUDENT ROOMS	4
3.1	Rooms in College	4
3.2	Staff Access to Student Rooms	4
3.3	Types of Room	4
3.4	Furnishings	5
	(a) Furniture	5
	(b) Pictures and Posters	5
3.5	Licence to Occupy and Inventory	5
3.6	Rental Period	6
	(a) Undergraduate Students & Side F Postgraduate MAST Students	6
	(b) Postgraduate Students	6
3.7	Vacation Periods	6
	(a) Christmas and Easter Vacations	6
	(b) Long Vacation	6
3.8	Room Charges and Payment Terms	7
3.9	Vacation Charges	7
	(a) Christmas and Easter Vacations	7
	(b) Long Vacation	8
3.10	Vacating College Rooms	8
	(a) Removal of Belongings	8
	(b) Term Day Passes	8
3.11	Storage Facilities	9
	(a) Overseas Students	9
	(b) Home Students	9
3.12	Guests in College	9
	(a) Student Guest Rooms	9
	(b) Guests in Student Rooms	10
	(c) Hiring a Folding Bed	10
3.13	Inconsiderate Behaviour	10
3.14	Musical Instruments and Sound Reproduction	10
3.15	Animals/Pets	10
3.16	Use of Rooms for Business Purposes	10
3.17	Notices	10

4 SECURITY	11
4.1 Room Keys & 'Swiping' Up/Down	11
4.2 SALTO Access Control.....	11
4.3 Access Gates	11
4.4 Building and Room Security.....	12
4.5 Collective Insurance Policy.....	12
4.6 Bicycles	12
(a) Bicycles in College	12
(b) Safe Cycling.....	13
4.7 College Plan for Major Incidents and Alerts.....	13
5 DOMESTIC FACILITIES AND SERVICES	13
5.1 Bedmaker Service.....	13
(a) Communal Areas:	14
(b) Individual rooms:	14
5.2 Gyp Rooms and Kitchens	14
5.3 Food Storage/Hygiene	15
5.4 Refrigerators (Fridges)	15
5.5 Laundrettes	15
5.6 Sanitary Disposal Units	15
6 UTILITIES AND SERVICES.....	16
6.1 Heating.....	16
6.2 Gas Installations	16
6.3 Electrical Equipment.....	16
6.4 Water Supplies	16
6.5 Water Hygiene.....	17
6.6 Lighting	17
6.7 Radios and Televisions	17
6.8 The College Computer Network	17
6.9 Postal Deliveries and Collections.....	17
7 HEALTH AND SAFETY	17
7.1 Emergencies.....	17
(a) Accident Reporting.....	18
(b) First Aid Provision	18
7.2 Fire Safety.....	18
(a) Fire Drills.....	18
(b) Call Point Testing.....	18
(c) Fire Prevention.....	18
(d) Detection and Alarm.....	18
(e) Escape Route	19
7.3 Smoking Policy.....	19
8 MAINTENANCE AND REPAIRS	19
8.1 Reporting Faults.....	19
8.2 Disabled Access.....	20
8.3 Litter Clearance.....	20
8.4 Snow and Ice Clearance	20
9 ENVIRONMENTAL ISSUES	20
9.1 Energy Efficiency.....	20
9.2 Refuse Collection & Recycling Facilities.....	20

1 MANAGEMENT OF COLLEGE ACCOMMODATION

1.1 Accreditation Network UK (ANUK) Code of Practice

Together with all other Cambridge colleges, Trinity subscribes to the ANUK Code of Practice for the Management of Student Housing. This Code sets out expected standards of service in accommodation provision for students, and operates a system of peer review between Colleges. Further details can be found on the ANUK website (<http://www.anuk.org.uk/>).

Whereas student rooms managed by the College are let via a Licence to Occupy, Bidwells manage the external properties on a commercial basis as the College's agent. The two are not the same in terms of conditions of occupation or services provided.

1.2 Responsible College Officer

The Junior Bursar is the Responsible College Officer for all student accommodation. He is supported by staff from the following departments, to whom initial queries should be addressed:

Accommodation Office	Mrs Anita Hancock Head of the Accommodation Office	accommodation@trin.cam.ac.uk	<i>Enquiries relating to: student accommodation (including the allocation of rooms in college, graduate hostels and flats); booking guest and meeting ('public') rooms; Replacement University Cards and updating swipe card access; Bicycle registration.</i>
Housekeeping Department	Mrs Joanna Hayward College Housekeeper Mrs Rebecca Mansfield Deputy College Housekeeper	housekeeper@trin.cam.ac.uk	<i>Enquiries relating to: cleaning of rooms in College and communal areas; damage to furnishing and decoration; hire of folding beds.</i>
Works Department	Mr Will Duckworth Clerk of Works	works.help@trin.cam.ac.uk	<i>Reporting of faults in student rooms in College and communal areas; changes to furnishing of rooms.</i>
Bidwells	Ms Teresa Peters	Bidwells@trin.cam.ac.uk	<i>Management of graduate hostels and College flats.</i>

1.3 Complaints/Appeals

If, after consulting the above members of staff, a student feels that they have a complaint or grievance they should raise this with the Junior Bursar, who is available during Term at regular "surgery" times (displayed on the door of the Junior Bursar's office in G2 Great Court). If a student is still not satisfied they should consult their Tutor and/or the appropriate Trinity College Student Union officer. The Code of Practice for student complaints is available on the College website <http://www.trin.cam.ac.uk/about/foi/student-complaints> or can be obtained from either the Senior Tutor's Office or Tutorial Secretaries.

2 ALLOCATION OF ACCOMMODATION

2.1 Accommodation Entitlement

Trinity aims to provide accommodation for all undergraduate students for the standard duration of their course and, as such, undergraduate students usually live in College. Undergraduate students who do not wish to reside in College must obtain permission from their Tutor. The College also aims to offer accommodation as far as possible to all postgraduate students, although PhD students may only occupy a College-owned property during the first three years of their course (i.e. 9 terms of research). These students may be permitted to continue in Trinity accommodation thereafter, subject to availability, but this is not guaranteed (see Section 2.5). Postgraduate students who do not live in College-owned accommodation during their first 9 terms of research cannot carry-forward any 'unused' accommodation entitlement (this includes students who are granted Leave to Work Away).

Should a student go out of residence (for medical or other reasons), or if they withdraw from their course, their entitlement to live in College-owned accommodation ceases. Furthermore, once a student has completed their course (as defined by CamSIS), they are no longer entitled to reside in College-owned accommodation.

Students are deemed to have an entitlement to live 'in College' if they fulfil one of the following criteria for the academic year in which accommodation is required:

- i. Current undergraduate students.
- ii. First year Tutorial Side F postgraduate students (Side F Freshers).
- iii. Postgraduate Scholars (this term applies to students who have been appointed to a 'Research Scholarship' by College Council and Side F students awarded a Trinity College 'External Research Studentship' (ERS)).

Students accompanied by their partner and/or children cannot reside 'in College' or in external hostels but may apply for a College-owned flat. Although the College endeavours to meet the needs of its students, the number of flats available for couples/families is limited and, therefore, it is not possible to guarantee that a College-owned flat will be available. If a flat is offered, the rent will be subsidised by the College. However, as the amount of subsidy applied is dependent on personal circumstances, it is not possible to advise how much monthly rent will be payable until such time as a specific property has been offered and the appropriate subsidy applied. Nevertheless, all rents will be below the open market levels for comparable properties.

If couples/family accommodation is offered, students will not be given a choice of properties. Whilst the College tries to take any specific requests into account (e.g. as cheap as possible/close to City Centre), the allocations are made on the College's perception of overall requirements and needs; flats are then offered on a "take it or leave it" basis. Applications for couples/family accommodation should be made via the Accommodation Office.

2.2 Undergraduate Students & Postgraduate Scholars

Undergraduate Freshers are assigned rooms prior to starting their course. The Accommodation Office conducts a ballot at beginning of September and assigns rooms taking into consideration information provided by students on their Accommodation Application Forms.

In subsequent years, undergraduate students (and postgraduate scholars) select a room for the following academic year via the Main Undergraduate Ballot as follows:

Ballot Order	Name of Ballot	Students included:
1	Scholars	Postgraduate Scholars (see Section 2.3 and 2.4 below). Current Senior Scholars whose undergraduate course will be continuing the following academic year.
2	Junior Scholars	Current Junior Scholars and any previous Junior Scholars who are out of residence on a year abroad.
3	3 rd Year Ballot	Current 2 nd year undergraduates and any 3 rd year students who are out of residence on a year abroad.
4	2 nd Year Ballot	Current 1st year undergraduates.
5	4 th Year Ballot	Current 3 rd year students whose undergraduate course will be continuing the following academic year.

Students may not reside in a room in Great Court for more than one academic year during their course.

Ballot Procedure: Students are allocated a random number for their respective ballot which will determine their priority order for choosing a room. The only exception is the Junior Scholar and 3rd Year ballots, where the previous year's 2nd Year ballot order is reversed, such that a student at the bottom of their 2nd Year ballot will be at the top of the either the Junior Scholar or 3rd year ballot the following year. Students who select a double set in the 2nd Year ballot will both adopt the higher ballot number (which will then be reversed the following year).

Students will be emailed a timetable of the ballots detailing their priority order and the date/time they should attend the Accommodation Office to select their room. In addition, access will be given to the Ballot Rooms Available application on MyTrin website which will show the list of available rooms and, in most cases, photographs of the interior (which are intended to provide a general guide to the layout of the room). Students should familiarise themselves with the different courts prior to choosing a room to ensure that the location of their preferred room is acceptable. Please note that bedmakers cannot 'show' rooms to students without prior permission of the current occupant and 'door knocking' to view rooms should not be done after 8.30pm. The Ballot Rooms Available application is a live system and, as such, when a room is selected during a ballot it is removed from the list of available accommodation.

2.3 First Year Postgraduate Students

(a) Postgraduate students new to Trinity (Side F Freshers)

Postgraduate students who are new to the College (Side F Freshers) are usually accommodated 'in College' during their first year. The Side F Freshers' ballot normally takes place at the end of August. Rooms are allocated by the Accommodation Office taking into consideration the information provided by students on their Accommodation Application Form.

(b) Graduates of Trinity returning to start a new course

All graduates of Trinity (including any student recommended for a Research or Pre-Research Scholarship) returning to start a new postgraduate course will be allocated a room in an external hostel via the Graduate Ballot. The room allocations take place during the Long Vacation taking into consideration the information provided by students on their Accommodation Application Form. The rooms allocated via the Graduate Ballot are managed by Bidwells on behalf of the College.

2.4 Second and Third Year Postgraduate Students

Postgraduate Scholars (i.e., students who have been appointed to a 'Research Scholarship' by College Council and Side F students awarded a Trinity College 'External Research Studentship') progressing to the second or third year of their course, are invited to participate in the Scholars' Ballot to select a room 'in College' for the following academic year – see Section 2.2. Postgraduate students currently living in an external hostel room allocated via the Graduate Ballot, and progressing to the second or third year of their course, may retain their room until 31st August of the following academic year. However, students who wish to move to a different room/location, will be assigned a room for the following academic year via the Graduate Ballot.

Side F Freshers cannot retain their room for the next academic year and will therefore need to apply for a new room for their second year via the Graduate Ballot (or in the case of External Research Students, via the Scholars' ballot).

2.5 Fourth Year Postgraduate Students

Postgraduate students who have completed their 9th Term of Research do not have an entitlement to live in Trinity-owned accommodation. These students may apply for College accommodation beyond the end of their 9th term, but there is no guarantee that a room/flat will be available. If the number of applications exceeds the amount of available rooms, an 'Overrunning' Graduate Ballot will be held and rooms allocated in ballot order as/when they become available. If accommodation is allocated, a Licence to Occupy (or Tenancy Agreement) will be issued only until the end of the student's 10th term of research (in the first instance). Permission to stay in College accommodation beyond this date will be reviewed on a termly basis. Students should contact the Accommodation Office at least one month before the end date of their Licence to Occupy (or Tenancy Agreement) if they wish to apply for an extension.

2.6 Fifth Year (plus) Postgraduate Students

Unless there are exceptional circumstances, postgraduate students who are in their fifth (or greater) year will not be offered accommodation in a Trinity-owned property.

The following sections only apply to rooms in College. Students residing in properties managed by Bidwells will be given a copy of the Bidwells Accommodation Handbook together with a Tenancy Agreement.

3 STUDENT ROOMS

3.1 Rooms in College

Rooms in College are located in Angel Court, Bishop's Hostel, Blue Boar Court, Burrell's Field, Great Court, Neville's Court, New Court, Pearce Hostel, Whewell's Court and the Wolfson Building.

3.2 Staff Access to Student Rooms

Housekeeping Staff: Routine daily access for housekeeping is required from Monday to Friday (see Section 5.1). Access outside these times will be notified to the occupant at least 24 hours in advance if possible or logged in the Emergency Access Record Book in the Porters' Lodge.

Maintenance Staff: Access for routine maintenance or non-urgent repair purposes will be notified by email at least 24 hours in advance unless the student reporting the fault indicates that this notice is not necessary. It is implicit in any request for maintenance work that the student is granting permission for members of the Works Department to enter their room (see Section 8.1). Maintenance and servicing programmes, such as gas appliance servicing, window and gutter cleaning, external and interior painting will be carried out during the vacation periods whenever possible. When this is not possible students will normally be given at least 24 hours' notice.

Porters: If it is necessary for a Porter to gain emergency access to a student room, the date, time and reason for access will be entered in the 'Emergency Access Record Book' which is held in the Porters' Lodge. Students wishing to check if a Porter has entered their room should ask the Head Porter or Deputy Head Porter.

Contractors: Contractors are not allowed access to student accommodation during the normal period of residence unless accompanied by a Porter or another member of College staff.

Students should report as soon as possible the presence of anyone in their accommodation areas who they cannot identify as a member of College (Fellows, students and staff) to the Porters' Lodge – always err on the side of caution.

3.3 Types of Room

Type of Room	Facilities	No of bedrooms
Single Bedsit	One room with sleeping and study area (usually with hand basin).	403
En-suite Single Bedsit	One room as above plus private shower or bath, hand basin and WC.	241
Single Set	Two rooms: a study/sitting room and separate bedroom (usually with hand basin).	118
En-suite Single Set	Two rooms as above plus private shower or bath, hand basin and WC.	27
Double Set ¹	Three rooms: a large shared study/sitting room with two desks and two single bedrooms (usually with hand basin).	28
En-suite Double Set	Three rooms as above plus private shower or bath, hand basin and WC.	26

¹ Double sets are not allocated to first year students (Freshers).

3.4 Furnishings

College rooms are generally furnished as shown below, although there may be some variation depending on the size and/or location of the room. The College also provides all bedding (duvets, pillows, duvet covers, sheets and pillow cases).

Type of Room	Furnishings
Bedsit	Single bed, bedside table, bedside lamp, chest of drawers, wardrobe, chair, desk with integral or separate drawer unit, desk chair, desk lamp, bookcase. One or two easy or tub-chairs may also be provided, as may a coffee table.
Single Set	<i>Bedroom:</i> Single bed, bedside table, bedside lamp, wardrobe, chest of drawers, chair. <i>Study:</i> Desk, with integral or separate drawer unit, desk chair, desk lamp, bookcase. One or two easy or tub-chairs and a coffee table are usually provided. A table and two upright chairs may also be provided.
Double Set	<i>Bedroom x 2:</i> As for Single Set. <i>Study:</i> Two desks, with integral or separate drawer units, each with a desk lamp, two desk chairs, two bookcases. A combination of a sofa and one or two easy or tub chairs and a coffee table, a table and two upright chairs are also usually provided.

(a) Furniture

Students must NOT bring any furniture into College (which includes inflatable items). However if there is a specific medical requirement², permission must be obtained **before** the item is brought into College (see form included with Licence to Occupy). The College reserves the right to remove, at the expense of the occupier of the room, any furniture brought into College without prior permission.

College furniture and furnishings (which includes bedding, curtains and lampshades) must not be taken down or removed from student rooms. Inventory items must not be moved between student rooms.

(b) Pictures and Posters

Students must not affix pictures or posters to the walls or doors using hooks, nails, Blu (or White)-Tack, adhesive tape or any other form of sticky fixings that may damage the walls and/or woodwork. A charge will be made for any damage to decorations, furnishings and furniture. Any student who borrows a picture from the College's 'Picture Lending Scheme' should contact the Works Department to arrange for it to be hung on the wall and all borrowed pictures **MUST** be returned to the 'Picture Lending Scheme' **by the student** at the end of the academic year. The Works Department will not hang any pictures that are not from the Picture Lending Scheme.

3.5 Licence to Occupy and Inventory

Students assigned a room in College will be issued with a Licence to Occupy for the academic year in accordance with the period of residence dates (see Section 3.6). **The Licence grants only the student named on the Licence the right to occupy, and keep their belongings in, the residential room named on the Licence.**

Student rooms are for single occupancy only. As such students are NOT permitted to share their assigned room with anyone else (including another Trinity/Cambridge University student) nor may they keep (store) another person's belongings in the room. Under no circumstances may students 'lend' (sub-let) their assigned room to another person. **Students must NOT give/lend their room key (or University Card) to anyone else, neither can they leave a guest (including another Trinity/Cambridge University student) in their room unaccompanied.** Students who wish to host a guest in their room overnight must comply with the regulations in Section 3.12.

Two copies of the Licence to Occupy will be issued at the start of the occupancy period. Students must sign one copy and return it to the Accommodation Office (Z Angel Court) within one week of taking up residence in the room. The other copy should be kept by the student.

An Inventory will also be provided. This should be checked and, if correct, a signed copy must be returned to the Accommodation Office together with the signed Licence to Occupy. As students will be charged for any items listed on the Inventory that are missing or damaged at the end of the occupancy period it is important that students check their Inventory and immediately report any missing or damaged items to the Accommodation Office. Failure to return a signed copy of the Inventory will result in it being deemed by the College to be correct.

² If specific furniture is required for medical reasons the request must be supported by medical reports.

3.6 Rental Period

(a) Undergraduate Students & Side F Postgraduate MAST Students

The termly rental period for all undergraduate students and Side F postgraduate students taking the MAST course is for a fixed period of 70 nights. The start date for occupation of rooms is the Saturday night prior to the start of Full Term in Michaelmas and Lent and from the Saturday night prior to the start of Term at Easter. The periods of residence for 2016-2017 are shown below and students are expected to occupy/vacate their room according to these dates.

Michaelmas 2016	Saturday 1 st October 2016 - Friday 9 th December 2016* (inclusive)
Lent 2017	Saturday 14 th January 2017 - Friday 24 th March 2017 (inclusive)
Easter 2017	Saturday 15 th April 2017 - Friday 23 rd June 2017 (inclusive)

***IMPORTANT NOTE:** Undergraduate Freshers residing in Angel Court or the Wolfson Building should note that their rooms will be used for Admissions Interviews at the end of the Michaelmas term. These students will, therefore, be required to vacate their rooms by Saturday 3rd December 2016 for which they will receive a 10% reimbursement of their Michaelmas Term room charge. Please note that, unless there are exceptional circumstances, students required to vacate their rooms early will not be permitted to return to College until the beginning of the Lent Term.

Students who need to reside in College outside the 70 nights covered by the Licence to Occupy must obtain prior authorisation from the Accommodation Office (see Section 3.7). In the event that a student goes out of residence (for medical or other reasons) or if they withdraw from their course, they will no longer have an entitlement to reside in College-owned accommodation. Furthermore, once a student has completed their course (as defined by CamSIS), they are no longer entitled to College accommodation.

(b) Postgraduate Students

Postgraduate students receive a Licence to Occupy covering a rental period starting on the Saturday closest to the beginning of the Michaelmas Term (**i.e., Saturday 1st October 2016**) and ending on 31st August of the following year. However, in the event that a student completes (as defined by CamSIS) or withdraws from their course, the Licence to Occupy will end automatically and one month's notice will be given for the student to vacate their room.

3.7 Vacation Periods

Students cannot reside in College during the vacation periods without obtaining authorisation in advance from the Accommodation Office.

The vacation periods which apply to undergraduate students and Side F Postgraduate MAST students for the academic year 2016-17 are as follows:

Christmas Vacation	Saturday 10 th December 2016– Friday 13 th January 2017 (inclusive)	35 nights
Easter Vacation	Saturday 25 th March 2017 – Friday 14 th April 2017 (inclusive)	21 nights
Long Vacation	Saturday 24 th June 2017 – Friday 29 th September 2017 (inclusive)	98 nights

Students who need to reside in College during these periods must obtain prior permission as follows:

(a) Christmas and Easter Vacations

Students who need to reside in College during the Christmas and Easter Vacation periods must request permission in advance by completing the Online Exeat Form approximately 3 weeks before the end of Full Term. Under the College Ordinances, Scholars have the right to reside in College during the vacation periods and, as such, do not require their Tutor's permission. They are, however, required to advise the Accommodation Office of their intention to reside in College during a vacation period by completing the Online Exeat Form in a timely manner prior to the end of term. Due to the operational needs of the College, it may not be possible for students (including Scholars) to remain in their room during a vacation period. Students should, therefore, be aware that they may be required to move rooms if they remain in College beyond the periods of residence covered by the Licence to Occupy (see Section 3.6). Students given authorisation to stay in College during the vacation periods must not store another person's belongings in their room.

(b) Long Vacation

Students who have a valid reason for residing in College during the Long Vacation are required to obtain authorisation from the Accommodation Office in advance and travel arrangements should not be made unless permission has been granted. **Please note that the term 'reside' refers to a continuous period of more than 14 nights. Unless there are exceptional circumstances, students (including scholars) will not be permitted to return to College overnight during the Long Vacation if the period of their stay is less than 2 weeks.** A continuous period will take into consideration the periods of residence covered by the Licence to Occupy. Therefore, if accommodation in College is required immediately following the Easter Term or immediately before Michaelmas Term, the period which falls

during the Long Vacation does not need to be 14 nights. Details of the application process will be sent to students during the Easter Term.

If an application to remain in College during the vacation periods is approved, Vacation Charges will apply (see Section 3.9).

Students who will be graduating in June 2017 cannot reside in College during the Long Vacation beyond the Saturday night after General Admission (i.e., they must vacate no later than Sunday **2nd July 2017**) unless they are:

- (i) undertaking a research project for which they have received funding from the 'Summer Studentship Fund'. *These students will not be offered College accommodation beyond the night of Saturday 26th August 2017; or*
- (ii) returning as a post-graduate student **AND** undertaking a research project which is directly relevant to the course they are starting in the Michaelmas Term. *These students will be accommodated in College until their Graduate Ballot room becomes available (at which time they will be required to move).*

3.8 Room Charges and Payment Terms

Students who have any questions or problems relating to their College account should contact Members Accounts (college.bills@trin.cam.ac.uk).

The Room Charge is inclusive of rent, bed linen, service and central heating. Students will be charged for their own consumption of electricity; the unit costs are reviewed at least once a year and reflect the prevailing commercial rates. The electricity meters are read at the end of each term and charges are added to College accounts. Students who believe they have been incorrectly charged should contact Members Accounts without delay.

All undergraduate students and Side F postgraduate students taking the MAST course pay a termly room charge in advance at the beginning of the Michaelmas, Lent and Easter terms which covers the three 10-week periods shown in Section 3.6(a). All other postgraduate students pay a 13-week termly room charge at the beginning of the Michaelmas, Lent and Easter Terms. The amount charged at the beginning of the Long Vacation will depend on when a student's course is due to finish.

Students are not usually permitted to change room during the academic year. However, in certain exceptional circumstances, the College may agree to a student moving to another room. If such a move occurs at the request of the student, the College will make an administrative charge of **£50**.

Room charges are reviewed annually and any increase approved by the College Council following consultation between the Junior Bursar, Trinity College Student Union and B.A. Society, via the Liaison Committee.

3.9 Vacation Charges

(a) Christmas and Easter Vacations

The following charges will apply if a room is occupied by a student (or their belongings) during the Christmas and Easter Vacation periods given in Section 3.7.

- i. Students who obtain prior approval from both the Accommodation Office and (if required) their Tutor will be charged $\frac{1}{70}$ th of the termly room charge per night.
- ii. Students who occupy their College room during the vacation period without obtaining approval (in advance) from the Accommodation Office will be charged $\frac{1}{35}$ th of the termly charge per night.
- iii. Students who do not completely clear their room (but have not obtained prior permission to keep their room for non-residential occupation), or who leave their room in a condition whereby it cannot be occupied by others, will be charged $\frac{1}{35}$ th of the termly charge for each night the room cannot be used.
- iv. In addition to the charges above, the College will make an administrative charge of £50 if a student returns to College without contacting the Accommodation Office in advance, unless there are exceptional circumstances that are accepted by the Junior Bursar.

These charges will be added to College accounts one term in arrears (for example, Vacation Charges incurred during the Christmas vacation will be added to College accounts raised at the beginning of the Easter Term). The exception to this is for students who will be graduating the following June who also stay in College for the entire Easter vacation. For these students, the Vacation charges for both the Christmas and Easter Vacations will be added to College accounts raised at the beginning of the Easter Term.

Scholars who reside in College during a vacation period are not required to pay the rent portion of the room charge (see Section 3.8) and as such, receive a 35.25% reduction.

(b) Long Vacation

The charge for undergraduate students renting a student room during the Long Vacation has been standardised such that all rooms cost the same amount per night, regardless of location and facilities. The Long Vacation 2017 rate will be £17.50 per night (reduced to £12 per night for Junior and Senior Scholars). Graduating students who are given exceptional permission to reside in College during the Long Vacation will be charged at the rate of £26.50 per night (£33.50 per night for an en-suite room).

If students need to change/cancel their booking, the Accommodation Office must be advised at least 5 working days before the arrival date. If insufficient notice is given to cancel nights in College, the room charge will still be payable. In addition, failure to vacate on the departure date (or to give sufficient notice of a change) will result in the student being charged double the nightly rate for every additional night. Any new requests to stay in College during the Long Vacation must be made at least 10 working days in advance.

If a student returns to College earlier than originally stated without contacting the Accommodation Office, the nightly room charge will be doubled and there will additionally be an administrative charge of £50, unless there are exceptional circumstances that are accepted by the Junior Bursar.

These charges will be added to College accounts as follows:

- i. The charges incurred from the first night of the Long Vacation up to 15th August will be added to the College accounts issued at the beginning of the Michaelmas Term.
- ii. The charges incurred from 16th August until the last night of the Long Vacation will be added to the College accounts issued at the beginning of the Lent Term.

3.10 Vacating College Rooms

(a) Removal of Belongings

At the end of each term all students who have not obtained permission to reside in College during the vacation, or to keep their room for non-residential occupation, must clear their College room and nearby gyp room of all their personal belongings, including pots, pans, crockery and food. Fridges must also be emptied.

Students must ensure that they remove all personal belongings when they vacate their room. The College accepts no responsibility for items disposed of in error.

When clearing the room, any items left behind must be placed in rubbish bags and left in the room ready for disposal; black bags for general waste and clear bags for recycling. Students should request bags from their bedmaker a few days before their departure date. All bottles and cans for recycling must be emptied (and washed out) prior to placing in the clear bags. Do not overfill bags. If excessive rubbish is left in a room after it has been vacated, an extra service charge will be made.

Unwanted clothing and small electrical items (hairdryers, alarm clocks, irons etc) can be donated to the British Heart Foundation (no dirty or broken items). Collection bins are located in Bishop's Hostel and Burrell's Field. Under UK law larger electrical equipment (especially IT equipment) cannot be disposed of in normal waste. Such items should NOT be left in rooms or by the British Heart Foundation containers.

(b) Term Day Passes

Trinity Street is located within the Cambridge City Centre Controlled Pedestrian Zone. Access to this area is restricted between the hours of 10am and 4pm (Monday-Saturday) by the use of rising bollards (located outside St. John's College).

Students living in a room accessed from Trinity Street who will be leaving and/or returning by car are advised to do so outside the restricted hours, i.e. before 10am or after 4pm (Monday-Saturday) or any time on Sunday. However, students who have rooms in Angel Court, Blue Boar, Wolfson Building or Whewell's Court **AND who live more than 90 miles from Cambridge**, who are unable to plan their journey to arrive outside the restricted times, may apply for Term Day Passes which will allow entry into the Pedestrian Zone between 10am-12noon and 2pm-4pm on the Saturday after Exit Day and/or the Saturday before Redit Day. These dates are fixed by Cambridgeshire County Council and so Term Day Passes cannot be issued for other dates/times.

Details of how to apply for Term Day Passes will be sent to all students residing in Angel Court, Blue Boar, Wolfson Building or Whewell's Court by the Accommodation Office approximately 3 weeks before the end of each term.

3.11 Storage Facilities

Space for storage within College is extremely limited and therefore the arrangements for students keeping their belongings in College during the vacation periods are currently under review.

(a) Overseas Students

Students whose family home (as recorded on CamSIS) is not in mainland UK may store a reasonable amount of their personal possessions in the 'Overseas Storage' facilities during the vacation periods. Eligible students who wish to use these facilities must make an appointment with the Porters' Lodge at least 24 hours before access to the store is required. **Overseas students must NOT store items on behalf of Trinity students who are not eligible to use the overseas storage facilities nor on behalf of students of other Colleges.**

Students are responsible for taking their belongings to the storage facility packed into securely fastened boxes. Each box must display a completed 'Overseas Stores Baggage Label' (which will be emailed to students by the Deputy Head Porter during the Michaelmas Term). No foodstuffs, alcohol, chemicals or flammable materials should be placed in the store. The College accepts no liability for loss or damage. The Porters will only allow access to the store from 7am–9pm (Monday–Saturday) and 9am–9pm (Sundays).

(b) Home Students

Home students (and overseas students who do not wish to take advantage of the above facility) can request to keep their room for 'non-residential occupation' during the Christmas and Easter vacation periods **only**. Permission will only be granted if the room is not required for other College purposes. For example, undergraduate Freshers living in Angel Court or the Wolfson Building will not be permitted to keep their room for 'non-residential occupation' during the Christmas vacation as these rooms are needed for the Admissions interviews.

Further details regarding the 'non-residential occupation' option (and the associated room charges) will be emailed to students during the Michaelmas Term.

Please note it is no longer possible to share a room for storage. Therefore, students who are given permission to either stay in College during the vacation or to keep their room for non-residential occupation must NOT keep (store) another person's belongings in their room.

3.12 Guests in College

The term 'guest' means anyone other than the person named on the Licence to Occupy; this includes other Cambridge University students and Trinity members.

Students are permitted to host guests in College, but this privilege must be managed so as not to undermine the primary aim of maintaining an atmosphere conducive to education, learning and research for all. Accordingly students who disobey the rules set out below or abuse the privilege in any other way may be required to give up their rooms and live outside College.

- Guests entering the College after midnight must be accompanied by a Trinity member who has rooms in College.
- Guests who have not been assigned a room in College, or who have not been previously registered at the Porters' Lodge, may not remain in College after 2am.
- Students must NOT lend their room key (which includes any card/fob for an electronic lock) to anyone (which includes other Trinity members).
- Students are responsible for the behaviour of their guests, who must be bona fide acquaintances and of a fixed abode.

To ensure that the College complies with its legal obligations ALL overnight guests must be aged 18 years or over.

(a) Student Guest Rooms

Four **single occupancy** rooms have been reserved as 'student guest rooms'. Students can book **one** room for a maximum of **three** consecutive nights through the Accommodation Office for personal guests. The cost per night is currently £24.50 (room only) and will be charged to the student's College account. The name of the guest must be supplied at the time of making the booking.

(b) Guests in Student Rooms

Students are permitted to have **one** guest stay with them in their room overnight³ for a maximum of **two** nights in any **seven** consecutive nights. Requests to exceed these limitations must be made to the **Accommodation Office** a minimum of 5 working days in advance to allow for proper consideration. Such requests will only be agreed if there are exceptional reasons for doing so. Permission to host a guest for longer than 7 nights, or to host more than one guest in a room, will not normally be given. **Please note that family/friends visiting from overseas is not considered an exceptional reason.**

For security/safety (fire regulation) reasons, ALL guests (which includes other Trinity members and Cambridge University students) staying in a student's room overnight must be signed in at the Porters' Lodge.

Guests must NOT remain in a student's room **at any time (day or night)** unless accompanied by the Trinity room holder. Any guests found unaccompanied in a student's room will be asked to leave and, if necessary, escorted from the College by the Porters.

Students (or their guests) must NOT bring inflatable mattresses or folding beds into College.

Provided these conditions are met, and the bedmaker is given access to the room according to the schedule given in Section 5.1, students will not be charged for accommodating a guest in their room.

(c) Hiring a Folding Bed

The College has a limited number of folding beds (Z-beds) and also foam mattresses which can be hired through the Housekeeper for a maximum of 2 nights at a charge of £10 per night (which includes bed linen). A £5 returnable deposit will be held by the Linen Keeper.

To reserve either a folding bed or a foam mattress, please email housekeeper@trin.cam.ac.uk stating **your name, room number and the dates required**. If a bed is available, Housekeeping will confirm your booking and advise where to collect the bed from: i.e., either Angel Court E Linen Room; Whewell's Court E2 Linen Room or Burrell's Field Y Linen Room. Please note that the Linen Rooms are open from 8am-12noon, Monday to Friday. For graduate students living in College, this facility is available all year. However, undergraduates can only hire a folding bed/foam mattress during term time

3.13 Inconsiderate Behaviour

With so many people accommodated in a relatively small area, it is important that everyone behaves with consideration towards those around them. In particular:

- It is not acceptable for anyone to take another person's food from a communal fridge or cupboard or to use their crockery, cutlery or utensils. If a student finds that their food has been stolen they should report this to the Housekeeping Department.
- Students should not undertake activities in their room which may disturb their neighbours; when one resident wishes to relax/unwind, another may be trying to study.

Cases of serious or persistent inconsiderate behaviour will be reported to the Dean of College.

3.14 Musical Instruments and Sound Reproduction

Students are only permitted to play musical instruments, radios, televisions/DVD players, record/CD players, computers (or any other means of sound reproduction) in their room between the hours of 1pm and 10pm provided all appropriate doors and windows are closed and never in such a way as to cause annoyance to others. The use of earphones rather than loudspeakers is encouraged. Pianos and percussion instruments are not permitted in student rooms.

3.15 Animals/Pets

Students are not permitted to keep any animals/pets in their rooms. This includes mammals, fish, amphibians, birds, spiders and insects.

3.16 Use of Rooms for Business Purposes

The College is an Educational Charity. In consequence students may not use their rooms for any form of business purpose.

3.17 Notices

Posters or notices should not be displayed in College windows or anywhere other than on recognised College notice boards.

³ The term 'overnight' is taken to be between the hours of 2am and 8am.

4 SECURITY

4.1 Room Keys & 'Swiping' Up/Down

Room keys are held at the Porters' Lodges. When a student arrives at the beginning of each term, the Porters will issue them with the appropriate room key and also 'swipe' their University Card through a card reader which will enter the student as being 'Up' and, thus, resident in their room.

When vacating College at the end of each term, students must return their room key to the Porters Lodge and swipe 'Down'. For Health & Safety and Security reasons, it is important that all students swipe their University Card at the Porters' Lodge whenever they go out of residence/return to College, so the College has an accurate record in an emergency of which rooms are occupied.

If a student loses their room key they will incur a £20 charge for a replacement. If the replacement key is subsequently lost, a further significant charge may be made if it is necessary to also replace the lock cylinder.

If a room key is not returned to the Porters' Lodge by the final date of occupation each term, a charge for unauthorised residence will be raised for each day, or part day, until the key is returned. Students must NOT lend their room key or University Card to anyone (which includes other Trinity members).

Replacement University Cards, which may incur a charge, can be ordered via the Accommodation Office.

4.2 SALTO Access Control

Access points in and out of the College, and into certain facilities within the College, are controlled via the SALTO electronic lock system. All Trinity students will have their University Card programmed to give access to the relevant doors and facilities. It is possible to interrogate the SALTO system to establish which cards were used to operate a particular lock at a given time, although the College does not routinely monitor this data. However, in the event of a breach of security or any other cause for serious concern, the College reserves the right to interrogate the SALTO system. Any information obtained from such action will be handled in accordance with the provisions of the Data Protection Act.

4.3 Access Gates

The access gates into the College will be locked at the following times:

	Locked between:	Access by University Card
Avenue Main Gate	12 Midnight – 6am	NO
Brewhouse Gate	6pm – 6am	YES - Wicket Gate only
Burrell's Field – Gate on bridge between T and U staircase	Dusk – 6am	YES
Cobbles Gate into Angel Court Monday – Thursday: Weekend:	8pm – 6am 8pm Friday – 6am Monday	NO NO
Great Gate	8pm - 7am (winter) 5pm – 7am (summer)	NO Access via Porters' Lodge
Nevile's Gate, Trinity Lane (into Bishop's Hostel): Monday – Friday: Weekend:	10am – 6am (the next day) 10am (Sat) – 6am (Monday)	YES - Wicket Gate only
Trinity Street into Whewell's Court	8pm – 7am	YES
West Gate into New Court	Midnight – 6am	YES - Wicket Gate only
Cloisters, Nevile's Court	No Access	No Access
Trinity Street into Angel Court Sidney Street into (and out of) Whewell's Court Gifford Place into Blue Boar Court Queens Road into the Fellows' Garden Burrell's Walk		University Card required at all times
Queen's Gate to Great Court		Tourist Viewing Only

4.4 Building and Room Security

The College is located in the busy City Centre, has multiple points of entry and exit, and has a very large number of visits from tourists daily. It is, therefore, impossible to entirely prevent unauthorised entry and exit and so security can be an issue. Students should take precautions to prevent petty theft by locking their door whenever they leave their room; most thefts occur when the occupant has left their room unlocked to run a quick errand.

It is also important that valuable items such as wallets/purses, credit cards, mobile telephones, iPods, laptops etc. are not left openly visible in rooms.

4.5 Collective Insurance Policy

The College has a collective insurance policy with N.W. Brown Insurance Brokers Ltd (<http://www.studentinsurance.nwbrown.co.uk/>) for which all students occupying a Trinity-owned room will be charged a fee every academic year. Details of the policy and the annual fee are provided with the Licence to Occupy. It is not possible to 'opt out' of this policy.

A free on-line registration service is provided at www.immobilise.com where students can enter the registered number of their belongings (e.g. mobile telephones, cameras, watches, computers, bicycles) and the police can then search this database whenever items of stolen property are recovered.

4.6 Bicycles

(a) Bicycles in College

Trinity students may bring only **ONE** bicycle to College which must be registered at the Accommodation Office (Z Angel Court) at the start of each academic year. The sticker must be affixed to the frame of the bicycle in a prominent position.

Students are strongly encouraged NOT to bring valuable bicycles into College; anyone wishing to have an expensive specialist bicycle in College does so at their own risk. Students bringing expensive bicycles to Cambridge need to arrange secure storage outside College BEFORE they arrive. Bicycles must not be left in any Court, staircase entrance or communal area, nor may they be kept in students' rooms.

A limited number of spaces in the basement bicycle stores located at Great Gate, 'K' Whewell's Court and Blue Boar Court (nr Gifford Place) are available for students. Students eligible to apply for a space will be contacted by the Accommodation Office before the start of each Michaelmas term; stalls are then assigned via a random ballot at the beginning of each academic year. Students allocated a space will be issued with a sticker showing the stall number, which must also be affixed to the frame of the bicycle in a prominent position. At the end of the academic year students should either remove their bicycle or obtain permission from the Accommodation Office to leave it in College over the Long Vacation. Students who are not returning to College the following year must remove their bicycle from College premises when they leave at the end of the Easter Term.

Access to the basement store(s) is only given to those with a designated space; under no circumstances should the bicycle store gates be wedged open. Students are strongly advised to ensure that they secure the frame of their bicycle, as well as the wheel, to the stall. The College accepts no responsibility for loss or damage of any bicycles on College premises, including those held in the basement bicycle stores.

Bicycles not displaying a current registration sticker, or found in the incorrect stall in a basement store, will have a note attached advising the owner that the bicycle will be removed by the Works Department. If the owner does not register or move the bicycle, it will be removed and placed in storage for six months prior to disposal. Students who wish to retrieve their bicycle will be required to pay £15 for the recovery of the bicycle. The College does not accept any liability should it be necessary to cut locks or chains to remove an unregistered bicycle.

Bicycles must not be ridden in College, including within Burrell's Field or along the Avenue, and they may not be taken into the Fellows' Garden. They must not be wheeled across Great Court unless the Bishop's Hostel gate is closed, when they may be wheeled along the east and south sides.

Students should ensure that their bicycles are adequately insured – note that your home insurance policy will not normally cover a bicycle kept in Cambridge. The College's collective 'Possessions and Room Insurance' covers pedal cycles up to the value of £200.

(b) Safe Cycling

Cycling is often the fastest way of getting round the City, but students should be aware that The Highway Code laws apply to cyclists as well as other road users. As such, cyclists MUST obey traffic signals and signs. Remember it's against the law for cyclists to:

- **jump red lights**, including lights at pedestrian crossings
- **cycle on pavements**, unless there is a sign showing that cyclists are allowed to do this
- **cycle the wrong way up a one way street**, unless there's a sign showing that cyclists can do so
- **ride across pedestrian crossings**, unless it's a toucan crossing with a sign saying that cyclists can do so.

Distractions: Cyclists need to concentrate as much as any other road user, if not more, as they are more vulnerable. Using mobile phones and mp3 players whilst cycling is extremely dangerous.

Visibility: White front lights and red rear lights MUST be used after dark and will also help you be seen in the rain or if the weather is overcast. Wear bright and visible clothes when cycling. If bright clothes are not suitable for everyday use, fluorescent and reflective tabards can be worn until the destination is reached.

Protection: Always wear a cycle helmet as this can reduce the risk of head injury in a crash.

Road position and signalling: Steer clear of the kerb and don't ride in the gutter. Give space on the left, and don't hug the kerb if a car behind you gets impatient. Don't weave between lanes or change direction suddenly. Show drivers what you plan to do in plenty of time. Always look and signal before you start, stop or turn. Make eye contact with drivers and let them know you've seen them.

Maintenance: It is important that your cycle is regularly maintained and checked: brakes need to work well in all conditions; lights and reflectors must be clean and in good working order; tyres need to be in good condition and inflated to the pressure shown on the tyre; gears should work correctly and the chain properly adjusted and oiled. The saddle and handlebars should also be adjusted to the correct height.

For further information see the following website: <http://www.trin.cam.ac.uk/life/accommodation/cycle-safety>.

4.7 College Plan for Major Incidents and Alerts

The College has contingency plans for major incidents or alerts and any other issues that might significantly affect the normal day to day functioning of the College. The Incident Control Point (ICP) will always be the Great Gate Porters' Lodge, unless it is itself a specific target or location of an incident, in which case the ICP will be the Senior Tutor's Office, M New Court. If any plan is implemented, instructions regarding the evacuation of buildings or other actions will be issued by the Porters, with which you must comply.

Any suspicious packages/containers should be reported to the Porters' Lodge immediately.

5 DOMESTIC FACILITIES AND SERVICES

5.1 Bedmaker Service

Under the overall management of the Housekeeper and her Deputy, supervision of the bedmakers is carried out by the Assistant Housekeepers as follows:

Site	Courts	Assistant Housekeeper
East Site	Whewell's Court, Wolfson Building, Blue Boar Court and Pearce Hostel	Mrs A. Dunn, E2 Whewell's Court
Main Site	Great Court, Neville's Court, New Court, Bishop's Hostel and Angel Court	Mrs M. Hollyhead, E Angel Court
West Site	Burrell's Field	Ms A. Slezak, Y Burrell's Field

The Service provided by the housekeeping staff covers bed-making as well as the cleaning of student rooms and communal areas (gyp rooms, bathrooms and staircases/corridors). This Service is provided Monday to Friday (8am - 2.30pm) during term and also when student rooms are occupied during vacation periods⁴. The normal routine is that communal areas are cleaned first followed by student rooms under the following regime:

⁴ With the exception of Bank Holidays, 5 days at Easter, 10 days at Christmas & the staff outing day in July.

(a) Communal Areas:

- Daily: Empty bins ready for collection by the handyman; clean and sanitise work surfaces and draining board in gyp room; clean WC and bath/shower rooms.
- 3 x per week: Mop floors, sweep or Hoover corridors and staircases.

(b) Individual rooms:

- Daily: Make the bed; empty waste bin; clean the hand basin and en-suite bath, shower and WC (if applicable).
- 2 x per week: Hoover and dust.
- 1 x per week: Change the under-sheet and pillowcases, air the room.
- Fortnightly: Change the duvet cover.

Please note the following:

- i) Students are required to give the bedmaker access to their room at least 3 times a week. If it is not convenient for the bedmaker to have access on a particular day, students may place their waste-bin outside the door. **Access must not be denied on 2 consecutive working days or immediately after a weekend or a period when the bedder service has not been available.**
- ii) Students have a responsibility towards the health and safety of the members of College staff for whom their room is a place of work. As such, students should maintain their rooms in an accessible and hygienic state and respect the needs of the bedmakers and other College staff.
- iii) Students must ensure that items of electrical equipment are maintained in a safe condition and that any wires and cables are kept tidy so they do not represent a trip hazard. Similarly personal belongings (such as shoes and bags) should not be left in communal corridors. Any changes to the layout of the furniture in the room should not lead to risks to the bedmaker; e.g. the bed should be situated in an easily accessible position to ensure the bedmaker is able to make and change it without over-stretching.
- iv) If students cause their bedmaker any additional work, an extra service charge will be made. Likewise, if any spills on the carpets and/or upholstery require specialist cleaning or repairs, any costs incurred will be charged to students via their College accounts.
- v) Students are responsible for clearing up any mess in their room and/or communal areas arising from self-inflicted illness (i.e. excessive alcohol consumption or any other over-indulgence). Cleaning materials for this purpose can be obtained from the Housekeeping Department.

5.2 Gyp Rooms and Kitchens

Cafeteria and formal meals are provided in Hall (see 'The White Book'⁵ for further details). In addition, all students residing in College have access to a gyp room which provides basic facilities; usually a refrigerator, combination microwave (if space permits), toaster and kettle. In some areas residents have the use of a full kitchen for the preparation of more substantial meals. As stated in the Licence to Occupy, students are only permitted to use the kitchen/gyp room nearest to their residential room. The College does not provide pots and pans, cutlery, crockery or glassware.

Hot food preparation/cooking is only permitted in gyp rooms and kitchens, **using only the cooking appliances provided by the College** in accordance with the instructions posted in the gyp room or kitchen. Do not leave the kitchen/gyp room unattended when preparing/cooking hot food as it could constitute a fire risk. Students **must not** bring items such as sandwich toasters, hot plates, portable hobs, pressure cookers, slow cookers, George Foreman-type grills, rice cookers, mini ovens etc into College. If any such cooking appliances are found in College they will be removed⁶. Electric kettles and Nespresso-type pod coffee makers (that operate like a kettle and do not have a hotplate or a milk frother/steamer) may be used in student rooms but must be kept on a tray.

Students with special dietary needs should make these known to the Accommodation Office well before coming into residence. If permission is given for the use of special appliances or equipment, these will need to be inspected and approved by the Works Department before being used.

⁵ The White Book is the name given to the booklet entitled 'Regulations and General Information for Student Members of the College'.

⁶ Confiscated items can be recovered from the Housekeeping Department for removal from the College premises. Any items which have not been collected at the end of the Easter Term will be disposed of.

5.3 Food Storage/Hygiene

It is important that all food is stored appropriately and that waste food is placed in the bin provided. Perishable items must be stored in a refrigerator whilst non-perishables can be kept in a cupboard in sealed plastic bags (or preferably in sealed containers/food storage boxes).

All pots and pans, cutlery, crockery and glassware must be washed and cleared away each day **before** the bedmaker cleans the gyp rooms/kitchens; the bedmakers' duties do not include washing-up. Failure to comply with this requirement may result in the gyp room or kitchen being taken out of use and any unwashed items being disposed of.

5.4 Refrigerators (Fridges)

The College does not provide fridges for individual rooms unless a communal fridge is not available in the nearby gyp room. In these instances a fridge will be included on the Inventory of the room at no additional charge. A limited number of fridges are also available for students with special dietary/medical requirements. Students who require a fridge for such reasons should contact the Accommodation Office.

Some rooms may have a fridge in the room that is not listed on their Inventory. In these instances, the fridge will remain in the room and can be used by the occupant (free of charge) until such time that it is needed elsewhere or is deemed defective by the Works Department.

Students are not permitted to bring any type of fridge or drinks cooler into College.

Students who have a fridge in their room are responsible for ensuring that it is kept clean and hygienic, regularly defrosted and cleared of food items at the end of every term. Any items of food left in fridges at the end of term will be disposed of.

5.5 Laundrettes

College laundrettes are located in the following areas:

Court	Staircase	No. of Washers	No. of Driers
Pearce Hostel	A	3	2
Whewell's Court	C	6	6
Angel Court	Z	6	4
Bishop's Hostel	F	3	2
Burrell's Field	C	2	1
Burrell's Field	D	2	1
Burrell's Field	Q	5	4

To minimise the disturbance to others, laundrettes should not be used between the hours of 10pm and 8am. Students need to use their University Card to enter the laundrettes; under no circumstances should the doors be propped open.

The washers and driers are operated by pre-paid cards available from the Porters' Lodge (Great Gate and Burrell's Field) at a cost of £5.

Laundry should be dried in the laundrettes rather than in student rooms or communal areas, as damp can readily spread to the windows, ledges and curtains resulting in mould developing in these areas. The laundrettes are provided with drying racks, irons and ironing-boards. Please remove your items from the machines and drying racks promptly to enable others to have access to the facilities. The College does not accept responsibility for the loss of personal laundry. At the end of each term, any unclaimed items of laundry will be disposed of.

Any faults with the machines should be reported to the Works Department (see Section 8.1).

5.6 Sanitary Disposal Units

Grey Sanitary Disposal Units are located in communal toilets around College. Used sanitary wear should be wrapped or bagged and disposed of in one of these Units. **DO NOT** place these items in the general waste bin in your room. Used condoms should also be disposed of in the same way.

Students with an en-suite room may request a disposal unit for their bathroom from the Housekeeping Department (housekeeper@trin.cam.ac.uk). The units are exchanged every four weeks; bedmakers will need access to rooms either the day before or early on the morning of the day(s) the unit is due to be exchanged.

6 UTILITIES AND SERVICES

6.1 Heating

Central heating is supplied to all College rooms to provide a background heat of between 19-21°C from 6am to 11pm daily. The temperature is maintained automatically by externally mounted sensors which react to the outside air temperature. If a student suspects that the heating in their room is not working correctly they should inform the Works Department (see Section 8.1). Students are encouraged to help save energy and costs by using the thermostatic valve controls on their radiators (where fitted). The refurbished rooms in New Court have computer-controlled heating and ventilation systems. Simple operating instructions are provided in the rooms themselves.

6.2 Gas Installations

The College has a number of gas-fired central heating boilers which are tested annually by appropriately qualified engineers. There are no functioning gas fires in student rooms, although some old appliances have yet to be removed. These do not comply with current safety requirements, have been labelled as 'unsafe', and should not be used under any circumstances.

6.3 Electrical Equipment

Electrical equipment provided by the College is tested annually as part of the Portable Appliance Testing (PAT) programme. However, students are responsible for the safety of any privately owned electrical items brought into College and as such should be aware of the following:

- (a) As part of the Licence to Occupy, students are required to certify that all electrical equipment brought into College is safe and complies with UK standards. Therefore, students should check that all their electrical items are not damaged (i.e., the leads are not frayed and there are no exposed wires) and that the plugs have been fitted with the correct fuse. Any electrical equipment from overseas must be correctly adapted for 220-240 volts AC such that only British Standard plugs (three flat pins) are used to connect to the mains power supply. Items that are not EU/British Standard, or are considered by the College electricians to be unsafe, will be removed⁷. All foreign adaptors must be correctly fused to provide protection to the users.
- (b) The electrical load for College rooms must not exceed a total of 2KW per room. Electrical items with low current consumption, eg: radios, computers, CD players, hairdryers and electric razors, may be used in student rooms and will normally stay within the 2KW load limit for any set of rooms. If this load is exceeded, the Works Department have instructions to disconnect equipment.
- (c) Electric fires/heaters **must not** be used in student rooms unless specifically authorised and provided by the College in exceptional circumstances.
- (d) If additional power sockets are required in a room, **one** four-way plug block may be used provided it is fitted with a mains cut-off switch and a 13-amp fuse. Socket adaptors (two- or three-way) and extension reels **must not** be used.
- (e) Electric kettles and Nespresso-type pod coffee makers (that operate like a kettle and do not have a hotplate or milk frother/steamer) may be used in student rooms but must be kept on a tray. For guidance regarding the use of any other items of electrical kitchen equipment please see Section 5.2.
- (f) No alterations or additions may be made to electrical wiring in College buildings without the consent of the Clerk of Works. If agreement is given, the work must be carried out by the Works Department.

6.4 Water Supplies

The cold water supply to gyp rooms/kitchens comes directly from the cold water mains supply and is therefore safe to drink. However, in College rooms and bathrooms the cold water may be stored in a water storage tank and should not be considered safe for drinking.

Waste water systems are connected to Local Authority sewers. Waste chemicals, environmentally damaging or toxic substances must not be poured into waste water systems (via basins, baths, showers, lavatories or external drains) but should be disposed of correctly. For further information/guidance consult the Works Department.

⁷ Confiscated electrical items can be recovered from the Works Department for removal from the College premises.

6.5 Water Hygiene

Risk assessments and monitoring of water in all areas of the College is carried out in line with Health and Safety Executive (HSE) guidelines. Due to the risk of contaminating the water system with microorganisms such as *Legionella pneumophila*, the use of push-on shower attachments is not permitted. Any such items will be removed and disposed of.

6.6 Lighting

- (a) Overhead or wall mounted lights are provided in rooms and are supplemented by desk lights to achieve the correct local task lighting levels.
- (b) As part of an on-going project, when accommodation areas are refurbished the control of lighting on staircases/corridors will be changed from an on/off switch system to one activated by movement sensors or timer switches.
- (c) Wherever possible conventional light bulbs are being replaced with long-life energy saving bulbs or light emitting diode (LED) systems.

6.7 Radios and Televisions

Where TV aerial connections are provided in individual rooms, they are not usually installed to digital reception standards and the College does not plan to update existing aerials to digital standards.

The College does not have a collective television licence covering residential accommodation. Therefore, **students who have a TV in their room and/or who use a computer, games console, digital box or any other device to watch/record television programmes as they are being shown on TV must, under UK law, obtain their own TV Licence.** Students who do not watch or record television programmes as they are being shown on TV can register this with the TV Licensing Enforcement Division at the following website: <http://www.tvlicensing.co.uk/noTV>. External aerials or earth wires for radios or televisions must not be fixed to College buildings

6.8 The College Computer Network

All student rooms have wired access to the Trinity College Data Network (TCDN) and the Cambridge University Data Network (CUDN). A computer with an ethernet network port and a network cable can gain access to a number of facilities including the Internet and email. Wireless access is also being progressively introduced across all areas of the College. For further details see <http://www.trin.cam.ac.uk/life/computing>.

Use and maintenance of a computer connected via the College network is at the student's own risk and carries a responsibility to abide by the relevant College and University rules and regulations which can be found in The White Book. Students are responsible for the safe disposal of unwanted computer equipment, which should not be put into College waste collection facilities.

6.9 Postal Deliveries and Collections

All students are given an individual pigeon hole located in the student mailroom in either Great Court or Burrell's Field Porters' Lodge, depending on where they live. Letters are delivered between 9am and 12noon (Monday-Friday). Any parcels or recorded/registered letters received for students are kept in the Porters' Lodge for safe-keeping and a note placed in the addressee's pigeon hole advising them of the delivery.

7 HEALTH AND SAFETY

7.1 Emergencies

The Porters' Lodges under Great Gate and at Burrell's Field are manned 24/7 and the Porters are the College's designated "First Responders", trained in first aid. They should be contacted immediately in the case of any emergency, medical or otherwise. Only in an extreme emergency should a student dial 999, after which they must **immediately** inform the Porters' Lodge that the emergency services have been called. In all instances of serious accident or illness it is essential that the Senior Tutor is informed as quickly as possible via the Tutorial Office or the Porters' Lodge. The Head Porter will ensure that a record is made in the Accident Book and that a report is produced.

(a) Accident Reporting

All accidents on College premises involving personal injury must be reported to the Porters' Lodge at the earliest opportunity. If the College Nurse is not available, the Porters will assess the injury and then either call the emergency services, arrange a taxi to the hospital, or provide First Aid. After receiving any treatment (if required), the incident must be recorded in the Accident Report Book held in the Porters' Lodge giving the place, date and time of the accident, the names of any witnesses and a full description of the event.

(b) First Aid Provision

The College Nurse is able to give treatment when she is in College (for details of surgery times see 'The White Book'). First Aid boxes and defibrillators are provided in the Porters' Lodge (Great Gate and Burrell's Field) and at least one of the Porters on duty will be trained in First Aid. A First Aid box is also available in the Catering Department and at least one of the Hall staff on duty at meal times will be a qualified First Aider.

7.2 Fire Safety

The College's central location in the City Centre and its old buildings with accommodation over shops in many cases, mean that Fire Safety is a particularly important concern. Instructions on what to do in case of fire are posted in each room and students should read them carefully.

(a) Fire Drills

The Head Porter (as Fire Officer) is responsible for arranging fire drills for each court and staircase and for maintaining a record of when drills are carried out, which is normally weekly during the Michaelmas and Lent Terms and at least once a month during the Long Vacation.

(b) Call Point Testing

All Call Points are tested weekly throughout the year. The Head Porter will inform all occupants of when the call point testing will take place in their area.

(c) Fire Prevention

It is the responsibility of all members of the College (Fellows, students and staff) and visitors to minimise the risk of fire. At a personal level this means being aware of potential dangers. In particular:

- The use of candles, joss sticks and other naked flames in College rooms is prohibited and such items will be removed.
- The electrical appliances provided in the kitchens/gyp rooms must always be used in accordance with the manufacturer's instructions.
- No bottled gas or mineral oil, such as paraffin, is allowed in any College room.
- Electric fires and fan heaters MUST be turned off when leaving the room for any period over 15 minutes. Guards must not be removed from electric fires.
- Clothes should not be dried in front of electric heaters. Airing racks and tumble dryers are available in the laundrettes (see Section 5.5).
- Decorative fairy lights are discouraged in College rooms and will be removed if left switched on and unattended, or positioned so as to pose a potential fire risk.
- Electrical leads should not be put under carpets or through doorways and any unauthorised installations (such as electrical appliances controlled by time switches) will be removed.
- Fire doors must be kept closed at all times and never wedged open. They must be kept clear to afford ready access or egress.
- Smoking is prohibited in all College rooms and buildings. In those outside areas where smoking is permitted cigarettes should be properly extinguished in the ashtrays located there.

(d) Detection and Alarm

All staircases are fitted with smoke or heat detectors and alarm sounders. A system whereby any alarm is relayed to the Porters' Lodge by a dedicated link throughout the College has been progressively installed and this is now the case in most areas.

Tampering with the fire detection and alarm systems in College (including smoke detectors, fire extinguishers, fire blankets and any associated signage) increases the risk to others as well as placing the College in a position where it may, unwittingly, be in breach of its legal obligations. Therefore, severe penalties will be imposed on offenders as follows:

- i) The Dean, Senior Tutor and Junior Bursar have agreed that a fine of £100 will automatically be imposed on anyone caught tampering with fire equipment. Other sanctions may also apply.
- ii) If the Cambridge Fire and Rescue Service assert they were required to attend a “false alarm” they may take action which could result in criminal prosecution.

The College accepts no liability for damage to personal property caused by the negligence of others. As such, if a student causes damage negligently to the property of another resident, or the contents or business of commercial premises, they may be personally liable for such damage. Anyone whose negligence causes fire or water damage may be required to contribute towards the cost of repairs and to any increased insurance premium that may arise as a result.

(e) Escape Route

Each area of accommodation has its means of escape clearly displayed. It is important that escape routes, especially staircases, are kept clear and free of flammable material such as paper, cardboard boxes etc.

7.3 Smoking Policy

Smoking is not permitted in any rooms or buildings within the College. As such, students must not smoke in their room or in any communal areas. Students may smoke in the following external areas:

- The path around Scholars' Lawn (between the Wren Library and the River).
- The area of Angel Court bounded by the entrance to I Staircase, Great Court/the entrance to E Staircase, Angel Court/the steps from that area to A-D Staircases, Angel Court.
- Outside ‘E’ Staircase, Whewell’s Court.
- The area under the Wolfson Building South Seminar Room.
- Inside Nevile’s Gate, Bishop’s Hostel
- The garden areas adjacent to A and D Pearce Hostel.
- The car park area between the Porters' Lodge and G Staircase, Burrell’s Field.
- Outside the Adrian House Seminar Room, Burrell’s Field.
- The Old Sports Field (but not any buildings at the Old Field Site).

8 MAINTENANCE AND REPAIRS

The Works Department is responsible for the routine maintenance and repair of the College buildings, employing small teams of electricians, plumbers, carpenters, painters and non-tradesmen. Where specialist maintenance or repair is required, approved contractors are used.

8.1 Reporting Faults

Students should report any faults or repairs required to the Works Department using the Work Order Request application on the MyTrin website. There should only be one request per form. Any works request should be categorised as:

Priority 1	Emergency Repairs	Normally completed within 24 hours	Any repair required to avoid a danger to health, a risk to the safety of residents or serious damage to buildings or to residents’ belongings.
Priority 2	Urgent Repairs	Normally completed within 5 working days	Repairs that materially affect the comfort or convenience of the residents.
Priority 3	Non-Urgent Repairs	Normally completed within 28 days	Any repairs not falling into the above categories.

On receipt of an online Work Order, the Works Department will assess the request and confirm the priority status of the repair. Please note that this may result in the priority status of the request being amended.

Where a dispute arises as to when a defect was reported, the date recorded on the Works Department online system will be the accepted date.

The Works Department is not manned during the weekends (i.e. from 4pm Friday to 8am Monday) or on Public Holidays. Any request for Emergency Repairs (Priority 1) that occur during these hours must be reported to the Porters' Lodge.

8.2 Disabled Access

The "Listed" status of most of the College buildings makes it difficult to comply with both the requirements of the Disability Discrimination Act and the English Heritage limitations on changes to historic buildings. Nevertheless the College has introduced a number of ramps, mainly of a temporary nature, to facilitate wheelchair access to the buildings on the Central Site. Wherever possible, improvements to facilities for people living with disabilities are included in refurbishment programmes.

8.3 Litter Clearance

The Garden Staff, Housekeeper's Staff and Works Staff all play a part in keeping the College buildings and grounds free of litter and in disposing of rubbish. Similarly all members of College have a responsibility for maintaining cleanliness by ensuring that their rubbish, and that of their guests, is disposed of correctly.

8.4 Snow and Ice Clearance

In the event of snow, College staff will clear the Avenue and all principal pathways and ramps in each court commencing at 7.30am. Whenever there is a forecast of severe overnight frost, 'thaw crystals' will be laid at the end of the working day and additional crystals at 8am the following morning.

9 ENVIRONMENTAL ISSUES

9.1 Energy Efficiency

The College is committed to do as much as possible to reduce environmental damage resulting from its activities and to reduce its carbon footprint. An energy efficiency survey was carried out by the Carbon Trust in 2003 in a sample number of Cambridge Colleges. The findings of this survey noted that while inefficient buildings and heating systems were a major problem, most unnecessary usage was attributable to the careless behaviour of individuals, by leaving lights and electrical equipment switched on in unoccupied rooms (including computers and other equipment on "stand-by"); by opening windows rather than turning down heating; by turning heating up rather than dressing more warmly.

Over the past ten years the College has invested in the replacement of its entire heating plant and in the introduction of a computerised Buildings Management System (BMS). The BMS allows greater control of heating, to reflect changes in the outside temperature and to allow for the different thermal characteristics of the various buildings on the College estate. The College buildings refurbishment programme includes the improvement of each building's thermal retention, the installation of automatic lighting controls, the control of individual radiators by thermostatic valves and, where possible, increasing the number of showers. In all major refurbishments we plan to achieve significant increases in energy efficiency and wherever possible install renewable energy systems.

9.2 Refuse Collection & Recycling Facilities

The College recognises its responsibility to the environment through the control of pollution and strives to meet its obligations under the Environmental Protection Act. The potential for pollution from the College's activities is assessed and either eliminated or controlled as far as is reasonably practicable. In particular, the College has a contract with the City Council for the separation and recycling of, as far as is possible, all waste collected from College.

All student rooms are provided with a blue recycling bin and a bin for general waste. All bottles and cans for recycling must be emptied (and washed out) prior to placing in the recycling bins.