Accommodation Handbook

All the accommodation is either in the Main College Buildings or in the immediate neighbourhood.

Furniture	All the accommodation is fully furnished and complies with the Furniture and Furnishings (Fire) (Safety) Regulations. Any upholstered furniture of your own must comply with the above regulations, and College staff have instructions to remove items that fail to meet safety requirements. Take care when ironing: if iron burns are found on carpets, you will be charged. Ironing boards are provided. The College is unable to store any items from your accommodation should you wish to bring any of your own items. If you have any queries on the furniture and fittings, please contact the Housekeeping Team (housekeeping@wolfson.ox.ac.uk).
Kitchens	Equipped with fridges, cookers, electric kettles and ironing boards.
Bed linen	On termination of your tenancy, it is expected that you will leave at least one set of clean linen. The other set may be left on the bed used. Should any linen or duvets be damaged or missing, you will be charged for the necessary replacement.
Towels	**Not** provided – **see Welcome Pack below.**
China, glass, cutlery and cooking utensils	**Not** provided – **see Welcome Pack below.**
Welcome Pack	These include basic essentials to get you started in College accommodation and can be ordered prior to arrival. Please see the order form sent to you with your formal Offer of Accommodation. There is a non-refundable charge for this service.
Cleaning	Single rooms and communal areas are cleaned as per the schedule listed in your communal area. Students will be advised by Housekeeping of the schedule. Residents are advised to leave their rooms by 9.30 am on the day the room is cleaned. From June to October, due to staff holidays and during busy changeover periods, there will be a reduced cleaning schedule. Every effort will be made to maintain standards. However, you are asked to bear with the College during these extremely busy months. No cleaning takes place on bank holidays and during the College's closure periods at Easter and Christmas. Cleaning is not provided in the couples and family units.
Heating	All accommodation has central heating, which is included in the rent. Residents must not use oil heaters or free-standing electric heaters in the College accommodation. All radiators are adjustable. If your room is too hot, turn the radiator down instead of opening windows
Launderettes	Coin operated launderette in the Main Building and in Garford Road. A key (with refundable deposit) for the Garford Road Laundry is available for residents living in Linton Road. The key to Garford Road houses open the Laundry. The Laundry in the Main Building can be accessed with your University card.
Ethernet connection and Wi-Fi	The Ethernet and Wi-Fi is available throughout the accommodation for those with suitable computers.
Private Belongings Insurance	The rent includes an insurance premium to cover the personal possessions of the tenant (only) up to the value of £5000. A leaflet containing full details, including how to arrange an Extra Cover policy to protect your partner's and/or family's possessions (if living in couples or family accommodation), can be found in your accommodation on arrival.

Electricity	The electricity supply is 230–240v ac 50 hertz (cycles per second). The College's electrical system and its associated fittings and appliances must not be interfered with or tampered with in any way. Any personal electrical appliances used in College must be portable appliance tested (PAT) and display a 'PASSED' safety test sticker, carry the appropriate British Standard number, kite mark and/or EC European mark. The College holds testing sessions once a year in mid-October where you can arrange to have your appliances tested if they don't currently meet these requirements. The dates will be communicated via email. Plugs must be safety sleeve type, carrying the BS1363 and be fitted with a 13 amp fuse as a maximum. Low-powered appliances (radios, lamps, stereos etc) should be fitted with 3 amp fuses. No electrical appliances may be connected to the lighting circuit. Two- or three-way plug (multi-way) adapters that plug directly in to the electric socket and DIY multi sockets are strictly prohibited. Residents may use factory-made fused multi-socket fittings with a plug to BS1363 and a cord not exceeding a metre long; where there are insufficient permanent sockets this should be limited to one per bedroom. Residents must register all private electrical appliances on the form provided and any additional appliances acquired during your stay should be registered at the time of purchase. Equipment found to be non-compliant or faulty will be removed by College staff and stored until it can be collected and removed from site or disposed of at the request of the resident. If you have any doubts about your own equipment, please report it through the Maintenance Department website (http://www.wolfson.ox.ac.uk/maintenance).
Car Owners	Parking permits are required for all members of the College who use the College parking facilities. Residents in the Main Building, Robin Gandy Buildings, M Block and Catherine Marriott Building are required to rent space in the undercover garages in the main building (see Miscellaneous Rent Schedule for charges). The College car parks are for daytime visitors. No unauthorised overnight parking. Caravans/campervans/large sided vans etc are not permitted in College grounds.
Pets	No pets are allowed in any part of the College's buildings or quadrangles. Please do not feed the cats belonging to neighbours which may wander into the College's grounds.
Smoking	Wolfson College is a non-smoking environment and under the Health Act 2006 it is prohibited by law.
Bicycles	Bicycles left in passages, walkways or accommodation are liable to be impounded as they constitute a serious hazard in case of fire. Nor should any bicycles be ridden or pushed through the College, nor on balconies. Park your bicycle in the designated cycle parking areas
Telephones	Individual telephones provided in all the accommodation. These give direct access to the College Lodge and are linked to the University Telephone Network. Calls within this College and the University are free. For external calls the University network negotiates rates with its service providers and calls are charged to the user.

Acceptance of accommodation

When (or if) you receive a Formal Offer of Accommodation, you should sign one copy of the form to indicate your acceptance and return both sides by the specified date directly to the Accommodation Office. Please note that the offer of accommodation may be withdrawn if no reply is received within the specified time period. If you accept the offer of accommodation and then wish to cancel or postpone your date of arrival, you will be liable for one month's rent unless the Accommodation Office receives notification at least one calendar month before the original date of arrival.

Vacating accommodation early or extending accommodation

Your departure date is stated in your Formal Offer of Accommodation and your Tenancy Agreement. If you wish to vacate earlier, two calendar months' notice is required in the first six months of any tenancy and one calendar month thereafter, in writing or via email, to the Accommodation Office. The accommodation must be vacated by **12 noon** on the day of departure. If you wish to delay your departure, you should check with the Accommodation Office as far ahead as possible.

Vacating Accommodation on due date

A charge may be incurred if extra cleaning is required by Housekeeping. Please ensure that all your belongings are removed from the accommodation as Housekeeping are unable to store any items left behind.

- **Single:** Ensure all rubbish is removed; food cupboards emptied and left clean.
- **Couples/family:** Ensure all rubbish is removed; food cupboards, fridges, freezers and cookers are left clean**.**

Summer Accommodation

The majority of residents are offered accommodation to a standard date, normally 31 July each year, or 30 June in M block, Catherine Marriott Building and C Block single ensuite accommodation only. Requests for extensions beyond these dates will be accepted but not considered until after the ballot has been held. Information on how to apply will be printed in the newssheet. Summer extensions cannot be guaranteed.

Accommodation for people with disabilities

A single/couples accommodation is available with wheelchair access and appropriately designed kitchen and shower/bathrooms.

Notification of vacant accommodation

During the course of the year, if accommodation becomes vacant, it is normally advertised in the weekly newssheet. It will then be offered to the person with the highest priority (see criteria on the notice board). In exceptional circumstances advertisements may be withdrawn.

Date of Arrival

New students are expected to arrive in Oxford some time before the beginning of term and most usually allow themselves a week to settle in. Please note that if you plan to arrive at the weekend, the College's offices are closed and there are no meals available in the Dining Hall (except for Saturday lunch/brunch). Students who will be working in departments, institutes or laboratories may be required to arrive earlier and should write to the departmental administrator concerned for details. The College regrets that students who, for any reason, arrive and have not fulfilled their college and departmental conditions will be asked to leave.

Keys

All keys for personal use are issued from the Accommodation Office. A refundable deposit is charged for each key. Keys to public rooms, which are kept locked, may be signed out from the Lodge by College members. During office hours a key can be borrowed from the Accommodation Office for a maximum of 24 hours should you lock yourself out?

Documentation

When you arrive you will be asked to sign a Tenancy Agreement which sets out the terms and agreements of renting accommodation from Wolfson College. It is your responsibility to check the inventory and report any discrepancies to the Housekeeping Office within three days of arrival. At the termination of your tenancy, the inventory will be checked and a charge made for losses and damage to furnishings and fittings etc, and for any excess cleaning necessary and removal of rubbish etc. It is not possible to remove and store College furniture, so you are advised not to bring large items.

Keys and door locks in college buildings

Keys issued

Upon arriving at Wolfson, please collect the Tenancy and key(s) from the lodge receptionist from 12 noon on your agreed arrival date. Please let the Accommodation Office (accommodation.office@wolfson.ox.ac.uk) know if you may be late.

- **Single accommodation**: You will be issued with a single key which operates the outer door to your flat or building, your own individual unit and a cupboard in the adjacent kitchen in most buildings.
- **Couples accommodation**: Two keys will be issued. The keys to flats outside the main building will operate outer doors plus the individual flat.
- **Family accommodation**: Sufficient keys will be issued for each adult in the unit.

Locked out?

Please make an effort to carry your room key with you at all times. When the Accommodation Office is closed, the lodge receptionist has to lock up the Lodge and leave the telephone and visitors unattended whilst s/he accompanies you to your room. Remember that the College's cleaners and maintenance staff are required to lock all doors on completion of cleaning whether or not these are found unlocked on entry.

Lost keys

In order to increase security, only the Accommodation Office and lodge receptionists can issue replacement keys.

Access by College staff

The College reserves the ***right of entry*** to accommodation at any time. This may be especially necessary in an emergency, but may also be required for maintenance, repairs and redecoration. Every attempt will be made to give due notice when access to accommodation is required.

Security

There have been occasional thefts in the various College buildings. Usually the thief gains access through unlocked doors or open windows in either individual rooms or communal/kitchen areas. Burglars tend to be opportunists who find an open window or an unlocked door, so please keep your doors and windows locked. Leaving doors unlocked may mean that your insurance cover (see below) may be invalid. We don't want you to be unduly worried, and would emphasise that these are not frequent occurrences. The College cannot accept responsibility for the loss or damage to an individual's personal property.

Insurance of personal property

A collective insurance policy is arranged with Endsleigh Insurance for those members who are living in College accommodation. The cover is up to £5,000 of your possessions held in your accommodation and has been secured at an extremely competitive rate which is included in your rent. (Within the total sum insured there are smaller limits set by the class of item.) A leaflet that describes the cover, how to claim and how to extend cover should you wish to do so, will be in your accommodation on arrival The College accepts no responsibility for the loss or damage to an individual's personal property. You can review your policy on line by visiting https://www.endsleigh.co.uk/reviewcover

Please note – the College's collective insurance Policy with Endsleigh is only provided for students living in College who are named on the Tenancy, and only covers possessions held in their accommodation. It does not cover any possessions such as laptops or mobile phones which are lost or stolen elsewhere. You are able to insure these items for use anywhere by extending your existing policy for a small additional premium. Contact Endsleigh insurers by phone on 0300 3030 280 or online https://www.endsleigh.co.uk

Register of Electors

The College is required each year to let the Electoral Registration Officer have the names of those who qualify for inclusion on the register for UK parliamentary elections, UK local government elections and UK European Union elections. Registers are revised annually. The College submits names in October, a draft list is published by the end of November, and the new version takes effect from mid-February. Full details of the process and who qualifies for inclusion are published annually on the accommodation notice board. From mid-October onwards check the notice board and email the Accommodation Office (accommodation.office@wolfson.ox.ac.uk) if you believe you should be included on the register

Council Tax

All students in residence at the College are entitled to full exemption from the local tax known as 'council tax'. Salaried residents (ie Governing body Fellows, Stipendiary Junior Research Fellows etc) occupying flats or houses are liable for council tax and the Accommodation Office is responsible for forwarding their names to Oxford City Council.

Window cleaning

Access is required to all accommodation twice a year in order to clean windows both inside and out. Notification will be made by email and in the College newssheet.

Cots and stairgates

Loans of cots and stairgates can be arranged, subject to availability, through Housekeeping. Please access the Housekeeping Request Form which can be found on the Current Members page of the Wolfson website. https://www.wolfson.ox.ac.uk/housekeeping-request-form

Dehumidifiers/humidifiers

The use of either of the above is not allowed in any accommodation unit.

Cookers

In single accommodation residents are expected to keep their cookers clean. However, should a cooker become exceptionally dirty at any time during the year, the cleaning costs may be charged in equal proportion to the battels of all who share the set of rooms or house. Cookers in couples or family accommodation should be clean when the property is vacated; otherwise a charge may be incurred.

Cooking

No cooking in bedrooms. The use of cooking appliances of any kind, including toasters, rice cookers, microwaves, kettles and sandwich makers, is not permitted in bedrooms or communal areas other than communal kitchens.

Mini Fridges

Hiring of mini fridges for personal use can be organised (subject to availability) via the Housekeeping Request form, (please see 'Cots and Stairgates' above. The cost of the hire is £14 per month (no deposit).

Refrigerators

Please defrost the fridges and fridge/freezers regularly. Turn off the fridge and place a bowl of hot water inside. Do not attempt to chip any ice off. Failure to observe this advice could result in a charge

to the occupants of that unit. When you leave, do not turn fridges or fridge/freezers off as this can result in flooding.

Televisions and television licences

Each room, flat and house in the main building, Robin Gandy Building, M Block, Catherine Marriott Building and Garford Road is fitted with a television aerial point. Residents in the Annexe, 16 Chadlington Road and 21, 23 and 25 Linton Road need to provide their own indoor aerials. All users of television receiving equipment, which includes computers with the capacity of receiving television broadcasts or watching 'catch up' tv, are required by law to obtain a television licence. Licences are obtainable online at http://www.tvlicensing.co.uk/. The College does not have licences which cover individual students' television sets. Satellite dishes etc must not be installed on outside walls.

Pictures

There is a picture rail for hanging pictures in your unit. Please do not use nails, Sellotape, Blu-Tack or White Tack. The Accommodation Office has a limited supply of picture hooks if required. The Arts Society runs an Art Loan Scheme whereby residents may borrow original art for their rooms. These are put on display at the beginning of Michaelmas term. The date and time is advertised in the weekly newssheet.

Refuse disposal

You are responsible for removing your rubbish and taking it to the dustbins/rubbish skips. Rubbish should not be left outside your accommodation, in communal areas or in the Lodge. Refuse bin bags are issued weekly in single units and monthly in couples or family units. On no account should refuse be left in kitchen cupboards, sitting-out areas, walkways or in litter bins in the grounds. Rubbish bags must be placed inside the bins/skips. Rubbish lying about encourages vermin and could be dangerous to children playing in the area. Please flatten cardboard boxes before putting them in the skips.

- **Main building, Robin Gandy Building and M Block and Catherine Marriott Building:** Rubbish skips are at the far end of the north car park.
- **The Annexe and 16 Chadlington Road**: The rubbish skip is to the left of the main entrance to the Annexe in Linton Road.
- **14 Chadlington Road**: Put dustbins outside the gate on Wednesday nights.
- **Garford Road**: The rubbish skip is in the car park, adjacent to the houses.
- **21, 23 and 25 Linton Road**: Use the Garford Road rubbish skip.

Recycling

The College is committed to recycling and provides blue recycling bins in the main recycling areas which are located outside the kitchen, outside the Annexe, and the north car park. Smaller blue bins are located in 21, 23, 25 Linton Road, 14 Chadlington Road and the Garford Road car park. The recycling bins are to be used for cardboard, paper, glass, cans, foil, plastics (excluding plastic bags) and drinks cartons. Please do not leave waste outside the bins, and please be careful not to leave broken glass around this area. There are recycling bins in the Lodge for waste paper removed from pigeonholes only and batteries. The nearest public recycling point is in the car park at the Marston Ferry Pool.

A charge will be made to all occupants if large quantities of recycling material are left in the communal areas of your accommodation and if the cleaning staff has to dispose of it. The College has special arrangements for dealing with certain types of waste. These are designed to ensure compliance with new legislation. Notices are posted in the Lodge. Full details are available on the waste disposal policies website (http://www.wolfson.ox.ac.uk/policies/waste). These arrangements include disposal points and processes for small items of hazardous waste such as paint tins, aerosols, printer toner kits, old computer equipment and electrical equipment.

Candles

The burning of candles is banned in all College buildings. It is important to understand that many fires in other colleges have been caused by candles. Any candles found in any accommodation will be removed and stored until the room is vacated.

Items on balconies

It is against College Policy to have any items on the balconies or ledges of balconies in any accommodation, including communal balconies such as those in M Block or Catherine Marriott Building.

Overnight visitors in College accommodation

Residents are allowed overnight visitors to stay at Wolfson College for a maximum of four nights.

If your visitor is here for a longer period, please contact the Conference Office (events@wolfson.ox.ac.uk) to check guest room availability.

Guidelines for parties and noise in College accommodation

Please be as considerate as possible to others living in College accommodation.

1. All music should be turned down to play quietly at 11 pm and should cease completely at midnight. Other noise should also be kept to a reasonable level after midnight.
2. The Night Porter has the authority to enforce the rules concerning noise from private parties and gatherings in all residential accommodation as well as in public rooms in College.
3. Wolfson College encourages its students and fellows to make full use of College rooms and facilities.
4. The Private Dining Room, the Florey room and the Buttery may be booked, subject to availability, for private gatherings at no charge. Kitchen facilities are available adjacent to the Private Dining Room and Florey Room, and in the Buttery for self-catering. Further information is available from the College's Conference Office (events@wolfson.ox.ac.uk).
5. Small parties and gatherings may be held in the common areas in College accommodation. However, such parties and gatherings should only be held with the prior agreement of all those living in the rooms that share the common area (ie occupants of all four/five study bedrooms in sets in B and C blocks; occupants of all rooms on a corridor sharing a kitchen/common area in M Block and Catherine Marriott). Persons sharing the common area should not be excluded from access to their kitchen during parties and gatherings.
6. Parties and gatherings held in College accommodation must adhere to the rules about noise (see item number one above). Parties and gatherings must finish by midnight on weekdays and by 2 am on Fridays and Saturdays.
7. All rooms must be left clean and tidy following a party or gathering.
8. Barbecues are permitted in the designated areas only. People should be considerate of residents in adjacent accommodation blocks and keep noise to a reasonable level.
9. The Common Room is open 24 hours a day. A hot beverage machine is available. No food should be brought to the Common Room for consumption. Noise should be kept to a reasonable level in the Common Room after midnight. No music is allowed in the Common Room.