

INFORMATION FOR GUESTS

Welcome to College House

FIRE ALARMS These are located near the doorway on each floor and will ring on the three floors of the building to signal the need to evacuate. Detailed procedures are posted in rooms.

EARTHQUAKE PROCEDURE Instructions are posted in your room. Please make yourself familiar with our procedures and the assembly area.

MAINTENANCE From time to time, maintenance will be underway on some of the buildings. Please stay away from the construction areas.

HEALTH AND SAFETY Please be aware that some of the paving slabs in the grounds are uneven.

HOUSE RULES No candles or smoking in any buildings. If you activate a smoke alarm, any resulting costs will be your responsibility. Also no bare feet sharp heels in the Dining Hall. Furniture is not to be moved from one room to another without prior arrangement with College House staff.

COMMON ROOM The Common Room is available for your use. Your bar will operate from this area.

SMOKERS All University facilities are smoke free (including College House)

TELEPHONES Every room has its own phone extension as part of the University of Canterbury network. Inward callers should dial (03) 341-1500, followed by the 5 digit room extension number when asked. Your extension number is on the phone under the handpiece. Outward local calls can be made at no charge. Dial 1 for an outside line. Toll calls can only be made from this phone with a Calling Card or Anyphone Card. Phone Cards may be purchased from the Bush Inn Centre at the end of Waimairi Road.

MEAL TIMES	Breakfast	7.30 am
	Lunch	12.30 pm
	Dinner	6.00 pm

HEATERS There are no wall heaters in Hardie and Beadel Houses as ceiling heating has been installed. In the other Houses, the wall heaters are fitted with timers giving heat for one hour then must be reset. Do not interfere with any switches at the fuse box. Please contact our staff if you are having difficulty with your heater.

LAUNDRY The laundry, with automatic washing machines, dryers, and irons, and a drying room, is situated at the east end of the main carpark. The combination lock number on both doors is CX1970. Please contact our duty staff if you require extra blankets.

TOWELS If you require a new towel, please leave a used towel outside your bedroom door each day.

KEYS Some doors in the complex are self-locking. Please familiarise yourself with the way they work and take your key and Access card with you in case you lock yourself out. **Your key is valuable - \$ 100 to replace.**

EMAIL AND COMPUTER FACILITIES This is available through SNAP provider at a cost of \$10.
The user name and password are as follows:

User Code: To be advised
Password: To be advised

PARKING

TAXIS Blue Star 379-9799 Super Shuttle 0800 748 885

DOCTOR Riccarton Clinic: 6 Yaldhurst Road, open 8.00am -10.00pm, phone 343-3661.

SECURITY Please ensure your room is locked at all times. The College will not be held responsible for any loss of personal belongings. The main door is locked at 5.00pm. All gates are locked at 8.00pm. Guests will be issued with a swipe card when they arrive to allow them access to the back gates of the College. The card will also give you access to your floor door. If you are locked out, use the intercom at the front door.

RESIDENT STAFF During normal business hours enquiries should be directed to the office. Between 5.00pm and 8.30am, you will need to contact the Duty Tutor on Ext 6001 or 364-2001.

DEPARTURE Please return your room key to your Management staff after breakfast on the last day. Make sure you take all your personal belongings with you.

Please enjoy your stay with us.

Rex Dillon
BURSAR