Accommodation Rules Handbook

2023-2024

The rules/regulations given in this Handbook form part of the Licence to Occupy a College room.

Information in the Accommodation Handbook may be revised during the academic year. The latest edition is available on the College website: https://www.trin.cam.ac.uk/accommodation/handbook/.

The date of revisions made throughout the year will be indicated in the relevant sections

Note: Smoking and vaping is not permitted in any rooms or buildings within College.

NATIONAL CODE
assured accommodation

Updated: November 2023

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1 MANAGEMENT OF COLLEGE ACCOMMODATION

1.1 Accreditation Network UK (ANUK) Code of Practice

Together with other Cambridge colleges, Trinity subscribes to the ANUK Code of Standards for Larger Residential Developments for Student Accommodation Managed and Controlled by Educational Establishments. The Code sets out expected standards of service in Accommodation provision for students, and has a system of 'peer review' between Colleges. College rooms are let to Students on a "Licence to Occupy" in accordance with the Code of Practice. Further details can be found on the ANUK website (http://www.anuk.org.uk/).

1.2 Responsible College Officer

The Responsible College Officer for all student accommodation is the Junior Bursar who 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	*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.*
Housekeeping Department	Ms Jo Fisher Housekeeping Operations Manager	housekeeper@trin.cam.ac.uk	*Enquiries relating to:* *cleaning of rooms in College and communal areas;* *damage to furnishings and decoration;* *hire of roll-up beds.*
IT Department	IT Service Desk	student.help@trin.cam.ac.uk	*Enquiries relating to:* *Wireless, Networking, Communal computing areas, IT Support, Loan IT Equipment.*
Porters' Lodge	Mr Ryan Carter Head Porter	senior.porters@trin.cam.ac.uk	*Room keys & swiping in/out, security of College accommodation, management of student post/parcels, overseas storage.*
Works Department	Clerk of Works (to be appointed)	works.help@trin.cam.ac.uk	*Reporting of faults in student rooms in College and communal areas;* *changes to furnishing of rooms.*
Bidwells	Mrs Teresa Taentzer	Bidwells@trin.cam.ac.uk	*Management of graduate hostels and College flats.*

1.3 Complaints/Appeals

If, after consulting the above members of staff, a student feels they have a complaint or grievance they should raise this with the Junior Bursar who is available during Term at regular "surgery"

times which are 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/policies/student-complaints or can be obtained from either the Senior Tutor's Office or Tutorial Administrators.

2 ALLOCATION OF ACCOMMODATION

2.1 Accommodation Privileges

Trinity aims to provide accommodation for all undergraduate students for the duration of their course which means that, unless there are exceptional circumstances, undergraduate students usually live in College. If, however, an undergraduate student does not wish to reside in College, they may live in private accommodation provided they obtain permission from their Tutor in advance**.**

Postgraduate students are not required to live in College-owned housing but Trinity also aims to provide accommodation to all those who request it, 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 privilege (this includes students who are granted Leave to Work Away). Postgraduate students cannot vacate their rooms (and not pay rent) for periods of less than one term (i.e. 3 months) unless there are exceptional circumstances.

Should a student go 'out of residence' (intermit) for medical or other reasons, their privilege to live in College-owned accommodation ceases and notice to vacate will be issued. However, if a postgraduate student's intermission is agreed retrospectively such that they remained in their College room/flat during their intermission, for accommodation purposes, the intermitting terms would be counted as if they were Terms of Research (as the student continued to live in College-subsidised accommodation).

Once a student has completed their course (as defined by CamSIS), they cannot reside in College-owned accommodation as a student. In certain exceptional circumstances, it may be possible for a student who has completed their course to continue renting a College room/flat, but this would be subject to availability and at a non-subsidised rate.

Students are deemed to have the privilege of living 'in College' (see Section 3.1) 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).

Postgraduate students who are not eligible to live 'in College' will be offered a room in one of our graduate hostel which are managed by Bidwells on behalf of the College (see Sections 2.3 and 2.4 below).

Students accompanied by their partner and/or children cannot reside 'in College' or in an external College hostel but may apply for a College-owned flat. Although the College endeavours to meet the accommodation needs of its students, the number of flats available for couples/families is limited and, therefore, it is not possible to guarantee 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 rate for the property.

If couples/family accommodation is offered, students cannot 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, as well as availability. If a student's couple/family situation changes, they should contact the Accommodation Office as soon as possible in case alternative accommodation is required. For example, if a student (or their partner) living in a one-bedroom flat is expecting a baby, the

College would look to move them to a two bedroom property (as the one bedroom flats are not suitable for families).

Applications for couples/family accommodation should be made via the Accommodation Office.

With effect from 2024, Scholars will no longer be given priority in the room ballots.

2.2 Undergraduate Students

First Year undergraduates are assigned rooms prior to starting their course. The Accommodation Office conducts a ballot in early September and assigns rooms taking into consideration information provided by students on their Accommodation Application Form. In subsequent years, undergraduate students select a room for the next academic year via the following ballots which take place once the Room Charges for the next academic year have been agreed by College Council.

Ballot Order	Name of Ballot	Students included:
1	Third Year Ballot	Current 2nd year students and 3rd year 'Year Abroad' students selecting a room for their third year in College accommodation. .
2	Second Year Ballot	Current 1st year undergraduates selecting a room for their second year in College accommodation.
3	Fourth Year Ballot	Current 3rd year students whose course will or may continue for a fourth undergraduate year. *NB: This ballot usually takes place in July, once we know how many students will definitely be continuing for a 4th undergraduate year.*

Students are limited to residing in a room in Great Court for no more than one academic year during their course.

Ballot Procedure: Students are allocated a random number for the Second Year ballot which determines their priority order for choosing a room. These numbers will then be used again for the Third Year ballot the following year, but reversed such that students at the bottom of the Second Year ballot one year will be at the top of the Third year ballot the following year.

Students who select a double set via their Second Year ballot will both adopt the ballot number of the student higher in the ballot. This number will then be reversed when they participate in their Third Year ballot. Students who do not participate in the Third Year ballot because their course has a 'year abroad' will be included in the Third Year ballot the following year. Students participating in the fourth year ballot will be allocated a new random number.

Once the ballot timetable has been agreed, students will be contacted in accordance with the above schedule with details of the ballot process, the date of their particular ballot session and their priority order. In addition, access will be given to the Ballot Rooms website which will show the list of available rooms and the termly room charge for the next academic year. Where available, photographs of the interior and a floor plan are also given to provide a general guide to the layout and location of the room; they do not necessarily reflect the current furniture/facilities available. Students are, therefore, strongly advised to familiarise themselves with the facilities offered in the different courts/staircases in person prior to choosing a room. As Trinity is a City Centre College, it is also advisable to check the surrounding areas as some rooms are located above shops and/or overlook streets/service yards etc. Anyone who is 'out of residence' (and so unable to view the rooms/locations themselves), should contact the Accommodation Office if they require any additional information. The Ballot Rooms website application is a live system and so once rooms are allocated, they are removed from the list of available rooms.

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 – this includes Side F students taking a MAST course. Rooms

are allocated by the Accommodation Office at the beginning of September 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 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 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 hostel room/location will be assigned a room for the following academic year via the Graduate Ballot.

Side F Freshers cannot retain their room 'in College' for the next academic year and will, therefore, need to apply for a new room for their second year via the Graduate Ballot. Room moves will usually take place during August.

2.5 Fourth Year Postgraduate Students

Postgraduate students who have completed their 9th Term of Research do not have the privilege of living in Trinity-owned accommodation. These students may apply for College accommodation beyond the end of their 9th term, but there is no guarantee 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 will usually only be issued until the end of the student's 10th term of research (in the first instance). Any extension(s) will be considered on a termly basis but are not guaranteed and will not extend beyond 31st August of a student's fourth postgraduate year. Please note that, when assessing requests for further extensions, the following criteria will be taken into consideration: the demand for College accommodation from students who still have an accommodation privilege; the operational needs of the College (i.e. redecoration/cleaning etc); and also the status of the student's PhD studies (i.e. thesis submitted/viva examination undertaken).

2.6 Fifth Year (plus) Postgraduate Students

Unless there are certain exceptional circumstances, postgraduate students who are going into their fifth (or greater) year will not be offered accommodation in a Trinity-owned property beyond 31st August of their 4th postgraduate year.

The following sections of this Handbook only apply to rooms in College (see Section 3.1).

Postgraduate students residing in properties managed by Bidwells will be given a copy of the College's Bidwells' Accommodation Handbook together with their Bidwells' Licence Agreement/Terms and Conditions.

3 STUDENT ROOMS

3.1 Rooms in College

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

3.2 Staff Access to Student Rooms

Housekeeping Staff: Routine 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: 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 a member of the Works Department.

Students should report 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 as soon as possible – if you are unsure 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).	396
En-suite Single Bedsit	One room as above plus private shower or bath, hand basin and WC.	244
Single Set	Two rooms: a study/sitting room and separate bedroom (usually with hand basin).	116
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).	22
En-suite Double Set	Three rooms as above plus private shower or bath, hand basin and WC.	22

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). Students may, if they so wish, bring their own

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

bed linen, but they will be responsible for laundering this themselves. However, please note that if Housekeeping consider a student is not routinely washing their 'own linen', this option may be removed to ensure college furnishings (e.g. the mattress) are not adversely affected.

Electric blankets are NOT permitted, but students may bring their own mattress topper provided it is no more than 5cm (2 inches) thick. If you bring your own bedding and/or mattress topper, please note you will be responsible for removing these items from the room at the end of each term.

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	*Bedroom*: Single bed, bedside table, bedside lamp, wardrobe, chest of drawers, chair. *Study*: 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	*Bedroom x 2*: As for Single Set. *Study*: 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. This includes gym equipment (such as exercise bikes/rowing machines/pull-up bars etc), any type of bed/mattress such as inflatable mattresses, large beanbags or thick (more than 5cm) mattress toppers. Large screen TVs are also not permitted (see Section 6.7).

If there is a specific requirement for medical equipment[2], permission must be obtained **before** the item is brought into College. 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 & Posters

Students must not attach 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. The use of dartboards in student rooms is also not permitted. **A charge will be made for any damage to decorations, furnishings and furniture.**

Any student who borrows a picture from the TCSU 'Picture Lending Scheme' should contact the Works Department to arrange for it to be hung on the wall. All borrowed pictures MUST be returned to the 'Picture Lending Scheme' **by the student before they leave College** at the end of the academic year. The Works Department will not hang any pictures that are not from the Picture Lending Scheme**.**

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

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 periods of residence dates shown in Section 3.6 below.

In the event that a student goes 'out of residence' (intermits) for medical or other reasons, or if they withdraw from their course, they will no longer be afforded the privilege of residing in College-owned accommodation. Furthermore, once a student's record on CamSIS shows as 'course completed', they are no longer entitled to College accommodation. In these instances, the Licence to Occupy will cease and notice to vacate issued.

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. The College may end this Licence in exceptional operational circumstances. In these instances, alternative accommodation will be offered by the College.

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 may 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.

Students who do not comply with the regulations stated in the Licence to Occupy and the Accommodation Handbook, or who abuse the privilege of living in College in any other way, may be required to give up their rooms and live outside College.

A Licence to Occupy will be issued at the start of the occupancy period together with a room Inventory. These documents should be checked and any discrepancies reported to the Accommodation Office. 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.

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 10-week period (70 nights). The periods of residence for 2023-24 are shown below:

Michaelmas 2023	Lent 2024	Easter 2024
Saturday 30th September – Friday 8th December 2023 (inclusive)**	Saturday 13th January – Friday 22nd March 2024 (inclusive)	Saturday 13th April – Friday 21st June 2024 (inclusive)

*****IMPORTANT NOTE FOR OCCUPANTS OF THE WOLFSON BUILDING:***
Undergraduate Freshers residing in the Wolfson Building will be issued with a Licence to Occupy for the Michaelmas Term 2023 that ends on Friday 1st December 2023 as their rooms will be used for Admissions interviews. These students will, therefore, need to vacate their rooms and leave College no later than 8pm on Saturday 2nd December 2023. If it is impossible for a student living in the Wolfson Building to leave College on 2nd December, they must contact the Accommodation Office to apply to stay longer. As this will require moving to a different room, permission will only be granted if the reason is truly exceptional.

It is expected that students issued with an Undergraduate Licence to Occupy will not reside in College outside of the above dates as room are required for outreach activities, conferences and essential maintenance. Students who need to reside in College outside of the 70 nights covered by the Licence to Occupy must obtain authorisation from their Tutor and the Accommodation Office in advance (see Section 3.7 below).

(b) Postgraduate Students

All postgraduate students (other than Side F MAST students – see above) receive a Licence to Occupy covering a **continuous** rental period starting on the Saturday before Redit Day (the first day of Full Term) for the Michaelmas Term **(i.e. Saturday 30th September 2023)** and ending on 31st August of the following year. These students do not need to vacate their rooms during the undergraduate vacations as these periods are included in their 13-week termly Room Charge (see Section 3.8). Postgraduate students taking a 'one year' course that ends before 31st August will be required to vacate their room once they have completed their course – this includes any students who are planning to start a new postgraduate course the following academic year. These students will be advised of the date they need to vacate their room by the Accommodation Office at the beginning of the Easter Term.

If a student withdraws (or intermits) from their course, their Licence to Occupy will end and a reasonable notice period will be given to vacate their room.

3.7 Undergraduate Vacation Periods

It is expected that students issued with an Undergraduate Licence to Occupy (see Section 3.6a) will not reside in College during the vacation periods shown below as rooms are required for outreach events, conferences and essential/routine maintenance.

Christmas Vacation	Saturday 9th December 2023 – Friday 12th January 2024 (inclusive)**	35 nights
Easter Vacation	Saturday 23rd March – Friday 12th April 2024 (inclusive)	21 nights
Long Vacation	Saturday 22nd June - Friday 4th October 2024 (inclusive)	105 nights

** Note: For students living in the Wolfson Building the vacation period starts on Saturday 2nd December 2023 (see section 3.5 above).

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

(a) Christmas and Easter Vacations

Students issued with an Undergraduate Licence to Occupy who have a valid reason for residing in College for all/part of the Christmas and Easter Vacation periods must request permission in advance by completing the Online Exeat Form before the end of Full Term. The Accommodation Office will email students approximately 4 weeks before the end of each term with details of how and when to complete the form. Due to the operational needs of the College, occupation of rooms outside of the Licence to Occupy periods given in Section 3.6a is subject to availability. Students should, therefore, be aware that, **if** permission to reside in College during the vacation is given, they may be required to move rooms.

Please be aware that during the Christmas vacation there will be an 'Non-Residency Period', whereby only those students who have obtained exceptional permission to Stay in College for the entire vacation will be allowed to reside in College. **The 'non-residency period' for Christmas 23/24 will be Monday 18th December 2023 until Wednesday 3rd January 2024 inclusive**.

Students who do not wish to clear their room during the Christmas and/or Easter vacations may APPLY to keep their room for **Non-Residential Occupation (NRO)** via the Online Exeat Form but requests will only be approved if the room is not required for another purpose. If a request for NRO is approved, students leaving College for the entire vacation will be charged the NRO rate for their room for the full vacation period whereas those who also obtain permission to leave late and/or return early (within the date parameters shown below) will be charged the relevant residential and non-residential rates (see Section 3.9c). Students who request one of the NRO options cannot change their exeat type once it has been approved. This option is not available for students living in the Wolfson Building during the Christmas vacation as their rooms will be needed for Admissions interviews.

The NRO dates for the academic year 2023-24 are as follows:

Christmas Vacation 2023-24:		
NRO-35	Rooms must be vacated (and the key returned to the Porters' Lodge) no later than **6pm on Saturday 9th December 2023**. Students who choose this option will not be able to access their room at any time before **8am on Saturday 13th January 2024**.	35 nights at the relevant NRO rate
NRO-21	Rooms must be vacated (and key returned to the Porters' Lodge) no later than **6pm on Saturday 16th December 2023**. Students who choose this option will not be able to access their room at any time before **8am on Saturday 6th January 2024.**	14 nights at full (residing) rate and 21 nights at the relevant NRO rate.
Easter Vacation 2023:		
NRO-21	Rooms must be vacated (and the key returned to the Porters' Lodge) no later than **6pm on Saturday 23rd March 2024.** Students who choose this option will not be able to access their room at any time **before 8am on Saturday 13th April 2024.**	21 nights at the relevant NRO rate
NRO-7	Rooms must be vacated (and the key returned to the Porters' Lodge) no later than **6pm on Saturday 30th March 2024.** Students who choose this option will not be able to access their room at any time **before 8am on Saturday 6th April 2024.**	14 nights at full (residing) rate and 7 nights at the relevant NRO rate.

Students given authorisation to reside in College during all/part of the Christmas or Easter vacations, or given permission to keep their room for NRO, must not store another person's belongings in their room. Students found to have disregarded this rule will be reported to the Junior Bursar and charges will be applied.

(b) Long Vacation

Students are expected to vacate their College room at the end of the Licence to Occupy period as rooms are required for outreach activities, conferences and essential/routine maintenance. However, students who have a valid reason for residing in College during the Long Vacation may request authorisation from their Tutor and the Accommodation Office (via the Long Vacation Exeat Form) to stay for all/part of the Long Vacation. **Travel arrangements should not be made unless permission has been granted and will not be taken as a valid reason to leave late and/or arrive early.**

The term 'reside' refers to a continuous period of more than 14 nights (7 nights for current scholars) and so, unless there are exceptional circumstances, students will not be permitted to return to College overnight during the Long Vacation if the period of their stay is less than 14 nights (7 nights for scholars). A continuous period will, however, 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 (7 nights for current scholars).

More than one application to stay during the Long Vacation can be made but there must be a gap of at least 14 nights between the departure date of one period and the arrival date of the next. Likewise there must be a gap of 14 nights between the final departure date and the first night of the Licence to Occupy. However, if a student vacates their room before the end of the Licence to Occupy ends, the earliest date they can return is 14 nights after the end of the Licence, not 14 nights after the date they vacated their room.

Details of the application process will be sent to students during the Easter Term.

If an application to reside in College during the Long Vacation is approved, Vacation Charges will apply (see Section 3.9b).

Students with an Undergraduate Licence to Occupy who will be completing their course in **June 2024** cannot reside in College during the Long Vacation beyond the night of General Admission unless there are exceptional reasons for doing so that have been agreed by Tutorial in advance*****. Graduating students must, therefore, make arrangements to vacate their room and remove their belongings from College no later than **Thursday 27th June 2024.**

***** These students will not usually be offered College accommodation beyond the night of Sunday 25th August 2024. They will also be charged at a higher rate – see Section 3.9b.

The NRO option is not available during the Long Vacation.

Students given authorisation to reside in College at any time during the Long Vacation period must not store another person's belongings in their room. Students found to have disregarded this rule will be reported to the Junior Bursar as unauthorised charges will be applied.

3.8 Room Charges and Payment Terms

The Room Charge covers rent, services, furnishings, laundry facilities, central heating, and also "fair use" of electricity. Electricity meters for individual rooms will be monitored and where there is an instance of abnormally high usage, the occupant of the room will be charged.

The Room Charge is included on your College bill. All undergraduate students and any 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 (70 night) periods shown in Section 3.6(a). All other postgraduate students pay a 13-week termly room charge at the beginning of the Michaelmas (October-December), Lent (January-March) and Easter (April-June) Terms. The amount charged at the beginning of the Long Vacation will depend on when a student's course is due to finish and when they have been given notice to vacate.

Students who have any questions or problems relating to their College bill should contact Members Accounts (college.bills@trin.cam.ac.uk). This includes anyone who has not received a college bill by Redit Day.

Students are not usually permitted to change rooms 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** (to cover the additional work required by the Accommodation Office, Housekeeping staff, Members Accounts and Porters).

Room Charges are reviewed annually and approved by the College Council following consultation between the Junior Bursar, Senior Tutor, 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 during the Christmas and Easter Vacation periods given in Section 3.7.

i. Students who have obtained prior approval from both their Tutor and the Accommodation Office will be charged at the authorised rate of 1/70th of the termly room charge per night.

ii. Students who occupy their College room during the vacation period without obtaining prior approval from the Accommodation Office, or if insufficient notice is given, will be charged at the unauthorised rate of 1/35th of the termly charge per night.

iii. Students who do not completely clear their room (and have not obtained prior permission to keep their room for Non-Residential Occupation – see below), or who leave their room in a condition whereby it cannot be occupied by others, will also be charged at the unauthorised rate of 1/35th 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 at General Admission in 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.

(b) Long Vacation

The charge for undergraduate students occupying a student room during the Long Vacation has been standardised such that all rooms (regardless of the termly Room Charge) are charged at the same rate per night. These charges are currently under review.

Scholars who reside in College during the Long Vacation are not required to pay the Rent portion of the Room Charge and so will receive a 25% discount on the standard Long Vacation charge. These charges are also under review.

Students who have completed their course but are given exceptional permission to reside in College beyond the night of Wednesday 26th June 2024 will be charged at the Alumni Guest Room rate of £57 per night (or £66 per night for an en-suite room). This includes students returning to start a new postgraduate course the following year.

If students need to change/cancel their Long Vacation 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 approved departure date (or insufficient notice of a change is given) will result in the student being charged at the unauthorised rate (which is double the nightly rate). Any new requests to stay in College during the Long Vacation must be made **at least 5 working days in advance**.

If a student returns to College earlier than their approved date without communicating with the Accommodation Office at least 5 working days in advance, the unauthorised rate will be applied. In addition, there will be an administrative charge of £50 for returning to College without obtaining prior permission, unless there are exceptional circumstances that are accepted by the Junior Bursar.

Long Vacation charges will be added to College accounts as follows:

i. The charges incurred from the first night of the Long Vacation up to the night of 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.

(c) Non-Residential Occupation (Easter and Christmas vacations only)

Students granted permission to keep their room for Non-Residential Occupation will be charged according to the following banding system:

Band	**Termly Room Charge Range**	**Christmas Vacation 2023-2024**		**Easter Vacation 2024**	
		NRO-35 (35 nights)	**NRO-21* (21 nights)**	**NRO-21 (21 nights)**	**NRO-7* (7 nights)**
A	£1,095 - £1,459	295	£177	£177	£59
B	£1,460 - £1,470	340	£204	£204	£68
C	£1,471 - £1,799	380	£228	£228	£76
D	£1,800 - £1,899	425	£255	£255	£85
E	£1,900 - £2,275	475	£285	£285	£95

****plus 14 nights charged at the residential rate for the room (i.e. 1/70th of the termly room charge per night) – see Section 3.7(a) for further details.***

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 remove all their personal belongings from their room when they vacate. This includes all items inside cupboards / wardrobes, under beds etc. and also any pots, pans, crockery and food stored in a personal or communal gyp room. Fridges must also be emptied. Students who have permission to keep their room for NRO are advised to move their belongings from the communal gyp room into their room when they leave College for the vacation. Students must not leave their belongings in another student's room/gyp room for collection at a later date.

When clearing the room, any items to be thrown away must be placed in 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, washed out and squashed prior to placing in the clear bags. Cardboard boxes must also be emptied and flattened. Do not overfill bags. If excessive rubbish is left in a room after it has been vacated, an extra service charge will be made.

If the College needs to dispose of a student's electrical equipment (such as computers/monitors/TVs/etc.) a charge per item will be incurred for disposal.

Any items left that are clearly not rubbish will be kept by the Housekeeping Department for four weeks from the date of departure for later collection by arrangement. If items are not collected, or a later collection date has not been agreed within the four week period, the items may be disposed of. **The College accepts no responsibility for items left in the room/gyp room that are disposed of in error.**

(b) Term Day Passes

Trinity Street is located within the Cambridge City Centre Controlled Pedestrian Zone. Access to this area is restricted by Cambridgeshire County Council 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 live more than 90 miles from Cambridge**, who are unable to plan their journey to arrive outside the restricted times, may apply for a Term Day pass which will allow entry into the Pedestrian Zone between 10am and 4pm on the Saturday after Exit Day and/or the Saturday before Redit Day. These dates are set by Cambridgeshire County Council and so Term Day Passes cannot be issued for other dates/times.

Details of the dates and 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 during Vacation Periods

The College has limited storage space available for student use. However, overseas/EU 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. The Porters will only allow access to the store from 8am–8pm daily.

Students eligible to use the Overseas Storage facilities in College 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.

Overseas/EU 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 who would prefer not to clear their room during the Christmas and/or Easter vacation periods may APPLY to keep their room for Non-Residential Occupation (NRO) (see Sections 3.7 and 3.9 for further details of the dates and charges), but this privilege is not guaranteed. Permission will only be granted if the room is not required for other College purposes – it will not be possible to rent a different room for NRO.

Students who are given permission to either stay in College during the vacation or to keep their room for NRO must not keep (store) another person's belongings in their room at any time. **Students found to have disregarded this regulation will be referred to the Junior Bursar and additional charges will be applied.**

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, 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

Three **single occupancy** rooms have been reserved as 'student guest rooms' for occasional personal guests. Students can book **one** room for a maximum of **three** consecutive nights via the Accommodation Office. The cost per night for the academic year 2023/24 is £33.50 (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) Overnight Guests in Student Rooms

Students are permitted to have **one** guest stay with them in their room overnight[3] 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 **five working days** in advance to allow for proper consideration. Such requests will only be agreed if there are exceptional reasons for doing so. ***Please note that family/friends visiting from overseas will not be 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 registered via the online Visitor Form** - https://info.trin.cam.ac.uk/student-guest-bookings/overnight-guest-reg/

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.

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

Students (or their guests) must NOT bring inflatable mattresses or any other type of bed/mattress 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 Roll-up Mattress

The College has a number of roll-up mattresses which can be hired through the Housekeeper for **a maximum of 2 nights** at a charge of £15 per night (which includes bed linen). This charge will be added to your College account.

To reserve a roll-up mattress, email the Housekeeping Department (housekeeper@trin.cam.ac.uk) **at least 7 days in advance stating your name, College room and the dates required**. If a bed is available, Housekeeping will confirm your booking (by email) and advise where and when to collect the bed: i.e., Angel Court E Linen Room; Whewell's Court F Linen Room or Burrell's Field Y Linen Room. A copy of the email confirmation should be taken to the Linen Room when collecting the bed. Please note that the Linen Rooms are only open 8am-12noon, Monday to Friday. **One working days' notice** is required for cancellations. If insufficient notice is given, or a bed is not collected, a charge will still be made.

3.13 Inconsiderate Behaviour

The College expects all members of its community to treat others with dignity, respect, courtesy, and consideration at all times. With so many people accommodated in a relatively small area, it is important that everyone behaves with consideration towards all those living and working around them. In particular:

- It is not acceptable 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 (housekeeper@trin.cam.ac.uk).
- 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 or any other means of sound reproduction (e.g. radios, televisions/DVD players, record/CD players, computers) 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.

Students who wish to keep a <u>portable</u> electronic keyboard in their room should contact the Accommodation Office prior to bringing the item into College. Please note permission will not be given for 'Clavinovas' or similar electronic pianos as the weighted keys cause a noise disturbance in surrounding rooms even if headphones are used.

3.15 Animals/Pets

Students are not permitted to keep any animals/pets in their rooms unless exceptional permission for a guide/hearing dog or an emotional support animal has been agreed by the College in advance. 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 room, any communal areas of College premises, the College computer network or any other facilities provided by the College for any form of business purpose.

3.17 Notices

Posters and notices should not be displayed anywhere other than on recognised College notice boards. Nothing should be displayed on, or out of, College windows. For the avoidance of doubt, this means it is against the rules to have anything (regardless of what it is or what it represents) displayed on, or out of, College windows.

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 return their room key to the Porters' Lodge and swipe their University Card at the Porters' Lodge whenever they go away overnight, so the College has an accurate record of which rooms are occupied in an emergency.

If a student misplaces their room key, a temporary replacement can be borrowed from the relevant Porters Lodge. If the key is permanently lost, a £20 administration charge will be added to the student's College bill. 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 scrutinise the SALTO system. Any information obtained from such action will be handled in accordance with the provisions of the Data Protection Regulations.

4.3 Access Gates

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

Gate	No access between:	Access by University Card
Avenue Main Gate	12 midnight – 6.30am	NO
Burrell's Field – Gate on bridge between T and U staircase	6pm – 6am	YES
Cobbles Gate into Angel Court	Goods access only	NO
Great Gate (internal iron gate)	5pm - 9am	No - access via Porters' Lodge
Nevile's Gate, Trinity Lane (into Bishop's Hostel): Monday – Friday: Weekend:	10am–6.30am the next day 10am (Sat)–6.30am(Monday)	YES Wicket Gate only
West Gate into New Court	9.30pm – 7am	YES Wicket Gate only

Gate	Access by University Card
Trinity Street into Angel Court **Trinity Street into Whewell's Court** **Sidney Street into (and out of) Whewell's Court** **Gifford Place into Blue Boar Court** **Queens Road into the Fellows' Garden** **Brewhouse Wicket Gate** **Burrell's Walk**	University Card required at all times
Queen's Gate to Great Court	NO

4.4 Building and Room Security

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

It is important to ensure windows that are accessible from outside are closed and locked every time the room is left empty. This is a particularly vital security measure for students living in ground floor accommodation. The College also advises residents of ground floor rooms to consider closing and locking their windows before going to bed to reduce the risk of a burglar or intruder accessing the premises.

Students who reside in ground floor accommodation that does not have an electronic lock at the main/staircase entrance, should also be particularly vigilant about ensuring their room door is always locked.

4.5 Personal Possessions Insurance

Due to changes in the regulations made by the Financial Conduct Authority (FCA), it is no longer possible for the College to hold an insurance policy in the name of the College covering the personal possessions of all students and then charge individual students an annual fee for this. Unfortunately, therefore, the College is no longer able to provide a collective insurance policy for students residing in a Trinity-owned room. Nor are we permitted to offer any advice or recommendations on possible providers of such insurance for individual student's personal possessions.

The College does, however, strongly advise students to take out their own personal possessions insurance, including bicycle insurance (if applicable) as Trinity College accepts no responsibility for loss or damage to any student's personal possessions whatever the cause. This includes items left in the Overseas Storage facilities during the vacation periods.

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

4.6 Bicycles & Electric Scooters

Trinity students may bring only **ONE** pedal bicycle to College. **They must NOT bring an electric bicycle or scooter into College, nor may they charge an electric scooter/bicycle battery in their college room.**

All bicycles 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 bicycle in College does so at their own risk. **Bicycles and/or electric**

scooters must not be left in any Court, staircase entrance or communal area, nor may they be kept in student rooms.

A limited number of spaces in the basement bicycle stores located at Great Gate, 'K' Whewell's Court and Blue Boar Court (near 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.

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 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. If the owner does not register or move the bicycle, it will be removed and placed in storage for 3 months prior to disposal by the Works Department. 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.

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.

Students should ensure that their bicycles are adequately insured – note that your home insurance policy may not cover a bicycle kept in Cambridge. Students are encouraged to use a heavy duty cycle lock and to also register their bicycle for free on https://www.immobilise.com/

Any theft of cycle should be reported to the Porters Lodge and Cambridgeshire Police using the on line reporting tool: https://www.cambs.police.uk/ro/report/ocr/af/how-to-report-a-crime/

The College has a small number of cycle lockers at Old Field which have been reserved for students who are members of University/College Sports teams and so need to bring a competition bicycle to Cambridge. If you wish to apply for one of these lockers, please ask the Accommodation Office for an application form. Please note that the College accepts no responsibility for the loss or damage of bicycles stored in these lockers.

Note: Bicycles, rollerblades, skateboards, scooters and any other form of wheeled transport (other than that required for disabled persons) may **NOT** be used within the confines of the College, including Burrell's Field. Bicycles must also not be wheeled through Great Court unless the lock on Nevile's Gate (Bishop's Hostel) is broken/not working, in which case they may be wheeled along the east and south sides.

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 Housekeeping Operations Manager, Jo Fisher, supervision of the bedmakers is carried out as follows:

Site	Courts	Assistant Housekeeper
East Site	Whewell's Court, Wolfson Building, Blue Boar Court and Pearce Hostel	Mrs Tania Magdaluyo, E2 Whewell's Court
Main Site	Great Court, Nevile's Court, New Court, Bishop's Hostel and Angel Court	Mrs Kerrie Farrow, D2 Angel Court
West Site	Burrell's Field	Miss Debbie Hart, Y Burrell's Field

The Service provided by the housekeeping staff covers student rooms and communal areas (gyp rooms, bathrooms and staircases/corridors). This Service is provided Monday to Friday between 8am–3pm during term and also when student rooms are occupied during vacation periods[4]. There is no housekeeping service at weekends.

It is important to note that, whilst students may stay in their rooms whilst cleaning takes place, they must be out of bed.

(a) Communal Areas:

Gyp Rooms:	Daily:	Empty bins, clean and sanitise work surfaces and draining board in gyp room; sanitise common contact surfaces, door handles, handrails etc. Sweep & Mop floors.
WC, bath & shower rooms:	Daily	Empty bins, clean and sanitise all surfaces. Replenish dispensers: toilet paper, hand soap and paper towels, sanitise contact surfaces and door handles. Sweep & Mop floors
Corridors & staircases:	3x per week	Mop floors, sweep or Hoover corridors and staircases.

(b) Individual rooms:

1 x weekly Change the under-sheet & pillow cases, open the window to air the room.
2 x Weekly Hoover & dust, empty bins, clean ensuite (if applicable).
Fortnightly Change the duvet cover.

NOTE: Rooms will be cleaned on a rota system between Monday to Friday and access must be given on the appointed day(s). If housekeeping experience an unforeseen high number of bedmaker absences, cleaning may be reduced.

On the days Housekeeping do not access your room, bins may be left outside the door to be emptied. For Health & Safety reasons, we cannot supply you with cleaning products but if you wish to borrow a Hoover (vacuum cleaner) please e-mail housekeeper@trin.cam.ac.uk.

Please note it is your responsibility to place rubbish and recycling in the correct bin. Where rubbish is placed in the recycling bin or recycling in the black rubbish bin, the bins may not be emptied.

Periodic checks will be made by the Housekeeping management team, both to communal areas and to individual rooms. You do not need to be in your room but you do need to give access. You will be notified a minimum of 24 hours prior to a planned check.

- 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.

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

Similarly personal belongings (such as shoes and bags) should not be left in communal corridors.

- 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.
- 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 equipment for this purpose can be obtained from the Housekeeping Department. If your bedding is accidentally soiled, please contact Housekeeping for advice on how you should clean these items prior to the bedmaker changing your bedding.

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 minimal 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 closest to their 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.

On the recommendation of the Cambridgeshire Fire and Rescue Service, the College's Fire Officer has advised that portable hobs/hotplates must not be used in student gyp rooms. The College has, therefore, now removed portable hotplates throughout all student accommodation. In the long term, the College will be looking into the feasibility of installing hard-wired (static) hobs. These will be fitted with timers so that, if left unattended, they will automatically switch off. In the meantime, combination microwaves will be provided in student gyp rooms (space permitting).

Students must not bring any cooking equipment into College including items such as portable hobs/hotplates (including induction hobs), mini ovens, pressure cookers, slow cookers, George Foreman-type grills, air-fryers, rice cookers, sandwich toasters or any other such cooking appliances into College. Portable gas stoves/cook's blow torches are also not permitted. If any cooking appliances are found in College they will be confiscated[6].

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 who have special dietary needs that may have a bearing on their living requirements should make these known to the Accommodation Office well before coming into residence.

Housekeeping will clean the surfaces, cooker, hobs etc. but students are responsible for clearing and wiping surfaces after use ready for the next person. Housekeeping may also dispose of any food left in the fridges that have clearly exceeded their 'Use By' dates.

5.3 Food Storage/Hygiene

It is important that all food is stored appropriately. 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). Waste food must be thrown away in a timely manner and not left to rot in cupboards/fridges.

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

[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 at the end of term. Any items which have not been collected at the end of the Easter Term will be disposed of.

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 communal gyp room. In these instances a fridge will be included on the Inventory of the room. 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. **Students are not permitted to bring any type of fridge or drinks cooler into College.**

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 until such time that it is needed elsewhere or is deemed defective by the Works Department. 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 and are for the use of students who reside in a room in College. Whenever possible, students should use the laundry facilities closest to their College room:

Court	Staircase	No. of Washers	No. of Driers
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
Pearce Hostel*	A	3	2
Whewell's Court	Between D & G	6	6

*this laundry is only available to occupants of Pearce Hostel.

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.

At present, most washers and driers are operated by using Laundry Cards which can be obtained from the Porters' Lodge (Great Gate and Burrell's Field). As new machines are installed the use of Laundry Cards will be phased out

Washing must 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. Students must not use personal drying racks in the Laundrettes as these create an obstruction to other users of the facilities. If found they will be removed.

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 once a month; Housekeeping will contact students regarding this prior to collection.

6 UTILITIES AND SERVICES

6.1 Heating

Central heating is supplied to all College rooms to provide a background heat of 19°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 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.

Students must not bring any portable gas appliances (such as camping stoves or heaters) into College.

6.3 Electrical Equipment

With effect from Michaelmas 2023, the Works Department will arrange PAT testing on all privately owned student electrical items across site. Once these personal items have passed a PAT test, they will be marked with a UV pen and sticker as the test will be valid for 3 years. Students should, therefore, be aware that by bringing personal electrical items into College, they are agreeing to their items being marked following the PAT test. A record of items will be held against the student's CRSID. If an item will be used in College after the 3 year period, it will need to be retested.

Should students bring new electric items into College outside of this initial PAT testing period, they will need to raise a TABS order for the item to be tested. The Works Department will hold monthly PAT testing sessions.

Any items that fail the required test will be marked as 'failed' with a date and must not be used in College. If the item is repaired, it will need to undergo another PAT test to show the item is now safe to use, and will be subsequently marked as stated above.

Students are, however, still responsible for the safety of any privately owned electrical items brought into College and as such should be aware of the following:

(a) By signing their Licence to Occupy, students certify that all electrical equipment brought into College is safe and complies with UK standards. Students should, therefore, check that all their electrical items are not damaged (i.e. leads are not frayed and there are no exposed wires) and that plugs have been fitted with the correct fuse. Any electrical equipment from overseas must be correctly adapted for 220-240 volts AC as only British Standard plugs (three flat pins) can be used to connect to the mains power supply. Items that are not EU/British Standard, or have not been PAT tested, will be removed[7]. All foreign adaptors must be correctly fused, and marked with the approved BS or CE approved standard, to provide protection to the users.

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

(b) The following personal electrical items may be used in student rooms: computers, music players, games consoles, small TVs (see Section 6.7), hairdryers / straighteners / curlers, electric razors / toothbrushes, small desk fans that circulate (but do not cool or heat) air, electric kettles and Nespresso-type pod coffee makers (that operate like a kettle and do not have a hotplate or milk frother / steamer, provided they are kept on a tray). All portable electrical items should be unplugged when not in use.

(c) No other electrical equipment may be brought into student rooms. This includes, amongst others: portable electric fires/heaters (unless provided by the College in exceptional circumstances), electric blankets, air-conditioning units that cool (or heat) the air, cooking appliances (see Section 5.2), rechargeable batteries for electric scooter/bicycles. Any such items found in a student's room / gyp room will be confiscated and reported to the Junior Bursar.

(d) If additional power sockets are required in a room, one four-way plug lead per socket may be used provided it is fitted with a mains cut-off switch and a 13-amp fuse. Socket adaptor blocks (two- or three-way) and extension reels must not be used.

(e) 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. (Note that there are no functioning electric fires in student rooms, although some old appliances have yet to be removed.)

6.4 Water Supplies

The cold water supply to gyp rooms/kitchens comes directly from the cold water mains supply, is regularly tested and is 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.

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*, 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 (TV)

Students who wish to bring their own TV into College should note that **large screen TVs are NOT permitted in student rooms**. The maximum screen size is 340x560x60mm (H x W x D). Unless a student has permission to stay in College, or to keep their room for Non-Residential Occupation, they must remove their television from College during the vacation periods. It is therefore, recommended that students do not bring a TV into College that they will be unable to take home during the vacation periods. Students must not move their TV into another student's room during the vacation period.

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. External aerials or earth wires for radios or televisions must not be fixed to College buildings.

The College does not have a collective television licence covering residential accommodation and so students who have a TV in their room and/or who use a computer, games console, digital box or any other device to watch Live TV on any channel or BBC programmes on iPlayer must, under UK law, obtain their own TV Licence. For further information please refer to the TV Licensing website - http://www.tvlicensing.co.uk.

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.

6.8 The College Computer Network

All student rooms in College have access to a wired network point (an Ethernet socket) that can be used to connect to the internet via an Ethernet cable. Many, but not all, rooms also have access to wireless (Wi-Fi) but the wired connection will be more reliable and provide a better connection speed than a wireless connection. Students who have a computer without an Ethernet port may, therefore, wish to bring an Ethernet adapter. For further details see https://www.trin.cam.ac.uk/about/college-network/.

Further information on IT provision for students and the policies governing the use of computers and networking can be found in the White Book.

Students are responsible for the safe disposal of unwanted computer equipment, which should not be left in student rooms or 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 E Great Court or the Burrell's Field Porters' Lodge, depending on where they live. Letters are usually delivered to the College between 9am and 12 noon (Monday-Friday) whereas parcels are received throughout the day. Any parcels or recorded/registered letters received for students are kept in the Porters' Lodge for safe-keeping and an automated email sent to the intended recipient 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 Reporting System and that a report is produced.

(a) Accident, Near Miss or Hazard Reporting

All accidents on College premises involving personal injury must be reported to the Porters' Lodge at the earliest opportunity. 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 will be recorded in the Accident Reporting System 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. Please report any near miss or hazards to the Porters' Lodge.

(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.

7.2 Fire Safety

The College's central location in the City Centre and its old buildings, with accommodation above 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. Students are expected to abide by these instructions for their own safety and for that of others.

(a) Detection and Alarm

All College accommodation has an automatic fire detection and alarm system. This will detect a fire and raise the alarm. On hearing a continuous fire alarm everyone must leave the building immediately. In addition to the fire alarm system all escape routes in accommodation will be provided with emergency lighting.

Tampering with College fire equipment (alarms, detectors, extinguishers etc.) puts lives at risk. Any student found to have done so will be subject to disciplinary action and fined £100 immediately, irrespective of any other penalties imposed by the Dean of College or any charges (e.g. for replacement or repair) applied by the Junior Bursar.

The College accepts no liability for damage to personal property caused by the negligence of others. Therefore 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.

(b) 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.

(c) Fire Doors

Fire doors are provided throughout college accommodation to keep you safe should there be a fire. It is very important that fire doors are kept closed and must not be wedged open at any time. Fire doors and self-closing devices must not be tampered with. If you notice any faults or damage to fire doors you should submit a Works Request immediately (see Section 8.1).

(d) Fire Drills

The Fire Officer and the Head Porter are responsible for arranging fire drills for each court and staircase and for maintaining a record of when drills are carried out, which is normally once during both the Michaelmas and Lent Terms. On hearing a continuous fire alarm, everyone must leave the building immediately.

(e) Call Point Testing

The fire alarm system will be tested weekly and serviced in line with the relevant British Standard throughout the year. Residents will be informed of the days fire alarms are tested.

(f) 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.
- 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.
- All portable electrical items should be unplugged when not in use.
- Fire doors must be kept closed at all times and never wedged open. They must be kept clear to afford ready access or egress.
- Batteries for electric scooters/bicycles must NOT be charged in College rooms.
- Both smoking and vaping are prohibited anywhere within the College buildings or grounds (see Section 7.3 below).

7.3 Smoking & Vaping Policy

Smoking and vaping is not permitted in any rooms or buildings within Trinity College. Therefore, students (and their guests) who wish to smoke or vape must do so outside of College grounds at a place that is at least five metres away from any entrance to Trinity, or next to/below any College windows.

Appropriate action will be taken against those in breach of this policy.

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 must report any faults or repairs direct to the Works Department (not to Accommodation or Housekeeping) using the online Work Order Request App which will be in the Links & Apps section of Sharepoint. There should only be one request per form.

The priority level of any Works Order will be assigned by the Works Helpdesk when your request is processed. The categories and associated target response times are as follows:

Priority	Target Response Time
Emergency	2 hours
Business Critical	4 hours
Urgent	2 days
Non-Urgent	5 days
Routine	10 days

'Emergency' will only be assigned to requests where there is a risk to life or severe damage to the property. If you feel your request falls into this category, it should first be phoned through to the Works Helpdesk on 01223 338485 to trigger an early warning to management.

'Business Critical' will be assigned to those jobs that are essential to the continued running of the College. If you feel your request falls within this category, please include this in the Job Information section when completing the form.

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. 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.

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 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. For additional information, please refer to the following website https://www.trin.cam.ac.uk/disabled-access.

8.3 Litter Clearance

The Gardens, Housekeeping 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 carried out by the Carbon Trust 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.

As part of the College's commitment to reduce our carbon footprint and energy consumption, the maximum set temperature for heating in all rooms is 19°C.

The College has invested in 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, the replacement of baths with 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.

Student rooms are provided with a blue recycling bin and a separate bin for general waste. All items for recycling must be emptied and rinsed out. Cardboard boxes should be flattened and plastic bottles, cans, and cartons squashed prior to placing in the recycling bins.

9.3 Pest Control

(a) Moths

The UK has seen increased activity in Carpet Moths, especially in historical buildings where fabrics and carpets tend to be made from natural fibres. These moths, while devastating to carpets and curtains, are harmless to humans. The Housekeeping Department work hard to spot, monitor and treat these moths before they become a problem but if you do see moths in your rooms, please report to the Housekeeping Department by email to housekeeper@trin.cam.ac.uk, stating your name, room number and area in College. Keeping your room, especially your floor, tidy and free from clutter and vacuuming your room regularly will help keep infestations down.

(b) Ants/flies/insects

Ants, flies and insects are all attracted to food. It is, therefore, important that you clean and wipe down any area you have used for food preparation. Remember to rinse out and throw away any non-reusable containers and packaging in bins provided.

Any pest control issues (including bee and wasp nests) should be reported to the Works Department via a Works Request Form – see Section 8.1.