



BURGMANN COLLEGE

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UNDERGRADUATE ROOM FURNISHINGS AND FIXTURES **Operational Policy and Procedure**

Burgmann College provides furnished rooms for residents, for the purposes of rest, study and non-disruptive socialising. In signing a residential contract, residents agree that they will not change the furniture in their rooms without written permission from the College. All furnishings must remain, unaltered, in the room for the duration of the resident's contract. College furnishings and fixtures are routinely audited, cleaned and maintained by Housekeeping and Maintenance staff according to a seasonal schedule. Note: there are no additional personal storage options onsite at Burgmann College.

- Residents must report any maintenance or safety concerns immediately, such as damaged door hinges or dripping taps.
- Any furnishings or fixtures damaged beyond 'normal wear and tear' or missing at the end of the contract period will incur associated repair or replacement fees.
- Residents must not remove window screens, and for safety reasons must not place any items on window ledges.
- Residents are not permitted to supply alternative or additional furnishings without the written approval of the College.

Special furniture requirements

Residents who have special furniture requirements for medical reasons should contact the Deputy Principal prior to their move in date to make arrangements for the resident's personal furnishings to be inspected by the Housekeeping Manager/Supervisor. By prior arrangement, staff can assist with moving in approved furnishings, within reason, at the start of the contract period. The College reserves the right to exclude items of furniture deemed a health or safety risk, at the discretion of the Deputy Principal. The College has limited capacity to store College furnishings on site to allow for residents with special furnishing requirements. Only beds of equal or smaller size than the existing College bed can be approved, determined by room size.

Single room furnishings and fixtures

In single rooms, the furnishings provided are an extra-long single or king single mattress and bed base, pillow, study desk, adjustable desk chair, and waste paper basket. In single rooms the fixtures provided are: door closers (as per fire safety regulations) book shelves, mesh screens on windows, blinds, central heating and a wash basin.

Double room furnishings and fixtures

In double rooms, the furnishings provided are a double or queen size mattress and bed base, pillow, study desk, adjustable desk chair, and waste paper basket. In double rooms the fixtures provided are: door closers (as per fire safety regulations), book shelves, mesh screens on windows, blinds, central heating and either a wash basin or complete bathroom facilities.



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Alternative or additional furnishings

Bar fridge policy

Residents in single or double rooms are permitted to have a bar fridge in their room for the duration of their residential contract, on the condition that the fridge is safe, kept clean and hygienic throughout the residential contract, **and removed prior to departure**. A disposal fee will be charged if the fridge is not removed at the end of contract.

Bar fridge procedure

To bring in a bar fridge:

1. Residents must email Reception (reception@burgmann.anu.edu.au) a written request for permission to have a bar fridge in the room.
2. Reception will request a Test & Tag assessment of the fridge.
3. Residents will need to obtain a fridge sticker from Reception to label the fridge with the resident's name, room number and the year.
4. Keep the fridge clean and hygienic throughout the residential contract.
5. **Residents must remove the fridge from the room, prior to departure from College.**

Any other furnishings

Based on medical grounds only, permission for any other furnishings can be sought, and is granted at the discretion of the Principal.

Disposal fees

Disposal fees of up to \$100 per item will apply for furniture items left in rooms without permission.