



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 Facilities and Services staff according to a seasonal schedule.

- 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 College prior to their move in date to make arrangements for the resident's personal furnishings to be inspected by Facilities and Services staff. By arrangement, staff can assist with moving in approved furnishings 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 WHS Rep. 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 mattress and bed base, pillow, study desk and adjustable desk chair, waste paper basket. In single rooms the fixtures provided are: door closers (as per fire safety regulations) book shelves, mesh screens on windows, curtains, central heating and wash basin.

Double room furnishings and fixtures

In double rooms, the furnishings provided are a queen size mattress and bed base, pillow, study desk and adjustable desk chair, waste paper basket. In double rooms the fixtures provided are: door closers (as per fire safety regulations), book shelves, mesh screens on windows, curtains, 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, residents must:

1. Email Facilities & Services to request a Test and Tag assessment of the fridge.
2. Email Housekeeping to establish written permission for a bar fridge in room.
3. 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. Remove the fridge from the room prior to departure from College.

Couches/armchairs

Couches or armchairs are not to be brought onto the College grounds without prior approval from the College. Residents in single rooms may not apply to have couches in their room, as there is insufficient space for a couch in addition to the College furnishings provided. Where possible, the College provides couches for residents in double rooms.

For WHS reasons, residents in double rooms who wish to provide their own couch must:

1. Contact Housekeeping to inspect the couch prior to it going into the room.
2. Dispose of (or sell) the couch prior to their departure from College.
3. A disposal fee will be charged if the couch is not removed at end of contract.**

*** Returning residents can apply to Housekeeping to leave their bar fridge or couch 'in room' over summer break at their own risk and on the provision that the fridge/couch is clean and able to be used by summer residents. Couches may only remain in double rooms. An updated fridge/couch sticker will be necessary for this process.*

Any other furnishings

Based on medical grounds 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 will apply for furniture items left in rooms without permission.