



## Brasenose College, FAQ

Welcome to Brasenose!

Outlined below are answers to some frequently asked questions and some nifty tips for College life.

### How do I gain entry/exit the building and my room?

You enter college through the main college entrance in Radcliffe Square (OX1 4AJ). Collect your keys from the lodge, find your staircase, use your key/fob to access your room. On exiting your room please make sure you lock your door, for security of your contents. Any doors found to be unlocked will be locked by a member of staff. Make sure you keep yourself and your surroundings safe.

### What should I do when the fire alarm goes off?

Please make your way to the fire assembly points. The fire alarm is incredibly loud so there's no mistaking when you need to evacuate! The porters, fire wardens, security services and/or the fire service will be on site as soon as possible and will advise you when it is appropriate to re-enter the building. Please do not re-enter before being told that it is safe to do so.

### Any tips on how to avoid unnecessarily setting off the fire alarms?

1. Please be extremely careful when preparing food and do not leave any cooking unattended;
2. Candles and toasters or any other form of cooking facilities are not permitted in individual rooms; kettles and microwaves are the only exceptions.
3. If you do happen to burn your toast, frazzle your sausages or set fire to your rice (yes, this happened last year!), **do not** open the doors to the corridor. The alarms in the kitchens are heat sensitive while the sensors in the corridors are smoke sensitive. Where possible open the kitchen windows, turn on the extractor fan (where available) over the hob to maximum and turn on the main light (this triggers an additional fan). This should disperse the smoke without unnecessarily setting off the fire alarms. If there is an actual fire however, please let the alarm sound and evacuate the building. Do not attempt to tackle the fire.
4. No Smoking Policy- There is a no smoking policy in all areas of College.

### Help, I need first aid! Who should I contact in case of emergency?

Please call the emergency services on **999** if an individual is in immediate danger. The porters are also trained in basic first aid and can be contacted for on-site assistance until the ambulance service arrives.

### How does cleaning work?

Each day your "Scout" will clean all the communal areas and your room will be cleaned once a week. Any washing up that seems abandoned will have a notice to be cleaned, if not cleaned it will be considered unwanted and will be removed. To help the with constant use of fridges please make sure you throw away all your out of date food, do not overfill as they will not work correctly. Please leave your bin outside your door when it is not your room cleaning day. Your scout will clean your room, vacuum and wipe surfaces on a weekly basis. They will not however, clean cluttered messy rooms, kitchens or wash pots and pans! Please ensure that your room and kitchens are kept neat and tidy. Please make sure your room/kitchen is prepared to an adequate standard to be cleaned. Any areas found to be unacceptable to be cleaned will be reported to the housekeeper and the accommodation manager.

### Bedding

Please bring all bedding and towels with you. All student beds are a standard single.





**My light has blown /our kettle is broken...**

If you have any maintenance needs, email the Brasenose Workshop team directly: [workshop@bnc.ox.ac.uk](mailto:workshop@bnc.ox.ac.uk)

**Are there laundry facilities on site? How do I gain access?**

Yes, we have a laundry room in Staircase 13 (basement). Each wash costs £2.20 and a dry costs £1.30. The machines take a laundry card or you can use the Washco App. The laundry becomes very busy at peak times so try to think of the best times to avoid long delays! If you find your card does not work or you find a machine to be faulty, please put a note on the said machine so no one else uses it and email [accommodation@bnc.ox.ac.uk](mailto:accommodation@bnc.ox.ac.uk) who will report the fault to Washco.

**I'm locked out and none of my neighbours are in, what should I do?**

Please speak with one of the porters at the lodge who can let you in or call them on 01865 277830.

**Is there a common room in the building?**

The Junior Common Room (the JCR) is located just off New Quad. It where undergraduates gather to meet and is stocked with comfy sofas, pool table and a huge TV!

**Is there internet access in each room?**

Yes. High speed internet access can be obtained using an ethernet cable or WiFi. Any issue with your internet please visit <https://it.brasenose.org/network/> or contact [computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk)

**Can I receive mail to the College?**

Use your mail box (pidge) in the Brasenose Lodge. The college address is: Brasenose College, Radcliffe Square, Oxford, OX1 4AJ. All mail sent to your name at this address will be received by the and porters and put in your pidge.

**Can I order pizza/takeaways to the building?**

Yes! This is fine, but make sure you're standing outside to meet its delivery. The address for food delivery purposes: Brasenose College, Radcliffe Square, Oxford, OX1 4AJ

**Can I have visitors? Where do they park?**

Visitors are welcome but please note that parking is **not permitted**. There is a pay and display parking available in the centre of town (St Giles and Broad Street) and some on Longwall Street. Parking in Oxford is generally a nightmare! The city's "park and ride" schemes are recommended when visiting. To have a guest stay **overnight** with you in College you need to contact the lodge and ask them to enter your visitor into the visitors book.

**Who is available on site to answer any further questions?**

Your Junior Dean is located on staircase III-4b. They are aware of how things work in college and which staff member deals with each issue, so feel free to email or call with your inquiries and they can advise you who to contact.

**Who can I contact at college?**

Accommodation Manager: [accommodation@bnc.ox.ac.uk](mailto:accommodation@bnc.ox.ac.uk) 01865 277878 (Monday-Friday, 8am-4pm)

Workshop: [workshop@bnc.ox.ac.uk](mailto:workshop@bnc.ox.ac.uk)

The Lodge: [porter@bnc.ox.ac.uk](mailto:porter@bnc.ox.ac.uk) 01865 277830, (24/7).

**Recycling in College**

Recycling bins have been provided in every room and clear bags in each kitchen. Please use these bins /bags appropriately; they are not for your washing or a sick bucket. Whilst we will do our upmost to collect your recycling it will be down to yourselves to sort it correctly. No glass or jagged cans, sharp objects. These are to be taken by yourself to the recycling area outside Stamford House. Please do not put any food waste or tissues in these bins as it will result in your hard work of recycling being thrown away due to contamination.

Thank-you, for supporting our recycling efforts and helping the environment.

