

Accommodation FAQs for Undergraduates

Welcome to Brasenose!

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

❖ Accessing the Building and Your Room

To enter the college, please use the main entrance on Radcliffe Square (OX1 4AJ). Upon arrival, collect your keys from the college lodge.

Getting to Your Room:

- Locate your staircase.
- Use your key or fob to access your room.

Security Reminder:

- Always lock your door when leaving your room to keep your belongings secure.
- Any doors found unlocked will be locked by a member of staff for safety.

Please help us maintain a safe and secure environment for everyone by being mindful of your surroundings and personal security.

❖ What to Do When the Fire Alarm Sounds

If the fire alarm goes off, immediately make your way to the designated fire assembly points. The alarm is extremely loud, so there's no mistaking when evacuation is required.

What Happens Next:

- Porters, fire wardens, security staff, and/or the fire service will arrive promptly.
- They will let you know when it is safe to re-enter the building.

❌ Do not re-enter the building until you are officially told it is safe.

➤ Tips to Avoid Accidentally Triggering the Fire Alarm

1. Be careful when cooking – never leave food unattended.
2. No candles, joss sticks, toasters, or cooking appliances are allowed in individual rooms. Kettles are the only exception.
3. Burnt food? If you've overcooked something:
 - Do not open the kitchen door to the corridor – corridor alarms are smoke-sensitive.
 - Instead, open the kitchen windows, switch on the extractor fan (if available), and turn on the main light (this may activate an additional fan).
 - This helps clear smoke without triggering the alarm unnecessarily.
 - If there is a real fire, do not try to tackle it – let the alarm sound and evacuate immediately.
4. **No Smoking Policy** – Smoking is strictly prohibited in all areas of the College.

❖ Need First Aid?

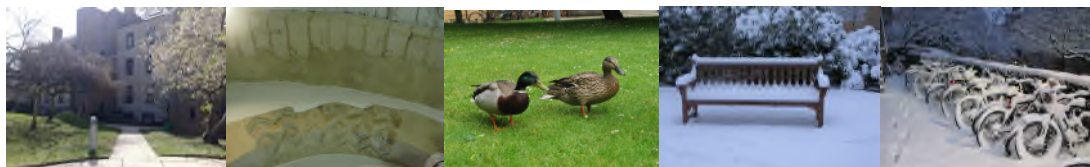
- In an emergency, call 999 immediately.
- The porters are trained in basic first aid and can assist on-site while you wait for emergency services.

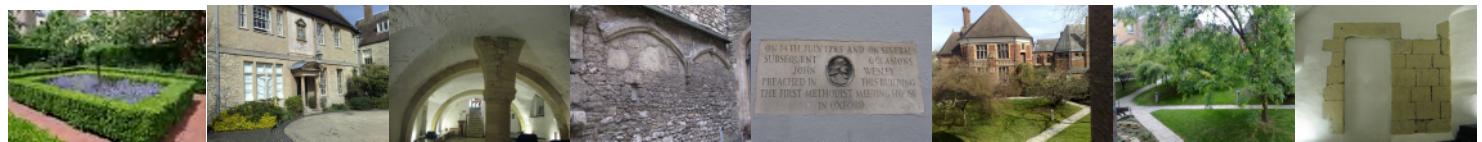
❖ How does cleaning work?

Communal areas are regularly maintained, and individual rooms are cleaned on a scheduled basis. However, it remains each student's responsibility to uphold cleanliness and hygiene throughout all shared and personal spaces. Room cleaning generally begins in the morning, and your designated cleaning day can be found on the notice board in your building. If you wish to opt out of cleaning, please notify the housekeeping team via email or message on the door and place any waste bins outside your room for collection.

Kitchen and Fridge Use Guidelines

- Any washing up that appears to be abandoned will be marked with a notice. If it is not cleaned promptly, it will be considered unwanted and removed.





- Please note that the College does not provide washing-up liquid or other cleaning products—residents are responsible for supplying their own.
- To ensure the communal fridges remain hygienic and functional:
 - Dispose of any out-of-date food promptly.
 - Do not overfill the fridges, as this can prevent them from working properly.
- Individual fridges are not permitted in rooms unless required for medical reasons. If you need one, please contact the Accommodation Manager in advance at accommodation@bnc.ox.ac.uk for approval.
- The kitchen must be cleaned thoroughly after each use to ensure it remains hygienic and ready for others. This includes wiping down surfaces, washing up, and properly disposing of any waste.

Please ensure your bin is placed outside your door on days when your room is not scheduled for cleaning. During their visit, Scouts will vacuum and wipe down surfaces in your room. However, they will not clean rooms that are excessively cluttered or untidy, nor will they clean kitchens or wash dishes.

It is your responsibility to maintain a reasonable standard of cleanliness in both your room and shared kitchen areas. Rooms and kitchens must be prepared appropriately to allow cleaning to take place. Areas deemed unsuitable for cleaning will be reported to the Domestic Bursar, and repeated issues may result in a fine.

❖ Bedding

All student beds are a standard single. A mattress and mattress protector will be provided but bedding and towels will not be provided so you should bring your own.

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

If you have any maintenance needs you can request a call out by Workshop:

<https://submit.bnc.ox.ac.uk/Forms/Home/FormSelection?formContainerId=11>

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

Yes, there is a laundry room located in the **basement of Staircase 13**.

Costs & Payment:

- **Washing:** £2.20 per cycle
- **Drying:** £1.30 per cycle
- Payment can be made using a **laundry card** or via the **Washco App**.

TopTip:

The laundry room can get very busy during peak times, so try to plan your visits to avoid long waits.

▲ If You Encounter a Problem:

- If your laundry card doesn't work or a machine is faulty, please:
 1. **Place a note** on the machine to prevent others from using it.
 2. **Email:** accommodation@bnc.ox.ac.uk so the issue can be reported to Washco.

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

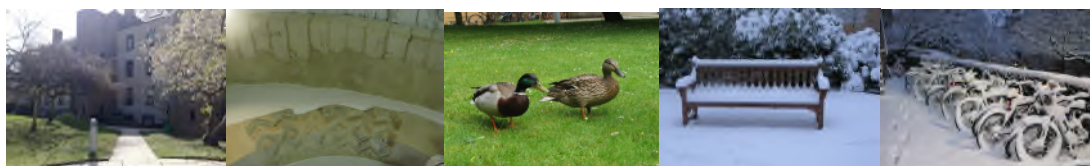
Please speak with one of the porters at the Lodge who can let you in or call them on 01865 277830.

❖ 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://unioxfordnexus.sharepoint.com/sites/BRAS-ICTService> or contact it.support@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 or Takeaways to the College?

Yes, you're welcome to order food deliveries to the College. However, please make sure you are outside and ready to meet the delivery driver when they arrive, as they won't be able to enter the building.

📍 Delivery Address: Brasenose College

Radcliffe Square

Oxford

OX1 4AJ

Enjoy your meal—and please dispose of packaging responsibly!

❖ Can I Have Visitors? Where Can They Park?

Yes, visitors are welcome at college! However, please note that parking is not permitted on site.

Parking Options Nearby:

- Pay & Display parking is available in central Oxford, including:
 - St Giles
 - Broad Street
 - Longwall Street
- Parking in Oxford can be challenging, so we strongly recommend using one of the city's Park & Ride schemes for convenience.
- **Overnight Guests:** If you'd like a guest to stay overnight in College, please contact the Lodge in advance and ask them to register your visitor in 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 01865 277878 (Monday-Friday, 8.30am-4pm)

The Porter's Lodge: porter@bnc.ox.ac.uk 01865 277830, (24/7).

❖ Recycling Guidelines – Please Read Carefully

Recycling bins have been placed in every room, and clear recycling bags are available in each kitchen. Please use these bins and bags only for appropriate recyclable materials.

Do not use them for:

- Laundry
- Sick buckets
- Food waste
- Tissues
- Glass, jagged cans, or sharp objects
- These items contaminate the recycling and may result in everything being discarded.

Important Notes:

You are responsible for sorting your recycling correctly.

Glass and sharp items must be taken directly to the external recycling area located outside Stamford House.

Contaminated recycling cannot be processed and will be thrown away.

Thank you for supporting our recycling efforts and helping protect the environment!

