

Accommodation FAQs

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

Welcome to Brasenose!

Hollybush Row

Collection for room keys and fobs for Hollybush Row will be from Brasenose College Lodge

❖ Accessing Brasenose College – (Open 24 hrs)

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 at Hollybush – **Lodge Porter will be able to guide you with the directions or you can use the postcode OX1 1JH in google maps.**

- Use your key or fob to access Main gate and to your room.

Security Reminder:

- Always lock your door when leaving your room to keep your belongings secure.
- 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

Be careful when cooking – never leave food unattended.

No candles, joss sticks, toasters, or cooking appliances are allowed in individual rooms. Kettles are the only exception.

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.

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?

All students are responsible for ensuring cleanliness and hygiene in both shared and personal spaces.

To support this, monthly inspections of rooms and communal areas will be conducted. Advance notice will be provided prior to each inspection.

Your cooperation is essential in maintaining a safe, clean, and respectful living environment for everyone.

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 Officer 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.

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

❖ **Bedding**

All rooms are equipped with a single bed unless otherwise specified. However, students are responsible for bringing their own bedding, including sheets, pillows, and duvets.

❖ **Maintenance issue**

e.g. 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 top floor.

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**.

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:
 - Place a **note** on the machine to prevent others from using it.
 - 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 call the porters at the Lodge at 01865 277830 for instructions.

❖ **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 contact it.support@bnc.ox.ac.uk.

❖ **Can I receive mail?**

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 Hollybush Row ?**

Yes, you're welcome to order food deliveries. 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: Holly Bush
Holly Bush Row Oxford OX1 1JH

📍 Delivery Address: Brasenose College (Main Site)
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! However, please note that parking is not permitted on site.

Parking Options Nearby:

- Pay & Display parking is available in central Oxford.
- 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, please contact the Lodge in advance and ask them to register your visitor in the Visitors Book.

❖ **Who can I contact at college?**

Accommodation officer: 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**

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.

Contaminated recycling cannot be processed and will be thrown away.

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

