



King Edward's Square



KING EDWARD'S SQUARE

**This information is for the use of all residents.
Please do not remove from the kitchen/Common
Room.**

Here's some information on:

- ✓ Using the fridge/freezer
- ✓ Using the cooker
- ✓ Using the microwave
- ✓ Fire safety & further Information

If any of the above information is missing, please advise the
Accommodation Team or your Duty Warden

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USING THE FRIDGE/FREEZER

The appliance should already be plugged in and switched on when you arrive.

Operating temperatures for the fridge are controlled by the thermostat knob. Settings may be made from Min. to Max. To obtain the optimal temperature it is recommended to keep the control at a midway position.

Defrosting the freezer is usually automatic. However, you may be asked to defrost it manually if the freezer has ice or frost forming. Manually defrosting the freezer would involve emptying the freezer and turning it off for a period of 24 hours to allow the ice to melt. We will provide a temporary replacement while the defrosting takes place. Please make sure that any internal drain or outlet is kept clean and clear of food debris. If ice or frost form inside the appliance the thermostat could be set too high.

FOOD STORAGE

Do not put hot food in the fridge or freezer, wait for it to cool down.

Make sure that the doors are not left open for too long.

Take care that nothing touches the internal back panel of the appliance.

Liquids and food should be covered or placed in suitable storage containers.

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USING THE COOKER

Always make sure that all controls are in the OFF position when the appliance is not in use.

If controls are located above the grill compartment take care when setting the controls when the grill is switched on due to hot air coming from the grill.

Make sure that the kitchen door is kept closed when cooking and that the extractor fan is on.

Do not place hot pans or cooking equipment directly onto the kitchen worktop as this may cause damage.

HOTPLATE/HOB

The controls set the hotplate temperatures. Each control can be used to select settings, the minimum position being 1.

Make sure pans have clean, dry, flat bases before use and that they match the size of the heating area and pan handles are positioned safely and away from heat sources.

Do not use the hob as a worktop surface or drag or slide pans etc. on the hob surface as this will cause scratches.

Do not fry any food using a pan with a deep level of oil without a thermostatic temperature control.

GRILL

Open the grill door.

Pre-heat the grill on the highest setting for 5 minutes and then adjust the setting depending on the food being grilled.

Take care as the grill will be very hot-always use oven gloves.

Make sure that the grill pan or baking sheet is clean BEFORE use. Excess fat build up in the bottom of the pan could cause a fire hazard.

OVEN

Heating of the oven is achieved by turning the control clockwise to the required oven temperature scale. The thermostat light indicates that the main oven is heating. When it turns off, the temperature inside the oven has reached the required setting. It will turn on and off as the oven maintains the temperature at a constant level.

Remember to switch off the oven control after cooking is finished. If the door of the oven is left open for long periods of time with the control switch on, then the grill element will become hot.

USING THE MICROWAVE

The microwave allows you to defrost and cook food.

Enter the cooking time and power level as appropriate to the food you are cooking or defrosting.

Always attend the microwave when it is in use.

DO NOT use any metal containers or utensils.

Make sure that utensils are suitable. Liquids and foods must not be heated in sealed containers or jars/containers with lids on as pressure will build up inside and may cause the container to explode.

Care should be taken not to exceed cooking times or use power levels that are too high.

Always use oven gloves and stand back when opening the oven door to allow heat or steam to disperse.

It is important to clean the interior of the microwave after each use using a cloth and washing up liquid. If grease, fat or food debris is allowed to build up the oven may overheat.



Fire Action

IF YOU DISCOVER A FIRE

- Leave by the nearest exit
- Sound the alarm on route
- DO NOT stop to collect personal belongings
- Close all doors on route
- DO NOT re-enter the building
- Assemble at the car park
- Ensure that the Fire Brigade has been called

IF YOU HEAR THE FIRE ALARM

- Leave by the nearest exit
- DO NOT stop to collect personal belongings
- Close all doors on route
- DO NOT re-enter the building
- Assemble at the car park
- Ensure that the Fire Brigade has been called

PLEASE NOTE

**Smoking is NOT permitted in this residence.
Interfering with fire safety equipment is not allowed.
The use of candles, incense sticks and plug-in air fresheners is prohibited.**

Cooking in your room, including the use of toaster, sandwich maker, rice boiler or any other heated appliance is not permitted.

It is a criminal offence to interfere with lifesaving equipment such as smoke detectors or fire extinguishers.

Please help to prevent fires and false alarms by:

- ◆ Not using faulty electrical appliances
- ◆ Disposing of rubbish in the bins provided
- ◆ Unplugging electrical appliances when not in use
- ◆ Not leaving items being charged unattended
- ◆ Do not leave items charging in front of an exit door from your flat or kitchen
- ◆ Ensuring that grills and hobs are not left unattended
- ◆ Not spraying aerosol cans near detectors

And prevent the spread of fire by:

- ◆ Closing doors, particularly kitchen doors
- ◆ Keeping all corridors and stairways free of obstruction and combustible material
- ◆ Never wedging open fire doors

***The building Fire Alarm Test is carried out on Wednesday between 10.00am and 12.00pm**

**DO NOT ATTEMPT TO FIGHT A FIRE UNLESS YOUR ESCAPE IS BLOCKED
CHARGES WILL BE MADE IF YOU DO NOT ADHERE TO THESE RULES**

PLEASE DO NOT REMOVE THIS NOTICE

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General Safety

You cannot use candles in your room or any communal area of your accommodation.

In the kitchen areas you must not fry any food using a pan with a deep level of oil without a thermostatic temperature control.

You need to make sure that the extractor fan is on when you are cooking.

You must also make sure that any electrical equipment that you bring to the University is safe to use. It is your responsibility to ensure that you do not use any damaged or faulty equipment.

Keep your House and room locked at all times even when in the kitchen.

Do not leave windows open if you live on the ground floor.

Your keys are your responsibility. Do not mark them in any way with your address or room number.

You must not tamper with any fire fighting equipment, sounder or detector. This is a criminal Offence and a University Disciplinary Offence. This will be dealt with under the student disciplinary which can result in a fine.

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CLEANING & RUBBISH REMOVAL

Cleaning

You need to clean your own room and bathroom and share the kitchen and corridor cleaning with your housemates. Our cleaning staff clean some of the communal areas twice a week. Wardens do routine checks fortnightly.

Rubbish and recycling

The Caretakers will remove any rubbish from your kitchen daily. This must be bagged for removal and please ensure that the kitchen bin also has a bag inside it before placing items of rubbish in it.

Litter is collected from the external grounds of the campus, Monday to Friday.

HOW TO REPORT A MAINTENANCE ISSUE

If you have a maintenance issue, a repair, or you have issues with pests (vermin) which needs attention in your accommodation just let us know. Once you tell us we can then see that it is dealt with as quickly as possible. Reports of pests and infestations will be dealt with urgently. All work is carried out by approved staff.

This is easy to do. You can do it by:

- ✓ E-mailing accommodation@tees.ac.uk
- Or
- ✓ Reporting it via your accommodation portal.
- Or
- ✓ Calling in to the Accommodation Team Reception, M2.08, Second Floor, Middlesbrough Tower.
- ✓ Calling our office on 01642 342255.

Response times

Emergencies	– 2 hours
Urgent requests	– 2 working days
Routine requests	– 15 working days

If you have an emergency that cannot wait until office hours, for example a broken window, you need to contact the Duty Warden who will contact appropriate staff for you.

Useful Contacts (including out of hours)

Accommodation Team

Location: Room M2.08, Middlesbrough Tower
Building Telephone: 01642 342255
E-Mail: accommodation@tees.ac.uk
Available: *Monday to Thursday*
8.30am – 5pm
and Friday 8.30am – 4.30pm

University Security (Main Campus)

Location: Ground Floor, Library
Telephone: 01642 342086
Available: *(24 hours)*

Wardens

(7pm – 6am each evening)

Hall	Warden Number
King Edwards Square	07796 707727

Please note – A Warden is also available during the day on Saturdays and Sundays from 6am – 7pm. You will get the number to call for weekends when you arrive.

Student & Library Services Info Desk 01642 342277

Location: Student Life

BuildingTelephone: 01642 342277

E-Mail: studentlife@tees.ac.uk

Available: *Monday to Thursday 8.30am –
5pm and Friday 8.30am – 4,30pm*

Emergency Maintenance (Call Warden or Security as
above)

(after 5pm or weekends)

Emergency Services (Ambulance, Fire, Police) 999
(24 hours)

NHS Medical Helpline 111
(24 hours)

Teesside University Students' Union Nightline
01642 738600

*(Friday, Saturday, and Sunday from 8pm to 7am each day
subject to volunteer availability).*

Energy

HELP TU
HELP THE PLANET



TUrn
off
lights

TUne
into saving
the planet

TUrn
down your
thermostat

TUrn
off your
monitor

tees.ac.uk/green



Energy

Please help us to reduce our energy consumption

Campus Services continue to install energy saving measures in our residences and buildings, but studies show that changing personal habits can result in substantial energy savings.

Heating

1. If temperatures are too high, turn the heating down rather than open windows.
2. Close doors and windows when the heating is on.
3. Close blinds to prevent heat escaping through windows.
4. Report doors and windows that do not seal correctly.
5. Dress appropriately for the season.

Electricity

1. Switch off lights that are not required.
2. Make maximum use of daylight.
3. Don't leave lights on in unoccupied areas.
4. Ensure that someone switches off lights after hours.
5. Don't switch on all the lights when only a few are needed.
6. Do not switch on computers or printers until they are needed.



You can find more information about the University's environmental activities, performance, policies, and initiatives on the environmental pages of the University website: www.tees.ac.uk/green



Recycling and waste management

In 2020 we recycled on site over **50 TONNES** of cardboard, paper, plastic and cans. In addition, we recycled more than **20 TONNES** of glass.
(3000 - 4000 glass bottles per tonne).

ONE RECYCLED TIN CAN

would save enough energy to
power a television for
THREE HOURS.



Since 2018, **70 TONNES** of glass, in addition to **240 TONNES** of recyclable cardboard, cans, plastic and tins was recycled on campus.

ONE RECYCLED PLASTIC BOTTLE

would save
enough energy
to power a
60-watt light
bulb for
THREE HOURS.

ONE RECYCLED GLASS BOTTLE
would save enough energy to power
a computer for **25 MINUTES.**



Campus Services Accommodation

Opening Hours

Monday 8:30am – 5:00pm
Tuesday 8:30am – 5:00pm
Wednesday 8:30am – 5:00pm
Thursday 8:30am – 5:00pm
Friday 8:30am – 4:30pm

General Enquiries

T: 01642 342255

E: accommodation@tees.ac.uk



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Tees Valley

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