



## Parkside Halls



## **PARKSIDE HALLS**

**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

# **TEESSIDE UNIVERSITY**

## **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.

# **TEESSIDE UNIVERSITY**

## **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 Tuesday 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**

# TEESSIDE UNIVERSITY

## 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.

# TEESSIDE UNIVERSITY

## CLEANING & RUBBISH REMOVAL

### **Cleaning**

You need to clean your own room, and share the kitchen, bathroom, 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](mailto: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)

### Central Halls Caretakers/Security

**Location:** Ground Floor, Central

**Halls Telephone:** 07557 082823

**Available:** (24 hours)

### Wardens

(7pm – 6am each evening)

| Hall           | Warden Number |
|----------------|---------------|
| Parkside Halls | 07796 707728  |

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 arri

Student & Library Services Info Desk 01642 342277

**Location:** **Student Life**

**Building Telephone:** **01642342277**

**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).**

AMBITION  
DELIVERED  
TODAY



Energy

**HELP TU  
HELP THE PLANET**

A central graphic features a cluster of hands in various colors (blue, green, yellow) forming a circular shape, with a white 'U' logo integrated into the design.

**TUrn off lights**

**TUne into saving the planet**

**TUrn down your thermostat**

**TUrn off your monitor**

[tees.ac.uk/green](http://tees.ac.uk/green)

**AMBITION  
DELIVERED  
TODAY**



## 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](http://www.tees.ac.uk/green)**

**AMBITION  
DELIVERED  
TODAY**



## 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 8:30pm – 5:00pm**  
**Thursday 8:30am – 5:00pm**  
**Friday 8:30am – 4:30pm**

### General Enquiries

T: 01642 342255

E: [accommodation@tees.ac.uk](mailto:accommodation@tees.ac.uk)



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University