



Downing College Student
Accommodation Handbook 2023–2024

Table of Contents

Table of Contents	2
1. Welcome to Downing College	5
2 College Accommodation.....	6
2.1 Your Accommodation	7
2.2 Furniture, Fittings and Decorations.....	8
2.3 Maintaining the environment and accidental damage.....	10
2.4 Guests.....	11
2.5 Moving into your Accommodation.....	12
2.6 NPR & the Period of Residence	13
2.7 Out of NPR Process.....	14
2.8 Allocation	15
2.9 Distribution of rooms across the College	16
2.10 What is the Rent?	17
2.11 Payment Terms and periods of occupation.....	18
2.12 Removal and storage of personal possessions.....	19
3 The Accommodation.....	21
3.1 Cooking and kitchens.....	21
3.2 Food Storage.....	22
3.3 Domestic appliances.....	22
3.4 Heating.....	22
3.5 Wi-Fi, network and IT support.....	23
3.6 Televisions.....	23
4 Cleaning	24
5 Maintenance.....	25
5.1 Organisation	25
5.2 External contractors.....	25
5.3 Gas Installations	26
5.4 Lighting.....	26
5.5 Cleaning and Maintenance Checks	26
6 Building Works	27
7 Residential relationships.....	27
7.1 Relationship with the College.....	27

7.2	Relationship with your neighbours	28
7.3	Complaints.....	29
8	Safety & Security	30
8.1	Health, Safety & Wellbeing in your Accommodation.....	30
8.2	Water Supplies.....	30
8.3	Water Hygiene.....	30
8.4	Waste Water	30
8.5	Electrical supplies	31
8.6	Use or storage of electrical equipment in student rooms.....	31
8.7	Electrical testing.....	32
9	Fire Safety	34
9.1	Fire Drills.....	34
9.2	Fire Prevention.....	34
9.3	Fire Detection	35
9.4	Means of Escape	35
10	First Aid & Accidents.....	36
10.1	First Aid Provision.....	36
10.2	Accident Reporting	36
10.3	Smoking Policy.....	36
10.4	Student Support	37
10.5	Security	37
10.6	Building and Room Security.....	38
10.7	Personal safety	38
10.8	Security Plan (Bomb and Incendiary Device Procedures).....	38
10.9	CCTV.....	38
11	Living in College: The College Environment	40
11.1	Grounds maintenance.....	40
11.2	Litter clearance	40
11.3	Snow and ice clearance policies	40
11.4	Energy efficiency.....	40
12	Recycling	41
13	Transport.....	42
13.1	Car Parking.....	42

13.2	Bicycles	42
13.3	Park and Ride	43
14	Version Control	44



1. Welcome to Downing College

The information and regulations in this Accommodation Handbook have evolved over a long period of time. They are intended to promote a shared understanding of what you can expect during your time staying in College accommodation and, in return, what is expected of you.

The College aims to provide a safe, enjoyable, setting in which the diverse College community can go about their work, study and relaxation in peace and security. An agreed set of regulations can go a long way towards maintaining that environment.

Some of the regulations in this Handbook are drawn from the College's legal duties as a provider of shared accommodation and as an educational institute with a duty of care to our students and staff. In some cases these may be stated simply, for the avoidance of confusion or doubt. In our provision of accommodation, as in many areas of College life, the College welcomes an informal, constructive, approach to the resolution of issues that arise.

If you have concerns about any matter relating to areas covered in this Handbook, we would encourage you to contact the Accommodation Office in the first instance to see how that matter might best be resolved.

When you arrive in College, please store the Downing College Porters' Lodge number (01223 334800) in your phone for quick recall in an emergency.

2 College Accommodation

At the start of academic year 2023-24, Downing College provides 424 rooms for undergraduates and 184 rooms for postgraduates.

College accommodation is serviced and maintained by the College. There are a number of rules and requirements for those who choose to live in College accommodation. These are laid out in the Residential Agreement, this Handbook (which forms part of the Residential Agreement) and more generally on the College website and intranet.

All students are accommodated under licence. This licence will be in the form of a Fresher Agreement, an Undergraduate Agreement or a Postgraduate Agreement as applicable. ('Residential Agreement') (sample Undergraduate agreement in Appendix 2).

Accommodation is assigned by the Accommodation Office, informed by prioritisation provided by the College Ballots. Irrespective of this, the College cannot guarantee that any particular type of accommodation can be provided or that a student will be accommodated in a given location or near a particular individual or group.

The College has a number of rooms which have been specially adapted for disabled students. Please contact the Tutorial and Admissions Office if you would like further details regarding this provision.

The College accommodates undergraduate students in College or College houses dependant on their chosen course. This is detailed on the College Intranet here:

[College Intranet: Accommodation and Ballots](#)

The majority of rooms allocated to new students (UG Freshers) are on a 29-week licence, with other rooms split between a 30 or a 38-week licence. The majority of postgraduates will be offered 51-week contracts.

This Handbook is referenced in and forms part of the terms of your Residential Agreement.

2.1 Your Accommodation

In addition to your bedroom ('room'), your accommodation comprises any shared facilities made available for your use. This will normally comprise any shared kitchens, bathrooms and adjacent corridors or lobbies associated with your room.

If you have any queries about which specific areas comprise your accommodation, please contact the Accommodation Officer in the first instance.

You should make every effort to ensure that you use your accommodation, property and other College areas in a manner that maintains it in the highest condition. This not only ensures that your accommodation is functional and enjoyable to inhabit, but that it remains so for the residents that will come after you.

2.2 Furniture, Fittings and Decorations

All Downing College rooms should contain:

- Bed, Mattress and Protector
- Desk
- Bedside Table
- Desk Chair
- Wardrobe
- Bookcase
- Chest of Drawers
- Waste bin
- Armchair
- Desk Lamp

You will need to bring bedding (bed linen, blankets, duvets, and pillows). Alternatively, bed linen can be hired for a small termly charge by informing the Head Housekeeper before coming into residence. Prior to purchasing any items of bedding, please check in advance with the [Accommodation Office](#) whether you will need a single or double.

Residents are **not** permitted to bring additional furniture items into College (e.g. beds, armchairs, sofas etc.). Nor should any furniture be moved out of the room without prior written permission of the Junior Bursar. Please contact the Accommodation Office in the first instance.

You are not permitted to paint, paper or otherwise redecorate your room.

You are not permitted to use any adhesive fixing (e.g. Sellotape, blu-tac, glue, or similar) or physically damaging fixing (pins, clamps or similar) on the walls or fittings in your room.

You are not permitted to display any items (e.g. posters, flags, messages, badges, pennants, stickers, notes or similar materials) in your window.

You are not permitted to keep any animal (including fish, bird or reptile) in your accommodation except that any disabled student may keep an assistance animal after having first obtained permission from the Academic Registrar.

You are prohibited from keeping fireworks, firearms (actual or imitation), swords or other offensive weapons in your room.

You must not use your accommodation for any illegal purpose or so as to cause a nuisance or annoyance to anyone at the College.

You are not permitted to carry on, or allow to be carried on, any trade or business in

your accommodation unless permission is obtained in advance, in writing, from the Senior Bursar.

All bicycles are to be registered with the Porters' Lodge and must not be kept inside College accommodation, including staircases. Electric scooters, skateboards, and other electrically powered modes of personal transportation are not permitted in College.

The College advises you **not** to bring an iron or drying rack to College. The laundry rooms are equipped with drying facilities, an iron, and ironing board. Washing must not be hung over radiators or outside your room or building. This is to prevent any damage to College property, fixtures or fittings.

A number of insurance claims are submitted each year as a result of damage to rooms caused by hair dyes and chemicals. If you choose to use these products, please do so with extreme caution and restrict their use to the bathroom area only.

There are other items, specifically electrical items or items which may cause a risk of fire, which may not be used, kept or stored in your room. These are covered in the Health, Safety & Welfare section.

Note that, while every effort will be made to leave students in a specific room during each period of residence, the College reserves the right to transfer a resident student's occupation to a different room and/or premises where reasonably required by the College on giving reasonable prior written notice (except in the case of emergency) to the resident student. This right may be exercised by the College in circumstances including but not be limited to where the College considers a transfer is required in the interests of residents' comfort, safety and convenience or in the event of essential maintenance or disciplinary proceedings. The transfer may be to a property owned and/or managed by a third party where the College has entered into an agreement with the third party to use the premises as residential accommodation for registered students.

During years when a May Ball is held in College, some residents may lose access to their rooms for the duration of the Ball and part of the preparatory period for reasons of security and logistics. In these cases the restrictions will be kept to a practical minimum and the resident will not be charged for the night of the Ball, but the resident will not otherwise be entitled to recover any loss or damage arising out of the loss of access to their room (including, without limitation, for the costs of alternative accommodation or inconvenience). Residents whose rooms will fall into this category will be given as much notice as practically possible by the May Ball Committee.

2.3 Maintaining the environment and accidental damage

Student residents are expected to treat their accommodation with consideration and respect. As well as maintaining a pleasant and enjoyable living environment, this helps to ensure that the cost and disruption of maintaining accommodation to a good standard are kept to a minimum.

The College fully understands that, when arriving in College, many residents are away from their home environments for the first time and may be unused to living in a residential community where there is shared responsibility for the state of the living areas. We also understand that a certain amount of wear and tear takes place over time and that, every now and then, accidents happen!

We expect residential students to report any accidental damage at the time that the damage takes place. This helps us to deal with any consequences efficiently. This is especially important in the case of spills or stains as prompt action can make the difference between a quick clean up or an expensive replacement.

Regrettably, experience has shown that situations do arise where College rooms are not treated with consideration and, in cases of significant damage, the process is as follows:

- Where accidental damage incurring substantial costs has taken place, these are reviewed by the Head Housekeeper.

Where the College would incur significant costs to restore the accommodation to a condition suitable for re-letting, the reasonable costs of restoring the accommodation may be passed onto the student at the Head Housekeeper's discretion. Invoices relating to any charges will be made available upon request.

- [Applicable from AY 24/25: The College strongly recommends that students purchase contents insurance to cover themselves and their possessions during their time in Cambridge. Such insurance can often reduce the financial impact of loss or of causing accidental damage significantly. The Accommodation Office can provide the details for students contents insurance providers if required.]

In addition to the above:

- Where a College rule has been broken, the incident will be reported to the Dean
- Where damage is clearly wilful or negligent, the incident will be reported to the Dean

To avoid dispute as to possible liability, please bring any defect or damage to the furniture, fittings or decorations of your accommodation to the attention of the Head Housekeeper at your first opportunity. In this way, you will avoid

being charged for damage for which you are not responsible.

We encourage students to have a responsible and honest dialogue with the College where damage has

occurred to shared areas of the accommodation so we can address the costs of repair properly.

2.4 Guests

All accommodation is specific to the student mentioned in the Residential Agreement. Accommodation may not be shared.

Subject to the regulations below, occasional guests may stay overnight in College accommodation.

A guest is defined to be an individual who is not resident in Downing College.

A guest may stay in the Junior Guest room (subject to availability), if pre-booked, or in your own room, providing that you are present.

You must not accommodate a guest in your room if you are absent.

You are responsible for the behaviour of your guests whilst they are on College property, including any disruption or damage that they may cause.

For the duration of your guest's stay, housekeeping staff must be granted access to your room in order that they may fulfil their obligations as set out in App. 1.

For fire safety reasons, it is essential that the College is aware of who is resident at any time. For this reason, all guests must be signed in at the Porters' Lodge before their first overnight stay, ideally at their time of arrival.

Failure to report a guest staying overnight in College may be referred to the Dean.

Undergraduate students may have guests overnight, up to a limit of two nights per stay subject to the following:

- During each Full Term, overnight guests may stay in an undergraduate's room for no more than three nights out of any seven, and for no more than sixteen nights in total.
- During the period of residence outside of Full Term, overnight guests may stay in an undergraduate's room for no more than three nights out of any seven.

Postgraduate students may normally have guests overnight, up to a limit of four nights in any week, of which a maximum of two may fall between Sunday and Thursday (inclusive). Longer stays, up to a maximum of seven nights, may be possible but require permission, in advance, from the Senior Tutor.

You must ensure guests behave in a manner respectful to other students resident in College, particularly with reference to shared facilities. Guests who cause significant disruption may be asked to leave.

Should it be found that a student has exceeded the number of permitted guest nights as

specified above, the matter will be referred to the Senior Tutor, who, at their discretion may impose a nightly charge at the rate for the Junior Guest Room.

2.5 Moving into your Accommodation

When you take up residence in your accommodation for the first time, usually at the beginning of the Michaelmas Term for undergraduates but may be at any time during the year, you should complete a room inventory **at your first opportunity** and, in any event, within seven days of taking up residence. You will receive a link to the inventory form prior to taking up residence. Completion of the form will ensure that you are not charged for any damage arising from before you came into residence.

You must also complete an inventory form for any period of Out-of-NPR residence of three weeks or more in duration as this will usually be in a room other than your normally assigned accommodation. The Accommodation Office will send you the link to the form when confirming your Out-of-NPR accommodation.

Please note any faults or marks that you observe on the fixtures or fabric of your room including scratches, stains, burns, scrapes etc. Mattresses, as well as mattress covers, should be thoroughly checked and any marks or stains reported on the inventory.

It is very important that you do this when you first move into your room. Your room will be inspected when you leave, and it may properly be assumed that any damage found which is not noted on the Inventory or reported in the intervening period was caused by you. In this case the College may seek to recover any costs incurred in returning the room to a suitable standard.

Rooms are inspected throughout the year, with a view to repairing any damage to fixtures or fittings. Any issues which have not been raised either by you or by College staff in the interim period will be addressed at this time.

If you have any queries about the Inventory or the inspection process, please direct them to accommodation.issues@dow.cam.ac.uk.

You may gain access to your room after 2pm on the first day of each phase of Normal Period of Residence (“NPR”) and you must vacate your room by mid-day on the last day of NPR.

2.6 NPR & the Period of Residence

The start and finish of the Normal Period of Residence

The dates for the NPR are fixed, and can be viewed on the College website, [here](#).

Students collecting the keys to their rooms, or entering their rooms by way of electronic card access, will have been deemed to have entered into the Residential Agreement.

Residential students are required to comply with the 'Keeping Term' process described below.

Keeping Term

- Students are required to SIGN IN at the start of each Term and to SIGN OUT again at the end of each Term. This is to ensure that the College can accurately report term-keeping to the University but also ensures that the College is aware of who is in College for fire and security purposes.
- **You are also required to sign out upon leaving College Accommodation for any overnight stay outside Cambridge during term and to sign back in upon your return.** Absences during Term should be registered via the online Exeat form available via the College Intranet or via QR code at the Porters' Lodge

[Downing College intranet: Signing in and out of College](#)

These registrations are important in confirming the qualifying dates ("Keeping Term") for issuing degrees and confirming the dates for any additional rent, if applicable.

Graduation. Graduating undergraduates will normally be permitted to stay in their rooms for the week between the end of NPR and the Saturday after their graduation ceremony. In cases where essential maintenance or other works need to take place in specific rooms during this period, the College reserves the right to supply alternative accommodation for this period.

If undergraduates wish to reside in College outside of NPR, then they must complete the **Out of NPR process no less than two weeks before the last day of NPR.**

2.7 Out of NPR Process

There are two parts to the process:

- **Tutorial permission:** You must obtain permission from your Tutor and your Director of Studies to request accommodation out of NPR. The form for the Out of NPR process is available online via the Student Forms Portal.
- **Room availability:** Once your application has obtained Tutorial approval, it will progress to the Accommodation Office. There is a variable, limited, amount of accommodation available to accommodate students outside of NPR. The Accommodation Office will allocate rooms with priority being given to students with pressing academic requirements. Please note that all terms and conditions that apply to your normal accommodation are also applicable to any temporary accommodation that you may be allocated.

Both of these steps should be completed no less than two weeks before the last day of NPR.

If permission is granted, you will be charged at a daily rate for this additional period.

2.8 Allocation

The allocation and distribution of student rooms in College is overseen by the Accommodation Officer.

New Undergraduates

- New undergraduates have accommodation allocated directly by the Accommodation Officer once an offer has been confirmed.

New Postgraduates

- New postgraduates have accommodation allocated directly by the Accommodation Officer once an offer has been confirmed (subject to availability and receipt of the complete accommodation form).

All new students are supplied with an application form by the Tutorial and Admissions Office, which must be returned promptly to the Accommodation Officer, who will then allocate rooms to new students on a strict equal opportunities basis.

Current students

For current undergraduates, when eligible, the room offered by the College is informed by a ballot process. This is organised, usually in the Lent term, by the JCR in conjunction with the College administration.

For current postgraduates, the MCR organise a ballot in Lent term to determine the distribution of rooms to postgraduate students. Allocation of rooms for graduates is the responsibility of the Accommodation Officer working with the MCR Committee.

If you are a Fresher, a copy of a Residential Agreement relating to occupation of your room is sent to your email address before the start of the Michaelmas Term.

Current students will receive a copy of their new Residential Agreement at their University e-mail address before the end of Easter Term.

As a new student, your signed agreement should be received by the Accommodation Officer no later than 48 hours prior to your arrival date.

It is important that you read the Residential Agreement, in conjunction with this Handbook, carefully so that you understand the nature of the terms and conditions of your residence. Then, should you wish to take up the offer of the room under those conditions, you should sign the Residential Agreement and return it to the Accommodation Office. (Electronic scans of the signed agreement can be sent to

accommodation@dow.cam.ac.uk)

For those students seeking to live in out-of-college accommodation, advice is available from several sources including:

- JCR Welfare Officers
- MCR Committee
- University Accommodation Service
- Cambridge Students Union

2.9 Distribution of rooms across the College

The available College room stock is divided between new students and current, undergraduate and postgraduate.

The division is reviewed annually by the Senior Bursar and the Accommodation Officer. Both the JCR and MCR Committees are represented in the process of finalising the allocation for the coming year.

2.10 What is the Rent?

The Rent is a single, transparent, all-inclusive charge which covers all the core costs associated with staying in College residence.

The amount of Rent that is charged is banded to reflect the size, facilities and other features of the rooms.

Rooms are assigned to a particular charge band by a mechanism administered by the JCR or MCR depending on room allocation. Any concern or dispute over the charge band for a particular room should be raised with the JCR or MCR Committees who will seek to resolve the issue.

The Rent and banding levels are agreed by the College, in discussion with the JCR and MCR, in the period leading up to the Lent Ballots. Final recommendation of these charges is made by the College Finance Committee and is confirmed by the Governing Body.

Current levels of Rent can be viewed on the College website, [here](#).

College Surety. All students are required to pay a general College Surety, which may be used for a variety of purposes, including accommodation/damage as required. The Rent includes:

- Rent for your accommodation
- All utilities: heating, power, water & sewerage
- Wi-Fi and wired data network

2.11 Payment Terms and periods of occupation

The Rent is payable by you during your periods of occupation as follows:

Payment, at the agreed rate per week for the NPR, is to be made to the College on the first Wednesday of each full term. You will be reminded of the due date on the College Bill you receive at the beginning of each term. The amount of each payment will be ten times the weekly Rent, except for Freshers on 29-week contracts.

Undergraduates on longer contracts (38 weeks) will receive a discount of 2 weeks on their annual Rent. Postgraduates on a 51-week contract will be charged on a quarterly basis.

Residence in College and College houses is usually limited to NPR, which is normally of 70 days duration. The normal period of residence is the fixed period that is covered by your Term's Rent. Nearly half the rooms are now on 38-week contracts, which simplifies the use of rooms and avoids storage and removal of possessions.

Due to pressures on postgraduate accommodation, postgraduate students are required to vacate their accommodation no later than one week after completion of their studies. (Completion of studies is the date your CamSIS record is updated to record you have completed your course of study by the University.)

The Rent for any period of occupation of the accommodation outside the NPR, once you have completed the Out of NPR process, will be charged at a daily rate of $1/7^{\text{th}}$ of the weekly Rent (the daily rate).

You should be aware that if you remain in occupation of the accommodation outside the NPR, without both having completed the Out of NPR Process and received notification of permission, you may become liable to the College for its reasonable losses (for example, if the College is unable to honour an alternative booking) in addition to the Rent due for your period of occupation.

Failure to pay the Rent within fifteen days of the due date gives the College the right to end your Residential Agreement and to require you to move out. Should these circumstances arise, your Tutor will be fully involved in any decision making.

Students are charged for their accommodation Rent on a termly basis in advance. Any charges for damages will be added to the bill for the current term, except where the student may be required to settle such bills immediately. Overdue rent payments where Rent has been outstanding for 14 days or more will attract an interest charge of the Bank of England base rate + 3% for each day that the payment remains outstanding.

If the agreement is lawfully terminated before the end of a period for which you have paid Rent, the College will reimburse you an amount of the Rent for the remainder of that period during which the College has been able to re-let the accommodation.

Payment of your College Bill is your responsibility. **If you become concerned about**

your ability to pay your College Bill, you are strongly advised to discuss the situation with your Tutor at the earliest opportunity. The College believes that financial circumstances should not provide a barrier to study. Support may be available depending on individual circumstances.

2.12 Removal and storage of personal possessions

The appropriate and timely removal of possessions facilitates safety, maintenance, and refurbishment as well as releasing the rooms for re-letting to guests of the College.

You should bear this requirement to clear your room in mind, when deciding what to bring with you when you arrive in College.

All possessions must be removed from your accommodation in College, including any shared facilities including corridors, kitchens, and bathrooms, in the following circumstances:

- Outside of NPR (holiday periods) except in the following circumstances:
 - For those with a 38-week contract, possessions will only need to be removed at the end of the Academic Year (over the summer vacation).
 - A small number of rooms include a limited amount of storage (roughly equivalent to a small suitcase) in a lockable cupboard, in which items can be stored over the holidays.
- Inside of NPR where you are no longer able to continue your studies for any reason, for example due to medical reasons, or where the College has ended your Residential Agreement, for example because of disciplinary action or non-payment of the Rent.
- Any of your possessions are causing Health & Safety issues or concerns, for example blocking fire escapes, or where a device has failed a PAT test.
- The College in its discretion deems the possessions inappropriate, offensive or dangerous to be kept in the accommodation.
- Maintenance, refurbishment works, or emergency repair works to your accommodation and/or the shared facilities are to be undertaken. Where the works cannot be carried out without you vacating your accommodation, the College will use reasonable endeavours to provide you with another room.

If you require details of local storage facilities, these are available from the Porters' Lodge.

A limited amount of storage is available in College over the holiday periods. However, this is intended for international students and students without the possibility of being collected by car.

You must clear any rubbish or items for disposal from your room and to place them in the appropriate waste receptacle.

Failure to remove your possessions from your accommodation or any shared facilities where required (as set out above) is unacceptable.

Where you are required to remove your possessions outside of NPR and fail to do so you may be charged Rent for the period while your possessions remain in the accommodation, and you may become liable to the College for its reasonable losses (for example if the College is unable to honour an alternative booking).

Where you have failed to remove any possessions which cause a Health and Safety issue or concern, or the College deems them inappropriate, offensive or dangerous, the College may at its discretion remove and store any such item (or dispose of such item where it is unsafe to be stored). The College will use reasonable endeavours to notify you but shall not be liable to do so unless the possessions are named or registered to you.

In exceptional circumstances, and at the discretion of the College, when you have failed to remove your possessions where required to do so, a removals company will be asked to remove and store your possessions at your cost. You will be informed by e-mail and will be expected to arrange collection or return of your possessions and to pay all costs and expenses relating to their storage.

If you have not collected your possessions from storage (whether this is a storage company or the College) within a reasonable period of being asked to do so (which may be by e-mail) then a storage charge may be applied to cover the storage period dependant on the number and nature of items. Should the items not be retrieved after this period then you appoint the College to be your agent and the College may sell your possessions by the best method reasonably available to it. The College is obliged to account to you for the proceeds of sale less any fees costs expenses or other sums due to the College.

The College shall not be liable to you for anything connected with the removal, storage and disposal of your possessions and you must reimburse the College in respect of any claim, costs, losses or liabilities incurred with the removal, storage and disposal of any item which had been in your possession but owned by a third party.

If the College having used reasonable endeavours to locate you has not been able to do so in order to account for any surplus proceeds, then the College is entitled to keep such sums if not claimed within 6 months.

Under no circumstances is the College liable for any loose paperwork.

3 The Accommodation

3.1 Cooking and kitchens

Cooking is not allowed in any rooms in College or in College houses apart from those specifically designed for the preparation of food (gyp rooms/kitchens). This is because of potential hazards to personal and group safety, and the risk of damage to furnishings and fittings.

Hot drinks and snacks may be prepared in the cooking facilities located on each staircase and in each house, provided that it does not cause nuisance to others and that you clean up after yourself promptly. Portable hobs (gas or electric) are not permitted in College. Kettles are provided in kitchens and students are advised not to bring their own kettle into College. Coffee makers, rice cookers, and other devices for the preparation of hot drinks or food must not be used in student rooms.

The facilities provided for your use are intended for modest catering (i.e. snacks) only.

You are expected to clear up, including washing-up, after any food preparation and consumption within a reasonable period. This frees up the facilities for your fellow residents as well as facilitating cleaning. Domestic Assistants are not required to wash-up or clear up kitchens after you and will be unable to clean your facilities properly if you have left them in an untidy state. Kitchens which, in the opinion of the Head Housekeeper, are being poorly maintained may attract a charge to cover the additional time required to return them to a clean and functional condition. Students who fail to maintain their kitchens in good order may be reported to the Dean.

Barbeques and other methods of outdoor cooking are not permitted on College properties unless managed or overseen by College staff.

Mass catering is not permitted under any circumstances. The College is answerable to the City Environmental Health Department for the proper conduct of all large-scale catering taking place on the Domus, and legal proceedings can ensue should any breach of these regulations occur.

3.2 Food Storage

Food storage facilities are generally communal and using them in a responsible and considerate fashion can contribute greatly to the harmony of student life. The College is currently (AY 23-24) undertaking a project to ensure that each student room has a numbered cupboard in the associated kitchen.

On the rare occasions where pilfering does take place it is taken very seriously by the College and may be treated as theft.

The College operates in line with stringent food safety legislation and guidelines. If you wish to discuss food safety issues, please arrange to see the Head Housekeeper in the first instance.

If you order food or food shopping to be delivered to the Porters' Lodge, you must be present to receive the delivery yourself. The Porters cannot accept food deliveries on your behalf and deliveries will be refused if you are not present.

Note that, save in very exceptional circumstances (for religious or medical reasons), refrigerators and freezers are not permitted in student rooms. Please contact accommodation@dow.cam.ac.uk in the first instance.

3.3 Domestic appliances

If you require assistance or advice in using any of the kitchen appliances, please contact the Housekeeping Department (housekeeping@dow.cam.ac.uk).

3.4 Heating

Central heating is supplied to all College rooms from approximately 1 October to 1 May each year. If conditions are very cold or hot before or after these dates, the heating may be adjusted to suit.

[Heating and hot water supply times can be viewed on the College Website](#)

Residents are encouraged to help to save energy and costs by keeping windows closed in cold weather and adjusting radiator settings to suit.

Residents are prohibited from using private space-heating equipment in their rooms.

3.5 Wi-Fi, network and IT support

All rooms are equipped with a data network (ethernet) socket that connects to the University network.

All rooms have Wi-Fi coverage.

Use of these networks is dependent on accepting terms and conditions of use. These can be accessed on the College website, [here](#).

Students have access to IT Support via the College IT Department, and the University Computing Service Helpdesk. In the first instance, enquiries should be emailed to StudentIT@dow.cam.ac.uk.

3.6 Televisions

It is your responsibility to obtain a TV licence for any television receiver brought into College, including using your computer or mobile device to watch live programmes online. Your home licence will not cover you and there is no College-wide cover. TV licensing authorities make checks on a regular basis and you are personally liable for any fines imposed. Further information is available on the College website [here](#).

4 Cleaning

Domestic Assistants are responsible for cleaning bedrooms and communal areas. All areas of your accommodation are cleaned on a regular basis according to a schedule (Appendix 1).

You are required to allow access to College staff to enable this schedule to be adhered to.

Your bedroom

- All rooms will be entered and have the bin emptied daily.
- Where present, en-suite facilities are cleaned twice a week.
- All rooms will be cleaned thoroughly at least once a week (except on weekends, Bank Holidays, and during periods when the College is closed).
- Your room must be left tidy, so that it is possible for your Domestic Assistant to vacuum the floor and polish the furniture.
- It is your responsibility to ensure that Domestic Assistants have regular access to your room and that your room and any other part of the building of which your room is part (e.g. kitchens, hallways and landings) are kept in a reasonably tidy state to enable them to do their job properly.

Bathroom, toilet and shower areas

- Communal bathrooms and toilets are cleaned on a daily basis from Mon-Fri.

Accidental damage

- **Residential students must report any accidental damage at the time that the damage takes place.** This helps us to deal with any consequences efficiently.
- This is especially important in the case of spills or stains as prompt action can make the difference between a quick clean up or an expensive replacement. Please do not attempt to use any cleaning products to remove spills or stains as this can often make the situation worse.

5 Maintenance

The College seeks to respond quickly to any problems with equipment or furnishing in rooms. Any fault or damage which occurs after occupancy has commenced must be reported to the Maintenance Department via the [Online Maintenance System](#). Repairs are normally completed during working hours (Mon-Fri 07.30 – 16.30) and the College will endeavour to give 24 hours' notice where possible. However, while the College will make every effort to contact you first, the College reserves the right to enter the accommodation at all reasonable times to inspect, carry out any necessary works and to show others (i.e. builders, architects, etc.) round the Property without notice or with only short notice, as appropriate.

If you do not report a defect of which you are aware to the College promptly, you may be liable to pay the College any reasonable extra cost which it incurs as a result of the delay.

Please report any urgent issues to the Porters outside of these hours, or after midday on a Friday. Emergency cover is available 24 hours a day for major leaks etc.

5.1 Organisation

Maintenance and repair of Downing College property is undertaken by a variety of means.

- The College Maintenance Team, available for routine and emergency maintenance work and periodic testing (e.g. weekly fire alarm testing, emergency lighting)
- Some regular repair work is sub-contracted to contractors (e.g. heating, air handling and painting), as is most periodic testing (e.g. hardwire testing, fire alarm and Legionnaire's testing, lift and winch tests, lightning conductor tests, etc.).
- Specialist contractors may be brought in to undertake more major works, such as refurbishment of rooms, staircases and houses.

5.2 External contractors

All contractors employed by the College are subject to stringent checks and are required to register with the Porters' Lodge when arriving on site.

Whenever possible, you will be informed, by email, in advance of any external contractors working in your building. Where reasonably practical, you will be notified at least 24 hours in advance of such works.

If you are unsure as to the identity of anyone arriving to undertake work, check with the Porters' Lodge before allowing them to enter your house or room.

5.3 Gas Installations

All gas installations are serviced annually. Where possible, the College undertakes this type of servicing during the Summer vacation to minimise disruption to residents. However, Health and Safety considerations must always take priority and servicing and repairs will sometimes have to be undertaken during NPR. As far as possible, this will always be planned so as to reduce inconvenience.

For safety reasons, residents must NEVER interfere with gas or electrical installations.

5.4 Lighting

Suitable lighting is provided in all rooms, and externally around the Domus. If a bulb fails, and you cannot change it yourself, you should report it via the [Online Maintenance System](#). Bulbs for bedside and desk lamps can be collected from the Porters' Lodge. As far as possible, all light bulbs will be low-energy, long-life models.

5.5 Cleaning and Maintenance Checks

The Head Housekeeper, Facilities Manager, and Housekeeping Supervisors, check cleaning and maintenance in rooms at regular intervals,

The College shall not be held liable if failure to provide any of these services is due to factors reasonably beyond its control (such as mechanical failure, staff shortages/illness, or a lack of materials).

Access to Rooms. The College will require access to study bedrooms for cleaning, maintenance and inspection purposes. The College reserves the right to enter any room without notice in circumstances of emergency or where a substantial risk to health and safety has been identified.

6 Building Works

From time to time, the College undertakes programmes of building works to repair, refurbish, enhance, or create facilities and accommodation around the College properties. These are considered and agreed in the College's Buildings and Environment Committee. Whilst there is inevitably a degree of disruption whilst these works take place, all possible care is taken to keep the impact on the College community to a practical minimum. Non-essential, potentially disruptive, works are not normally undertaken in the revision period during Easter Term. However, circumstances may arise whereby necessity or opportunity require that works be undertaken in addition to those scheduled. In these cases, residents will be informed as soon as possible once the relevant dates have been decided.

7 Residential relationships

As a residential member of the College community, you have a number of important relationships.

7.1 Relationship with the College

Induction

As part of the Matriculation process, all new students are given an induction briefing from senior college officers and College staff.

The relationship between the licensor (Downing College) and the licensee (each student) is detailed in the Residential Agreement (see Appendix 2 for an example agreement). Amongst other matters, this agreement details the period and cost of the accommodation.

Allocation of student accommodation is managed by the Accommodation office (accommodation@dow.cam.ac.uk), which is located in the Porters' Lodge.

This Accommodation Handbook is reviewed annually and should be read in conjunction with more general information on the College website. The online information includes FAQs, contact information and other information regarding facilities and services that are available.

7.2 Relationship with your neighbours

You are expected to be mindful of the proximity of neighbours, both within the College and in the wider community. The College takes a serious view of student conduct which inconveniences other members of the College or its neighbours, or risks bringing the College into disrepute.

In general terms, College members should conduct themselves in a fit and proper manner at all times, having consideration for their neighbours, be they fellow students or the local community. Internal disciplinary procedures exist for more minor infringements.

The College authorities take a particularly serious view of excessive noise that disrupts the work or sleep of others or causes them annoyance. Consequently, you (and others visiting you in your room) must not disturb anyone else either by raucous behaviour or by music from any source. **Any sound loud enough to be heard in someone else's room is too loud.**

General. Information relating to conduct, behaviour, discipline, and student complaints can be found on the College website, [here](#). Details are also available in Appendix 3.

Additionally, the University has a number of sanctions for behaviour impinging on the image of the University, while the most serious breaches, including all criminal behaviour, will be referred to the local police.

7.3 Complaints

Complaints relating to the accommodation or the delivery of services relating to the accommodation.

In our provision of accommodation, as in many areas of College life, College staff welcome informal approaches to the resolution of issues. You are encouraged to raise any issues you have as soon as they arise in the hope that a swift, satisfactory conclusion can be reached.

If you have a complaint about the delivery of services in relation to accommodation, this should be raised with the Accommodation Officer (accommodation.issues@dow.cam.ac.uk) in the first instance.

An investigation will be undertaken by the Head Housekeeper and a resolution sought. Should a resolution not be found at this stage, then the complaint will be escalated to the Junior Bursar who will review, and endeavour to resolve, the complaint.

Should the findings not be acceptable, you may appeal to the Senior Tutor and, failing agreement at this level, to a Board composed of two Fellows and a Junior Member (usually the JCR or MCR President) convened by the Governing Body.

Should it not be possible to resolve a complaint that alleges a breach of the ANUK/Unipol National Code (which the College is a member of) through the College's own complaints process) you may escalate the matter to that Code's complaints procedures. Full details of these are available online [here](#)

At any stage, your Tutor is available to discuss any issues and offer advice and support.

Complaints relating to the conduct of other residents or guests.

The College would encourage you to attempt to resolve any issues with your fellow residents informally, and in person, in the first instance. Often a quick, friendly, conversation early on can clear up misunderstanding or miscommunication before a larger problem develops.

If this does not work, then there are other avenues open to you.

Issues with conduct in College accommodation, especially those relating to noise or disruption, should be raised with the Accommodation Officer (accommodation.issues@dow.cam.ac.uk) in the first instance.

Issues may be escalated to other College Departments as appropriate. You will be kept appropriately informed by the Head of the department with responsibility for the area in which the issue has arisen.

You may also wish to follow the [College complaints procedure detailed here](#).

At any stage, your Tutor is available to discuss any issues and offer advice and support.

8 Safety & Security

8.1 Health, Safety & Wellbeing in your Accommodation

The College takes your safety and security very seriously. As a supplier of residential accommodation there are a number of items of legislation with which we must comply. In addition, rules and conditions of occupancy are designed to reasonably minimise risks to your health, safety and welfare. There is always a balance to be struck between freedom and security and so, from time to time, you may find that rules designed to promote communal safety impinge on your freedom to keep and utilise certain items that you might expect to be able to use in a home environment. If you believe that these rules should be changed in any way, you are encouraged to approach your JCR or MCR representatives, who may be prepared to take up your case with the appropriate College committees.

Otherwise, the College hopes that you understand, respect, and abide by these decisions as they are set for the benefit of all.

When you arrive in College, you are strongly advised to store the Downing College Porters' Lodge number (01223 334800) in your phone for quick recall in an emergency.

8.2 Water Supplies

All drinking water taps are labelled as such.

8.3 Water Hygiene

Risk assessments and monitoring of water in all areas of the College is carried out in line with Health and Safety Executive Policy. Testing for Legionnaire's Disease is carried out by outside specialists on a monthly basis. All showerheads are descaled quarterly, on a rolling programme.

8.4 Waste Water

Waste water systems are connected to Local Authority sewers. Waste chemicals and environmentally damaging or toxic substances are not to be poured into waste water systems (via basins, baths, showers, toilets or external drains (e.g. under rainwater downpipes)) but are to be disposed of correctly. As far as possible you should avoid disposing of grease or fat into any waste water system. It is your personal duty to safely dispose of such waste. If you are unsure, please contact the Maintenance Department (maintenance@dow.cam.ac.uk) for advice.

8.5 Electrical supplies

We make every effort to provide enough individual power outlets for your use. In the event that more sockets are required a single 4-way floating socket may be used (with mains cut-off switch); this also requires testing through the Maintenance Department (see below).

Socket adaptors (normally 2 or 3 way) are not to be used under any circumstances.

No alterations or additions to electric wiring may be made under any circumstances.

Any questions regarding electrical supplies, installation or use should be addressed to the Maintenance Department in the first instance.

8.6 Use or storage of electrical equipment in student rooms

The use of poorly manufactured, or poorly maintained, electrical equipment in student rooms can pose a risk to both your health and safety, and to the health and safety of your fellow residents. In addition, the College community is mindful of its energy consumption and rightfully proud of our Green tradition. In view of these, certain restrictions are placed upon the items which student may use in their rooms. There are also certain responsibilities that you will need to take into account when bringing electrical equipment into College accommodation.

Subject to passing the testing process below, **electrical equipment may be used in your room if:**

- It carries a valid UK/EU mark of electrical safety (Kite mark).
- If a mains-powered device, it displays a valid sticker indicating that it has passed College electrical testing procedures.
- It is undamaged.
 - *Examples of items likely to be in contravention of this rule include frayed or damaged power cables, cracked casings, signs of heat or burning, etc.*
- It is not used in the vicinity of combustible or flammable materials e.g. materials, paper, decorations, clothing, etc.
 - *Examples of items likely to be in contravention of this rule include items draped around curtain rails, unstable items on shelves above beds, items on desks where cluttered paper and books are in close vicinity, etc.*
- The cumulative electrical load on the sockets in your room is not exceeded and extensions and adaptors are not overloaded.
 - *Examples of items likely to be in contravention of this rule include multiple chained extensions, etc.*
- It does not interfere with the normal operation of any other College system or facility.

- *Examples of items likely to be in contravention of this rule include non-college Wi-Fi equipment, equipment causing electrical interference, equipment interfering with heat sensors, etc.*
- It is not used to prepare food. Cooking equipment may be used in kitchens but must not be used in rooms. This includes kettles, coffee machines, rice cookers, and any other device used for heating food or drinks.
- It is not used to cool, or provide cooled storage for, food or drinks. Fridges or other cooled storage devices cannot be used in rooms unless permission has been granted, in writing, in advance of installation. Permission is normally granted only where there are medical or religious grounds. Please contact accommodation@dow.cam.ac.uk in the first instance.
 - *Examples of items likely to be in contravention of this rule include drinks coolers, mini-fridges, etc.*
- It does not alter, or attempt to alter, the humidity in the room. Humidifiers, diffusers, or similar devices cannot be kept in rooms unless permission has been granted, in writing, in advance of installation. Permission is normally granted only where there are medical grounds. Please contact accommodation@dow.cam.ac.uk in the first instance.
- In the case of 'long use' devices (i.e. devices which may be left on for more than a few minutes) its power consumption is normally lower than 50W. Desktop computers and laptops are exempt from this restriction.
 - *Examples of items likely to be in contravention of this rule include heaters, fans with heating/cooling functions (whether used or not), heated clothes driers, etc.*

8.7 Electrical testing

- All electrical devices must be tested prior to first use in College.
- At the beginning of each academic year, the College Maintenance Department organises a PAT testing exercise where all incoming students will have their devices tested and approved if suitable. This process usually takes place in October and lasts approximately one week. Until this process is complete, new students may use electrical equipment that does not comply with rule 2 above as long as all other rules are obeyed. If you have any concerns about whether your equipment may comply then DO NOT USE IT until the Maintenance Department have tested it. Please contact maintenance@dow.cam.ac.uk for advice.
- After the Michaelmas PAT testing process, if you purchase, or bring into College, electrical devices during the course of your period of residence these must be tested prior to first use in College. Failure to do so is likely to lead to

disciplinary action being taken. Please contact maintenance@dow.cam.ac.uk to arrange testing.

- When a device fails a PAT test, the College Maintenance Department is informed of the failure. They will attempt to repair the item if possible although no responsibility is taken for making a successful repair. You have seven days from the date of the report to deposit the failed item with the Accommodation Office where it will be retained and returned to you when you leave your accommodation. This is to ensure that failed devices do not remain in use, therefore compromising your safety and the safety of your fellow residents. If this is not done, then a member of College staff will be authorised to remove the item from your room and deliver it to the Housekeeping Office. You will be informed by e-mail if this has taken place. Refusal to co-operate with this process or attempts to conceal failed items are likely to lead to disciplinary action being taken. The College will not be liable to you for anything connected with the removal of such items and you shall reimburse the College in respect of any claim, costs, losses or liabilities incurred with the removal or storage of any such item in your possession but owned by a third party.
- Please note that electric scooters, skateboards, or other electrically powered modes of personal transport (and/or any associated batteries or power packs) are not permitted in College and must not be brought into College accommodation.
- The safety of your electrical devices is your responsibility. The College will not replace, repair, or reimburse you for the cost of any devices which fail a PAT test.

Please remember that you are **personally responsible** for complying with these rules and for the safe and reasonable use of electrical appliances in your room. **Your choices and actions have a bearing on your own safety and welfare but also, as a member of the College residential community, on the safety and welfare of your fellow students.**

Please also note that staff are required, by the College, to uphold rules and arrangements that provide for, and promote, a safe living and working environment. Where they believe that they have identified any equipment that may be being used in contravention of these, or other, College rules, they are required to inform senior staff and prevent the equipment from being used until its compliance can be established. This will normally be achieved by immediately removing the equipment from the student accommodation. Should this happen to one of your items, you will be informed by e-mail as soon as possible and a resolution will be sought.

You are reminded that the College takes the health, safety, and welfare of its residents extremely seriously. Indications that you have ignored, or tried to evade, these rules are likely to lead to disciplinary action.

9 Fire Safety

Action to be taken in event of a fire.

This is detailed in Appendix 5. You must ensure that you read and understand these instructions.

9.1 Fire Drills

The Head Porter is the College Fire Officer and is responsible for arranging all aspects of fire safety and prevention.

The Porters arrange regular fire drills for each staircase and house, and a log is kept of all drills. Drills will take place twice a year, one each in the Michaelmas and Lent terms.

You must take these drills seriously and respond appropriately. Your failure to do so may result in your entire staircase, or building, being retested.

9.2 Fire Prevention

It is the duty of all College members, guests and visitors to prevent fire.

This means that you must abide by College rules, especially when related to increased risk of fire e.g. rules pertaining to smoking, cooking areas, worn electrical leads, no candles etc.

For reasons of fire safety, the following items are not permitted in your accommodation:

- Candles showing signs of use, joss-sticks, and other items intended to be set alight.
- Paraffin or any other kind of liquid fuels.

This means that you must remain mindful of potential sources of fire and aware of potentially combustible materials.

It is not permitted to use irons in student bedrooms.

Hair straighteners and electric hair tongs must be rested on a heatproof mat during use and afterwards, whilst cooling.

Note that all accommodation has a weekly alarm test during a designated period. Details of this test are posted on a sign near the entrance to each staircase or building. There is also a more extensive quarterly service programme where access is required into student rooms.

Each staircase has a designated Fire Warden appointed who will assist in checking adherence to fire regulations and with taking a roll-call in the event of an alarm.

This does not supersede all residents' duty to maintain correct fire safety procedures

(fire extinguishers in place, fire doors correctly closed, no naked lights etc.).

Any fire, no matter how small, is potentially extremely dangerous. In **all** cases the alarm must be raised.

9.3 Fire Detection

All Downing College accommodation is equipped with automated fire detection and alarm equipment.

In every case, this is a hard-wired system, relayed back to the Porters' Lodge by a direct link, or via a dedicated dial-up line (external houses).

Any tampering with the fire detection and alarm systems or 'first aid fire appliances' (extinguishers etc.) is deemed a very serious offence and will be dealt with most severely by the College.

In the past, irresponsible behaviour involving the fire detection system has led to students being fined and sent out of College accommodation.

It is essential that all members of College understand the actions which need to be taken in the event of a fire alarm, and these are further described in Appendix 5.

9.4 Means of Escape

Every staircase has its means of escape clearly posted in all rooms.

It is important that escape routes, especially staircases, which can act as a chimney, are kept clear of all obstructions, and especially flammable material, such as paper, cardboard boxes etc.

All fire doors are to be kept closed; and should never be wedged open.

Each area of College accommodation has been surveyed, and a fire risk assessment report drawn up. Copies are available upon request, from the Head Porter.

10 First Aid & Accidents

First Aid, serious illness, and accident reporting.

In the event of an accident or serious illness, you must inform the Porters' Lodge immediately.

If appropriate, the Porters will call emergency services and notify relevant College authorities including your Tutor and the Senior Tutor. All College Porters are qualified First Aiders.

In case of dire emergency, dial 999 and then IMMEDIATELY notify the Porters' Lodge that a 999 call has been made.

10.1 First Aid Provision

If you require first aid, please contact the Porters' Lodge. All Porters, and many other College staff, are qualified first aiders and will be able to help you.

10.2 Accident Reporting

If you have an accident on College premises, you should, at the earliest opportunity, report to the Porters' Lodge.

If necessary, arrangements will be made for the appropriate treatment elsewhere, either by the College Nurse or by transfer to hospital.

After receiving any attention or treatment, you must complete an accident form, available in the Porters' Lodge.

10.3 Smoking Policy

The College recognises that smoking causes a hazard to health to both smokers and non-smokers and can constitute a fire hazard. Accordingly, the College does not allow Fellows, staff, students, visitors, conference guests, contractors or members of the public to smoke or vape (e.g. use of electronic cigarettes) in any part of its premises, other than in Designated Smoking Areas.

College premises include all buildings on the Domus, and other College-owned premises including the Boathouse, the Sports Pavilion, and also College-owned vehicles.

Those students wishing to smoke (or vape) may do so in the Designated Smoking Areas (Student). The Designated Smoking Areas (Student) are indicated on the Student Smoking Areas Plan (Appendix Z). Other areas have been designated for staff and for conference use.

You are, nonetheless, discouraged from smoking because of the risk to your health, and

to the health of others (e.g. Domestic Assistants) to whom the College has a duty of care.

You are required to advise your guests of this College policy and ensure that it is followed. Along with other members of the College community, students who breach this policy will be subject to disciplinary action.

10.4 Student Support

The College provides a full range of student support services, including health care, tutorial, pastoral and spiritual guidance. All tutors and many of the staff can offer advice on where help can be found. More detailed information can be found on the College Intranet.

[College Intranet: Student Support](#)

The College Porters' Lodge is staffed 24 hours per day, and the Duty Porter can always contact the student's Tutor or pernoctating Tutor (outside of office hours) and other College Officers as required.

The College employs a Nurse. For clinic hours, please [consult the College website](#).

In addition, all students should register with a local doctor or practice. The Lensfield Road Medical Practice (48 Lensfield Road) is central to the Downing houses and welcomes registrations from Downing students.

10.5 Security

Room access

Room and building access is by key or by card entry, using your University Card.

Your University Card is a form of personal identification, unique to you and must never be lent to anyone else.

If you lose your University Card you should report it to the Tutorial and Admissions Office at your first opportunity.

Should you have an overnight guest who may require a separate access to your room, please arrange for a temporary key card to be issued by the Porters when you sign-in your guest.

Where required, you can obtain a key to your room in College or in a College house from the Porters' Lodge on arrival each term. This key must be returned to the Head Porter each term on departure.

Spare keys may be borrowed but must be returned within 24 hours.

In the event of the keys not being returned on the day of departure, a reasonable charge will be made for a replacement.

If a key or access card is lost, a reasonable charge of a replacement key or access card

will be made for each re-issue.

Details of these charges can be found on the College website.

10.6 Building and Room Security

Unfortunately, experience shows that thefts of money, books, computers and other valuables occur from time to time.

You should therefore take care to lock your room **whenever** you are out as the College cannot and does not accept responsibility for any losses, including those resulting from theft, unless the College was responsible for the loss.

It is very important that external doors and gates should be kept closed and locked.

Windows must be closed when you leave your room and laptops and other expensive equipment removed from the view of anyone looking through the window.

Propping doors or gates open, or otherwise interfering with measures designed to increase Domus security is a very serious matter and is likely to attract disciplinary action.

If you see anyone acting suspiciously you must inform the Porters' Lodge immediately.

10.7 Personal safety

Cambridge is, in general, a very safe place to live and work.

You should take the normal precautions associated with living in a relatively big city. Further advice regarding personal safety can be found on the College website, [here](#).

10.8 Security Plan (Bomb and Incendiary Device Procedures)

The College is mindful of its public profile and location and has developed plans for dealing with the possibility of risks to health and safety arising from actions of external individuals. The Bomb and Incendiary Device Procedures are described in Appendix 6.

You should make sure that you are familiar with these and ensure that, if asked by a member of the College staff to act in response to a security situation, you do so immediately.

10.9 CCTV

CCTV cameras are used on the Domus and College properties. These cameras are deployed in line with the College's CCTV Policy which can be viewed on the College website.

The purpose of the CCTV system (from the College CCTV policy).

The system has been installed by the College with the primary purpose of reducing the threat of crime, protecting the College's buildings and helping to ensure the safety of all staff, students and visitors. As a secondary purpose, elements of the system are intended to assist with the management of the College's car parks; ensuring that these facilities are used in a safe and efficient manner. These purposes will be achieved by:

- Deterring criminal activity by the use of signs displaying that a CCTV installation is in use around the estate.
- Assisting in the prevention and detection of crime.
- Facilitating the identification, apprehension and prosecution of offenders in relation to crime and public order.
- Facilitating the identification of any actions or events which might result in disciplinary proceedings being taken against staff or students.
- Assisting in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be, taken.

11 Living in College: The College Environment

11.1 Grounds maintenance

The Gardens & Grounds Department will maintain the grounds around all College buildings in a tidy, aesthetic and practical manner. Gardens, particularly those facing onto roads, will be maintained in a manner to give some screening for Residents in their rooms, while minimising opportunities for the concealment of intruders.

Principal pathways are maintained to provide a suitable surface for all users, including those with ambulatory problems, and the College is following an active programme to improve access to all areas.

While not all paths are fully illuminated, principal routes have suitable intensity lighting to provide security to users.

11.2 Litter clearance

All College members are responsible for maintaining the cleanliness of the College environment, internal and external.

You should ensure that your waste – and that of your guests – is disposed of correctly. External litter bins, which are regularly emptied by Housekeeping staff, are provided outside the Butterfield Building.

Special bins are provided for recycling in all College houses, and at other locations around the Domus.

11.3 Snow and ice clearance policies

Snow and ice clearance is undertaken by the Gardens & Grounds Department.

Students should take particular care during snowy periods that their actions do not cause a hazard for others.

Creating ice slides on roadways or steps or making and using snowballs containing gravel from the paths should be avoided.

11.4 Energy efficiency

The major contribution to both local costs and global warming is caused by individuals being careless in their behaviour: leaving lights on in unoccupied rooms; opening windows rather than turning down heating; turning heating up rather than dressing slightly more warmly etc.

Fuel costs continue to increase annually, and major savings have to be made by all for both environmental and economic reasons and fuel consumption costs are one element

used in setting room Rents.

The College has started an extensive programme to insulate many buildings, and to provide improved heating controls to assist this effort.

12 Recycling

As part of the College's environmental policy we have made a commitment to recycle as much waste as possible in the safest possible manner. Recycling facilities in the College are clearly labelled and are available as follows:

Paper	Bins are provided (for paper, newspapers, magazines, cardboard) in the JCR and MCR Rooms (S staircase), the Porters' Lodge, the Library, the Computer Room, the Tutorial and Admissions Office, the College administration offices, at the rear of Lensfield Road Houses and behind the Chapel, and in most rooms.
Toner Cartridges	There is a disposal point in the College for old printer and toner cartridges in the Porters' Lodge. They can also be taken to the I.T. Office (B staircase) where their safe disposal will be arranged.
Clinical Waste	Please contact the College Nurse for further details.
Dry Recyclable waste including cans, glass, paper and cardboard	Cambridge City Council now deals with 'mixed' dry recyclable waste, rather than segregating waste types as in the past. These large bins can be found on the Domus, behind the Chapel and the Butterfield Café. College houses are served by 'domestic' collection (see below).
General	All College houses (e.g. those on Lensfield Road) are now serviced by Cambridge City Council with recycling facilities. These require residents to be punctilious in their segregation of recyclable waste, since 'contamination' – e.g. food waste in paper/cardboard recycling – will result in that waste not being taken away. Since 2007, Cambridge City Council has imposed fines on contaminated waste, and these will be passed to College house residents concerned. Hostel keepers and DAs have been briefed on the use of the various recycling bins.

13 Transport

13.1 Car Parking

Owing to significant congestion problems in Cambridge, the University and Colleges are under an obligation to the civic authorities to restrict the use of motor vehicles used by junior members (undergraduates and graduates). Consequently, it is a University offence for a student to keep, hire or drive a car in Cambridge during Term without permission. A fine of £175 may be imposed by the Senior Proctor on any offender.

Permission to have a motor vehicle is only granted in exceptional circumstances. Such permission should be sought via the [Student Forms portal available on the College Intranet](#). Permission can only be granted when there is a valid reason, and an authorised parking space is available. The same form must be completed when permission is also sought to park a motor vehicle in College. Parking badges are required if a vehicle is to be parked in College, for which there is a charge of £98.25 per year.

No motor vehicles are allowed in the Quadrangle or in Kenny Court. Parents of junior members are allowed to park in College when visiting, subject to availability, and to do so they will need to sign in at the Porters' Lodge.

13.2 Bicycles

There is no cycling in College. Once within the College gates, bicycles must be pushed/walked to the cycle sheds.

Only Official Fellows may ride their bikes on College grounds.

No bicycle may be brought into the Quadrangle, Howard Court, or Kenny Court, or stored in staircases, Battcock Lodge or other College properties. Postgraduate students may **wheel** their bicycles through the Quadrangle if they live in the Singer Building.

All student bicycles must be marked with the distinguishing letter of the College and with a personal number which will be allocated by the Porters. This is not only to satisfy University Regulations (Proctors may issue warnings or on-the-spot fines for failure to comply) but also to maximise the chance of the bike's return should it be stolen.

Bicycles may not be stored in student accommodation at any time, including holiday periods. This includes your bedroom, entrance halls, stairways or any other communal area. This rule applies equally to bicycles of all values. If you are planning to bring a bicycle into College you must make any necessary arrangements to store it in the available bicycle storage facilities in College or, if these are not suitable, elsewhere off College grounds.

Information regarding bicycle storage in the College can be obtained from the Head Porter.

There is considerable bicycle parking in College including covered racks behind the North Range and Battcock Lodge as well as racks for residents' use near the Lensfield Road houses.

13.3 Park and Ride

You should advise your guests that there are five park and ride sites in Cambridge, which operate daily. Further details can be found on the following website <http://www.cambridgeshire.gov.uk/transport/around/park-ride/>. All the sites are staffed during opening hours.

14 Version Control

Date	Version	Change	Author
21/3/18	1.0	Publication following review	Rob Beardwell
8/8/18	2.0	Update use of electrical items p21	Rob Beardwell
18/3/19	2.1	Update ANUK/Unipol information. p19 Publication following annual review and approval by GPC	Rob Beardwell
14/6/19	3.0	Publication following revision and approval by GPC of Guest policy	Rob Beardwell
4/9/19	3.1	Update removal and storage of personal possessions p13 Electrical testing p25	Rob Beardwell
20/9/19	3.2	Sections re-organised	CV/RB
10/2/21	3.3	Draft revision	Rob Beardwell
11/3/21	4.0	Publication following annual review and approval by GPC	Rob Beardwell
21/2/22	5.0	Publication following annual review and approval by GPC	Rob Beardwell
20/10/22	5.1	Publication following revision and approval by GPC of damages and May Ball policies	Rob Beardwell
15/2/23	5.2	Draft revision	Rob Beardwell
23/2/23	6.0	Publication following annual review and approval by GPC	Rob Beardwell
14/9/23	6.1	Draft revision	Rob Beardwell
04/10/23	6.2	Draft Revision – HCR Hewitsons	Katie Smith
11/10/23	6.3	Draft revision	Rob Beardwell
17/10/23	7.0	Publication following review and approval by GPC	Rob Beardwell

HOUSEKEEPING TASK LIST

Daily Twice weekly Weekly End of term

HALLWAY/STAIRS	Clean hallways and stairs, vacuum communal areas as necessary		✓		
	Clean bannisters, skirtings and carry out any high dusting			✓	
	Empty kitchen bin (and wash regularly inside and out)	✓			
	Put all dirty washing on the side, do not wash up	✓			
	Wash and disinfect all work surfaces and table	✓			
	Clean sink and draining board	✓			
	Clean cooker and hob (inside as well as top)	Hob		Oven	
	Wash all paintwork, doors, glass and chairs (especially food splashes)		✓		
	Vacuum and wash floor in kitchen	✓			
BEDROOMS	All bedrooms need to be entered daily	✓			
	Prop the bedroom door open, draw the curtains back and tidy bed	✓			
	Empty waste bins (segregating recycling)	✓			
	Start with high dusting, cobwebs, tops of mirrors, picture rails, doors			✓	
	Dust all furniture and paintwork (for any stubborn stains use a damp cloth)			✓	
	Vacuum rooms, clean desks, chairs and legs skirting boards etc.			✓	
	Report any damage or maintenance to a Supervisor so repairs can be made	✓			
	Bins left out on the corridor have to be put back into the bedroom	✓			
BATHROOMS	En-suite bathrooms have to be cleaned twice a week		✓		
	Clean bath/shower & screen/wash basin/toilet (descale as necessary)	✓			
	Clean glass and mirrors. Wipe the toilet brush sets, and the bin		✓		
	Re-plenish toilet rolls	✓			
	Vacuum and wash bathroom floor	✓			
GREEN ISSUES	Open blinds and curtains instead of switching lights on	✓			
	Switch off all lights and chargers not in use etc. when leaving room	✓			
SPRING CLEANING	Put thermostats on frost setting for unoccupied rooms				✓
	Use end of Term checklist to carry out in depth cleaning tasks				✓
	Pull out fridges and freezers, defrost, clean and wash behind & underneath				✓



DOWNING COLLEGE CAMBRIDGE

STUDENT RESIDENTIAL AGREEMENT (UNDERGRADUATE)

The Student should read this agreement and the Accommodation Handbook carefully before signing this Agreement. The Student's attention is drawn in particular to the paragraphs below which deal with terminating the right to occupy under this Agreement (paragraphs 5, 6, 7 and 8 of this Agreement) and the payments in addition to the Residence Charge (Weekly Licence Fee) which the Student could be obliged to make (paragraphs 4, 9, 11 and 12).

The terms of the Students' Accommodation Handbook (as updated from time to time) form part of this Agreement and copies of this document are available both online and from the Accommodation Office.

THIS AGREEMENT is made on the <DATE> between The Master, Fellows, and Scholars of Downing College in the University of Cambridge ("the College")

and

<SD:Forename> <SD:Surname>

("the Student")

relating to <SA:BlockName>, room <SA:RoomNameLast2> , Downing College, Cambridge, with the right to shared use of the nearest appropriate bathroom and kitchen where applicable ("the Accommodation").

1. By this Agreement, the College permits the Student to occupy the Accommodation by way of licence:
 - (a) for the period from <SA:LicenceStart> until <SA:LicenceEnd> (subject to this paragraph 1 and paragraph 7 below); and
 - (b) the Student may occupy the Accommodation for the following periods ("Normal Periods of Residence" (NPR)) from 2pm on the first day to mid-day on the last day:
 - (i) <SA:TermStartDate1> to <SA:TermEndDate1>
 - (ii) <SA:TermStartDate2#RL> to <SA:TermEndDate2#RL>
 - (iii) <SA:TermStartDate3#RL> to <SA:TermEndDate3#RL>

Please see the Accommodation Handbook for regulations in relation to occupation of the Accommodation outside of the NPR.

2. The College will use reasonable endeavours to supply a number of services, including heating in winter months, lighting, electricity, water, and sewerage. These services are all included in the Weekly Licence Fee (see 4.(a) below). The College shall not be held liable if failure to provide any of these services is due to factors reasonably beyond its control (such as mechanical failure, staff shortages, and lack of materials).
3. Access to the Accommodation will be through the normal external doors. However, on some occasions the College may need to use entrances for specific purposes, in which case an alternative entrance will be designated, and sufficient notice (at least 24 hours) given except in the case of emergency in which case no notice will be required.
4. Rent is payable by the Student during their periods of occupation as follows:
 - (a) Payment at the rate of **<SA:WeeklyRentAccom>** per week ("the Weekly Licence Fee") is to be made for the NPR to the College on the first Wednesday of Cambridge University's Michaelmas, Lent, and Easter Full Terms (the Student will be reminded of the due date on the College bill they receive shortly before the beginning of each term). The amount of each payment will reflect the period to the next bill date (some agreements are for 29 weeks, others for 30 or 37/38 weeks or longer).
 - (b) The Student agrees to pay the payments without deduction or set-off.
 - (c) If the Student remains in occupation of the Accommodation outside the NPR without completing the out of NPR process in full at least a fortnight before the last day of NPR, they may become liable to the College for its reasonable losses (for example if the College is unable to honour a vacation conference booking).
 - (d) If the agreement is terminated before the end of a period for which the Student has paid rent, the College will reimburse the Student an amount of the rent for the remainder of that period during which the College has been able to re-let the Accommodation less any reasonable costs and expenses of termination.
 - (e) Outside the period of this Agreement, all possessions must be removed from the Accommodation. Please see the Accommodation Handbook for details of what may happen if you leave your possessions behind and for details of where to find information on storage facilities. The Student may also be charged a licence fee for the period when the possessions remain in the room.

The College is entitled to use or let the Accommodation at any time outside the NPR.

5. Failure to pay the Rent within fifteen days of the due date (see 4(a) above), gives the College the right to end this agreement and require the Student to

move out, but only after the Student's Tutor has been consulted and the Student has been given one month's notice to vacate. If the Student is in danger of not being able to pay their College Bill, it is the Student's responsibility to consult their Tutor as soon as possible.

6. The Student may end this Agreement at any time provided that:
 - (a) two months' written notice is given of the date on which the Student wishes the agreement to end ("the Termination Date") such notice to be given to the Accommodation Office in writing.
 - (b) If the Student leaves the Accommodation on the Termination Date.

This does not in itself bring to a close any dispute that already exists between the Student and the College with regard to the breaking of this Agreement.

7. This Agreement shall end automatically in the event that the Student ceases to pursue their course of study at the College and/or is recorded by the University as no longer 'in statu pupillari'. The Student will vacate the room within one month of being given notice by the College that the agreement has been ended in this way.
8. This Agreement also may be ended in the following ways:
 - (a) In exceptional circumstances, the College may give notice to the Student to move at short notice to another room in College or into private rented accommodation (which the Student has the responsibility for finding). Further details are contained in the Accommodation Handbook.
 - (i) If such notice is given by the College, the Student may give notice to the College that they wish to treat that notice as terminating this Agreement.
 - (ii) An appeal against a decision to exclude a student from College accommodation can be made to the Student Complaints Committee. For details of how to appeal, please refer to the College website, which can be found at: <http://www.dow.cam.ac.uk/current-students/downing-college-rules-and-guidelines/suggestions-and-complaints>.
 - (b) In other cases where there is a breach of the terms of this Agreement which is not a minor breach, the College may give the Student a letter explaining what must be done to put the breach right and a reasonable time to do so. If the Student has not put right the breach the College may, after consultation with the Student's tutor, terminate the agreement and require the Student to leave the Accommodation by giving one month's notice.
9. If the Student does not vacate the Accommodation upon the termination of this Agreement then the College may apply for a court order for possession of these premises. In the event such an order is granted the College will ask the Court further to order the Student to pay the College loss of income and its reasonable legal costs and expenses incurred in the contemplation,

preparation, prosecution and enforcement of these legal proceedings with interest.

10. The Student may give notice to the College by writing to the Accommodation Office, Downing College, Cambridge CB2 1DQ, and the College may give notice to the Student by writing to them and sending it to the Student's College Pigeon Hole when the Student is in residence. Any letter so sent shall be taken to have been received not later than the first working day following the working day on which it was sent. If the Student is out of residence, the notice shall be sent to their home address (or any alternative address of which the Student has notified the College). In this case it shall be deemed to have been received on the third working day following the day on which it was posted, if the address is in the UK, and the seventh working day, if it is abroad.

11. The Student will be held personally responsible for any damage to the furniture and decoration of the room, excluding fair wear and tear. Should there be any such damage, the College may seek to recoup the reasonable costs of restoring the Accommodation to a reasonable state from the Student.

12. The Student will be required to pay a reasonable fee for any keys to the Accommodation that are not returned to the Head Porter at the end of each Term or are lost.

13. The Student agrees to comply with any other reasonable regulations made by the College in relation to the Accommodation or the building or buildings of which it forms part.

Signed on behalf of the College:

Gavin Flynn, Senior Bursar and Fellow

Signed by the Student.....

Appendix 3: Student disciplinary and complaints procedures

College. The College Statutes provide that the maintenance of discipline in College is the responsibility of the Dean, assisted by the Tutors. The Dean is generally involved only when he receives a complaint, but he also tries to head off trouble before it happens by, for example, discussing arrangements for parties with junior members, and by stipulating the Dean's Rules for the serving of alcohol at garden parties during May Week (see below). The Dean deals with general complaints himself, usually acting in consultation with the Tutors and occasionally with the Executive Committee of the MCR and JCR. Disciplinary measures may include formal warnings as to future conduct, fines, and requirements to desist from activities, prohibition from use of College facilities (such as the Bar), expulsion from College accommodation and expulsion from the College for short periods. The College takes a particularly serious view of student misbehaviour which inconveniences other members of the College, members of College staff or its neighbours. For example, unruly, abusive or threatening behaviour or excessive noise is not tolerated and those responsible can expect an uncomfortable interview and sanctions. All matters are recorded by the Dean.

Disciplinary Committee. The most serious complaints or offences are dealt with by a Disciplinary Committee at the instigation of the Dean. The Disciplinary Committee comprises several members of the College Governing Body and may, at the request of the student who has been charged, include two junior members of the College nominated by the Master. Any person *in statu pupillari* who is charged before the Committee may choose a Fellow to represent him or her. Ordinarily, but not necessarily, the Fellow is the students' Tutor. The Disciplinary Committee is empowered to impose more severe sanctions, such as rustication (temporary suspension), for a Term or year, or even permanent expulsion from the University. A student against whom the Disciplinary Committee pronounces has the right of appeal to the Governing Body.

University. The University also has disciplinary regulations; these are in a booklet entitled "Information for Students", which is given to all members of the College on first coming into residence. These regulations are usually enforced by the Proctors, who are University Officers.

Student Complaints. Every attempt will be made to deal speedily and effectively with any complaints made about any matter of concern to students. Any minor concerns of a domestic nature which relate to accommodation faults or the non-functioning of other student facilities should be reported via the [Online Maintenance System](#). More major domestic concerns should be referred to the Accommodation Officer in the first instance (accommodation@dow.cam.ac.uk). Complaints about bills and other financial matters should be addressed directly to the Senior Bursar (senior.bursar@dow.cam.ac.uk). If students are not satisfied with the College response to any complaint they make then they should contact the Senior Tutor either via the Tutorial and Admissions Office or by email: senior-

tutor@dow.cam.ac.uk. The College's procedures for dealing with comments, suggestions and complaints from students are set out in full on the website at www.dow.cam.ac.uk. See also the Student Complaint Scheme administered by The Office of the Independent Adjudicator for Higher Education (www.oiahe.org.uk).

Appendix 4: ADMINISTRATION, ACCREDITATION AND COMPLIANCE WITH THE ACCREDITATION NETWORK UK (ANUK) CODE OF PRACTICE¹

- **General.** The College is a long-established, self-governing organisation, subject to regular internal and external audit, which includes all aspects of institutional management. Annual reports are lodged with the University of Cambridge. While the College has well-established student accommodation practices – detailed above, it has also registered with Accreditation Network UK (“ANUK”) as abiding by its published Code of Practice. ANUK will periodically review and update its Code, and the College will – in principle – amend its procedures to conform.
- **Administration.** ANUK has overall responsibility for administering the Code of Practice. This includes: maintaining a list of all institutions signed up to the Code and all buildings within those institutions covered by the Code; liaising with other bodies over areas where the Code is only applicable in parts; and periodically reviewing the Code. This review will be undertaken by a standing committee representing relevant stakeholder groups, including University management, students and specialist professions (e.g. facilities managers, maintenance etc.). In this task, they will take note of significant complaints made by students concerning non-observance, other breaches noted by internal or external audits, and reports from bodies such as the Office of the Independent Adjudicator. If necessary, the committee may undertake further investigation, and then issue remedial proposals. In extreme cases, the committee may decide that a higher educational institution is no longer compliant with the Code, at which stage responsibility may pass to an alternate body, such as the Local Authority, to impose changes.
- **College Responsibilities.** In registering with the ANUK Code of Practice, the College undertakes that:
 - all the accommodation registered with ANUK (and given in Appendix 7) meets the standards and accords with the procedures set out in the Code.
 - an appropriate complaints procedure is in place, integrated into normal College practices with a procedure for reporting back to ANUK on any significant complaints relating to the Code.
 - Auditors will consider the College’s management of its student accommodation in relation to the Code, advising Higher Education Funding Council for England and ANUK as appropriate.
- **Schedule of Properties.** The properties covered by the ANUK Code of Practice are listed in Appendix 7.

¹Under the terms of the Housing Act 2004, Downing College is required to be licensed either with an approved Code of Standards (typically UUK or ANUK/Unipol) or with the local authority

APPENDIX 5
ACTIONS TO BE TAKEN IN THE EVENT OF FIRE (GENERAL)

1. Any fire, no matter how small, is potentially dangerous. In all cases, the alarm must be raised. Members living in College must then contact the Porters' Lodge. Those in College Houses must contact the Fire Service. You must ensure that you are familiar with escape routes from your room and that you know where the nearest fire extinguishers are located. Plans of your accommodation are displayed in each staircase/house. You should always take precautions against the risk of fire. Fire doors are never to be wedged open. Fire extinguishers and alarms are not to be tampered with. There is a programme of regular fire drills. Any interference with fire precautions is viewed as a serious offence and will lead to disciplinary action. Candles showing signs of use are not permitted in any College rooms. Fire safety information is distributed with all Residential Agreements.

2. Action to be taken. If you discover a fire anywhere:
 - 2.1. Break the glass in the nearest Alarm Box *before you do anything else*.
 - 2.2. If possible, dial 999 for the Fire Brigade.
 - 2.3. Ensure your own route of escape.
 - 2.4. Telephone the Porters Lodge with details on 01223 334800

3. Fighting a fire:
 - 3.1. Do not attempt this unless you feel competent and have been trained to do so.
 - 3.2. Keep between your escape route and the fire at all times.
 - 3.3. Do not use water extinguishers (or fire hoses) on electrical fires or fat and oil fires.
 - 3.4. Burning oil or fat in a pan can be covered with a fire blanket, but approach with it in front of your face, and be sure your hands are wrapped in the cloth.
 - 3.5. If you cannot extinguish the fire in one minute, get out and close the door.
 - 3.6. If a person's clothing is alight, roll him or her in a blanket or coat to smother the flames.

4. **If you hear the Fire Alarms:**
 - 4.1. *Continuously ringing* - **EVACUATE**
 - 4.2. Leave the building immediately;
 - 4.3. Close, but do not lock, doors behind you;
 - 4.4. Congregate at the assembly point as shown on your fire action notice. There might be a roll-call. Do not re-enter the building until you are advised that it is safe to do so.
 - 4.5. Never cancel a fire alarm - fire alarms may only be reset by Porters or those acting under their direction.

Appendix 6: Security Plan

There are three phases to consider with regard to Security alerts in the College:

- initial prevention
- reaction to a general alert
- reaction to a specific threat

Initial Prevention

This is a general responsibility for all members of the College: staff; fellows, and students. Access to the Domus is generally controlled by means of the Porters and code- lock gates, backed up by staff vigilance and CCTV monitoring. Staircases and houses are required to be closed and locked; there should not be any opportunity for 'terrorists' to leave devices in those areas. Each person is responsible for their individual room.

Unknown persons should be questioned as to their presence inside buildings. Rubbish is regularly cleared away so that devices cannot be hidden. Any rubbish bins (waste paper/skips etc.) are located away from inhabited buildings, and regularly emptied and inspected by housekeeping staff.

General Alert

This is a non-specific threat towards the area (Cambridge) or the establishment (the University), such as by animal rights activists. Such threat advice is rapidly disseminated to all concerned by the Head Porter and his staff, and then each area is responsible for its own security sweep and reporting back to the Porters' Lodge when complete. The public areas – Library, Chapel, and Howard Building etc. – will be checked by Housekeeping staff. Hostel keeper's and live-in fellows are responsible for their own hostel and environs, and each individual should check their own room(s), including adjoining corridor areas. The aim is to split the work up among many people to reduce the overall time taken, to improve reaction time, and to heighten awareness.

Specific threat

In this situation, we would have had information that the College or a particular stair or building has been targeted. The aim is always to avoid the risk of death or injury, so such a specific threat would warrant immediate evacuation of the building or area concerned, followed by a full sweep by bomb disposal experts. The quickest way to effect this evacuation will be by sounding the fire alarm for the area concerned. Bomb disposal reporting will be via the Porters (or the incident controller) to the local Police station.

Appendix 7 - Schedule of Properties

Singer Building	Downing College, Regent St, Cambridge CB2 1DQ	28 Rooms	3 Floors
Battcock Lodge	As Above	78 Rooms	3 Floors
Boathouse	As Above	6 Rooms	1 Floor
Griphon House	As Above	22 Rooms	3 Floors
Howard Lodge	As Above	32 Rooms	3 Floors
Kenny A Building	As Above	25 Rooms	3 Floors
Kenny B Building	As Above	26 Rooms	3 Floors
70 Regent Street	As Above	6 Rooms	2 Floors
76 Regent Street	As Above	4 Rooms	2 Floors
96 Regent Street	As Above	3 Flats	3 Floors
West Range / D Staircase	As Above	4 Rooms	3 Floors
West Range / H Staircase	As Above	10 Rooms	2 Floors
North Range / I Staircase	As Above	23 Rooms	3 Floors
North Range / J Staircase	As Above	21 Rooms	3 Floors
North Range / K Staircase	As Above	25 Rooms	3 Floors
North Range / L Staircase	As Above	24 Rooms	3 Floors
North Range / M Staircase	As Above	20 Rooms	3 Floors
North Range / N Staircase	As Above	18 Rooms	3 Floors
East Range / O Staircase	As Above	1 Room	2 Floors
East Range / Q Staircase	As Above	2 Rooms	1 Floor
East Range / S Staircase	As Above	4 Rooms	2 Floors
20 Lensfield Road	As Above	9 Rooms	3 Floors
22 Lensfield Road	As Above	9 Rooms	3 Floors
24 Lensfield Road	As Above	16 Rooms	3 Floors
26 Lensfield Road	As Above	11 Rooms	3 Floors
28 Lensfield Road	As Above	8 Rooms / 1 Flat	3 Floors
30 Lensfield Road	As Above	10 Rooms	3 Floors
32 Lensfield Road	As Above	10 Rooms	3 Floors
34 Lensfield Road	As Above	5 Flats	2 Floors
36 Lensfield Road	As Above	10 Rooms	3 Floors
38 Lensfield Road	As Above	10 Rooms	3 Floors
40 Lensfield Road	As Above	9 Rooms	3 Floors
42 Lensfield Road	As Above	9 Rooms / 1 Flat	3 Floors
44 Lensfield Road	As Above	7 Rooms / 1 Flat	3 Floors
46 Lensfield Road	As Above	8 Rooms / 1 Flat	3 Floors
50 Lensfield Road	As Above	6 Rooms / 1 Flat	3 Floors
52 Lensfield Road	As Above	9 Rooms	3 Floors
54 Lensfield Road	As Above	7 Rooms / 1 Flat	3 Floors
56 Lensfield Road	As Above	7 Rooms	3 Floors
58 Lensfield Road	As Above	10 Rooms / 1 Flat	3 Floors

Appendix 8 – List of Programmes:

Three Year Programmes:

- Anglo-Saxon, Norse and Celtic
- Archaeology
- Architecture
- Classics (Three Year)
- Computer Science
- Economics
- Education
- English
- Geography
- History
- History and Politics
- History of Art
- Human, Social and Political Sciences
- Land Economy
- Law (If you choose to undertake an optional year abroad beyond the three year programme, you are not guaranteed accommodation)
- Linguistics
- Mathematics
- Medical Sciences (Clinical Studies, year five and six will proceed to the Postgraduate ballot)
- Music
- Natural Sciences (Biological and Physical)
- Philosophy
- Psychological and Behavioural Sciences
- Theology and Philosophy of Religion
- Veterinary Sciences (Clinical Studies, year five and six will proceed to the Postgraduate ballot)

Four Year Programmes:

- Asian and Middle Eastern Studies
- Chemical Engineering
- Classics (Four Year)
- Engineering (If you choose to undertake an optional year in industry beyond the four year programme, you are not guaranteed accommodation)
- History and Modern Languages
- Manufacturing Engineering
- Modern and Medieval Languages

Optional Fourth or Further Year of Study Programmes:

- Computer Science
- Management Studies
- Mathematics
- Natural Sciences (Biological and Physical)



STUDENT SMOKING AREAS

DOWNING COLLEGE



Designated student smoking and vaping areas.



Smoking Helpline
0300 123 1044

