



Kellogg College

University of Oxford

Appliance Guide for Residents

A Quick Guide for Residents

This guide is a general overview of how best to use the appliances in your College accommodation. For full user instructions for specific appliances, please contact accommodation@kellogg.ox.ac.uk for a soft copy.

Comprehensive health and safety information in relation to the appliances in your accommodation is available in the full **Student Accommodation Handbook: Domestic Arrangements**.

If an appliance malfunctions or is no longer working, please report this via the Maintenance Form on our website.

This guide is designed to help you feel confident and safe when using the shared kitchen appliances provided in your accommodation. Whether you're new to using these appliances or just need a quick refresher, you'll find simple, practical advice here on how to use them effectively and responsibly.

Please take a few moments to read through each section before using the appliances for the first time. Doing so helps ensure not only your safety and comfort, but also that of your fellow residents.

If you're ever unsure about how to operate something, it's always best to check the manual or reach out – we are happy to help.



Scan to view the Student Accommodation Handbook



Scan to view the Domestic Services and Maintenance Form

Heating

The heating throughout our accommodation is controlled via Thermostatic Radiator Valves (TRVs) on each radiator. They work by sensing the air temperature around them, and then regulate the flow of water through the radiator in order to adjust the radiator's temperature accordingly.

They do not control whether a boiler is on or off.

Turning a TRV down will reduce the temperature and save energy.

In line with our commitment to the environment, the College heating operates from 1 October to 30 April, and is set at 18°C.

To make the most of the heating, you should ensure that your radiator is left free and clear of items and not obscured by furniture. To prevent a fire hazard, please do not leave items on radiators.

Bathroom

Showers are controlled by the dials in the shower cubicles. Turn the dial to the adjust the temperature and water strength you require. Please give the system time to heat the water to your desired temperature. This can take a few minutes, especially if there is more than one shower in use at the same time.

To reduce the risk of mould, please ensure that extractor fans are left on and the bathroom door is left ajar, especially after having a shower, to let the room ventilate. Where appropriate, please open the window after using the shower.

For accommodation with baths, please ensure the tub is rinsed out and left clean for the next bathroom user after use.

Condensation

When there is insufficient heating and ventilation, the moisture in the air can form condensation on walls and windows.

To reduce condensation, please make sure you:

- Use heating consistently, open window vents, and do not leave damp items in the room
- Leave the shower extractor fan on until the bathroom is ventilated
- Dry clothes in a tumble dryer, not in the bedroom

Ventilation

Good air circulation is essential for maintaining a fresh, healthy, and comfortable environment in your room.

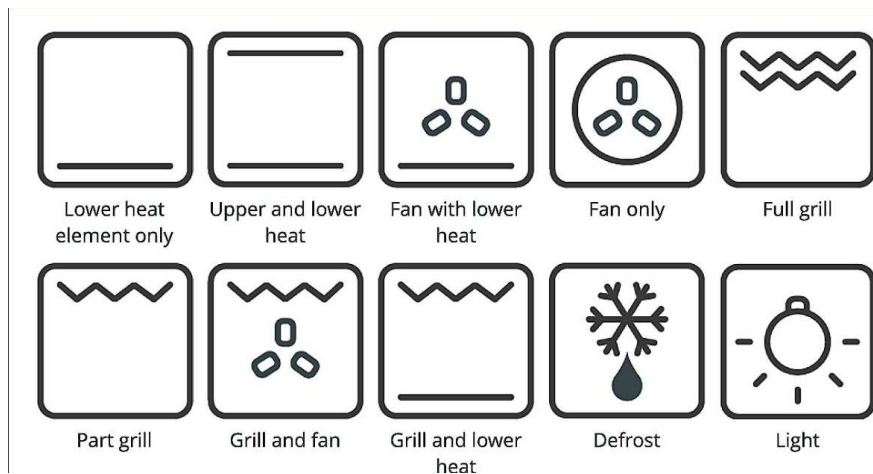
We recommend opening your window for at least 30 minutes each day to let air out and fresh air in. This helps reduce condensation, prevent mould, and improve indoor air quality, which can positively impact your focus, sleep, and overall well-being. If keeping the window open for long periods isn't practical, try shorter intervals throughout the day instead.

Maintaining good airflow is a small step that can make a big difference in keeping your living space fresh and welcoming.

Cooker

To use the cooker, turn the dials to your required temperature and select the relevant cooking style on the adjacent dial.

The most common symbols are:



To use the grill, select the correct setting as indicated, and leave the door open. Please ensure that food items are placed on a suitable tray, and not directly on the bars of the oven.

Turn the oven off at the wall, and clean up any spillages after the oven has cooled.

Cooking should never be left unattended.

Hob

Determine the ring you want to heat, and turn the corresponding dial on the oven to select the temperature setting.

The cooker hood should be turned on using the buttons on the device whilst cooking to help remove steam and cooking smells.

When you have finished cooking, turn the hob off using the dial. Once cooled, please ensure the surfaces are left clean.

Chip pans and deep fat frying pans are prohibited due to the fire risk they pose.

Microwave

To use the microwave, firstly ensure the ventilation slots on the top and sides are clear. Using a suitable microwaveable dish, place your item in the microwave and select the time and power required. It is advisable to use oven gloves when taking things out of the microwave, as they may be hot.

After you have used the microwave, unplug and clean it, ready for the next user. If you notice something smoking or catching fire in the oven or microwave, close the door and unplug if safe to do so. The fire should remain contained, however if you feel it necessary, hit a call point and raise the alarm.

Do not use any metal items – including foil – in microwaves, as they can cause a fire.

Kettle

Make sure the kettle and base are on a flat surface. Fill the kettle to the required level and then place on the kettle base. Turn it on using the switch. Once it's boiled, it will automatically turn off. Do not overfill the kettle, as it will cause boiling water and excess steam to overflow the kettle, which may cause injury.

Kettles will build limescale (these are the white bits you often see in a kettle). It is harmless, but can be removed. With dry hands, unplug from the wall and pour household white vinegar in the kettle and soak it. The acid will remove the limescale.

Fridge

The temperature of a fridge should be set between 2 - 5°C. For hygiene and safety, raw meat should be stored on the bottom shelf of the fridge, separated from any cooked meat, and covered.

To promote cool air circulation and efficiency, leave a two-inch gap at the back of the refrigerator. Ensure spillages are mopped up as soon as possible, and regularly check food items to ensure nothing has spoilt.

Freezer

The temperature of the freezer should be below -18°C .

If there is a fan inside the unit, do not put anything in front of it, as the fan helps to circulate the cool air. If obstructed, the unit will eventually go into defrost, and will defrost your food.

If there is a loss of power, keep the freezer door closed. Freezers are built to efficiently maintain a low temperature, so the food will be safe from defrosting for about a day.

If your freezer begins to frost up, you must defrost it. Allowing ice to build up will break the plastic freezer drawers, and can prevent the door closing. If the door does not close, it can affect the functioning of the freezer, and the problem will quickly worsen. Search online for guides on defrosting your freezer.

Iron

Irons and ironing boards can be found in the common room, laundry room or kitchen of each house. On a stable surface near a plug socket, set up the ironing board. Ensure the iron has water in it, plug in, and use the dial to select a heat level. After a few minutes, it will heat up and be ready to use.

Once you have finished ironing, unplug and leave the iron stood up to cool down, before putting it and the ironing board away.

Safety tips:

- Before turning on, make sure the metal plate is clean and clear of debris
- Do not leave a heating / hot iron unattended
- Do not place the iron's hotplate on any surface for too long, as it will burn
- Please be mindful of burning steam
- Do not touch the metal plate when the iron is switched on/plugged in

Vacuum Cleaner

A vacuum cleaner is located in each house in the common room or kitchen for you to use.

To operate, simply plug in and push the 'on' button.

The cleaner is bagless. Please remember to empty the dust container into the general waste bin regularly by unplugging, pushing the button on the top of the device to release the container, followed by the button on the container to release the flap to empty.

The filters inside can be removed and rinsed under the tap and replaced once completely dry.

Safety tips:

- Be mindful of trailing cables, do not allow the wire to cross doorways of stairwells, as this creates a trip hazard
- Only to be used for dry items; do not try to suck up anything wet, as this will break the device and may cause it to short circuit.

Laundry Facilities

Washing Machines

1. **Load the Drum:** Place your laundry evenly in the drum. Avoid overfilling; leave about a quarter of the drum empty for best results.
2. **Add Detergent:** Follow the packaging instructions for exact quantities. Fabric softener goes in the drawer compartment marked with a flower symbol.
3. Close the door.
4. **Select a Program:** Choose the appropriate wash cycle for your load (e.g., cottons, delicates, quick wash).
5. Insert token or pay (if required).
6. Collect your laundry promptly.
7. **Clean the seals and drawer after use:** This will clean off any detergent, dyes or lint which your wash has generated, and leave the washer in a good state for the next user.

Tumble Dryer Tips

Check clothing labels: Only dry items marked as safe for tumble drying.

Don't overload: Clothes need space to tumble properly. Typically a dryer will hold HALF the amount a washing machine will!

Clean the lint filter: Residents should do this before or after each use for fire safety and efficiency.

Use the right setting: Select the correct program for fabric type.

Remove clothes promptly: Helps prevent wrinkles and saves time on ironing.

Specific Instructions per House

7, 9/10 and 11 Bradmore Road: Machines operate via a token. Tokens can be found in token box located on top of the machines. Please do not permanently remove the token; this must remain in place, as it will be used for each machine operation.

2, 6, 8 Bradmore Road, 55 Banbury Road, Anne McLaren House and Donald Michie House: Domestic style washing machines are located in the kitchens.

55 Banbury: The dryer is a condenser style. This will require the water drawer to be emptied after use.

Hotel guests: Feel free to contact the Accommodation team to request laundry detergent, if required.

49 Banbury Road: The washing facilities are run by Circuit Laundry. Each use of the machines is chargeable, as this is not included in your rent. For specific issues or operations guidance, please contact Circuit Laundry directly, using the number located in the laundry room on the lower ground floor.

4 Bradmore Road: Large domestic machines are located in the Laundry Room located on the first floor.

Operating Your Room Door

Net 2 Handles

Located in: Anne McLaren House and Donald Michie House

House Door

- Present your card to the reader.
- When the light on the reader turns green and you hear a beep sound, the door will unlock and you can push the handle down to enter. Door will lock automatically when closed.
- To unlock the main door from inside, press the 'EXIT' green button to the side of the door, and the lock will open. Pull the door towards you.

Room door

- Present your card to the reader. The reader will turn green, unlocking the door.
- Depress the handle and push the door to open.
- Once the door closes into the latch, the mechanism will automatically lock the door.

Salto Handles

Located in: 2, 4, 6, 7, 8, 9/10 and 11 Bradmore Road.

House Door

- Present your card to the reader.
- When the light on the reader turns green and you hear a beep sound, the door will unlock and you can push the handle down to enter. Door will lock automatically when closed.
- To unlock the main door from inside, press the 'EXIT' button on the wall, and the lock will open. Pull the door towards you.

Room door

- Present your card to the reader, a light will flash green.
- Depress the handle and push the door to open.
- To lock your door from inside of your room, turn the thumb turn (anticlockwise).
- To unlock your door when leaving your room, simply depress the handle, which will override the thumb turn.
- To lock your room when leaving, close the door, present the card to the reader, and when it flashes red, the door is locked.

Salto room door handles are operated by battery. Should your lock flash **orange / red** and then **green**, please report this, as it means the battery needs replacing. Should it flash only **red**, or not flash at all, this means the battery has completely run out and need replacing before you are able to access your room.

Periodically, the facilities team will check the door batteries on the system. Should they appear to be running low, a member of the team will pop by to replace them to avoid you being locked out. However, please do continue to report as and when you see the coloured light change on your door.

Manual Locks

Located in: 49 and 55 Banbury Road

- To lock and unlock your door from outside of your room, insert the key into a lock and turn (clockwise to lock, anticlockwise to unlock). Remember not to leave your key in the lock.
- To lock and unlock your door from inside of your room, use the thumb turn (clockwise and anticlockwise).

Fire Safety

If you notice something smoking or catching fire in the oven or microwave:

- Turn the appliance off at the wall or switch off, if safe to do so
- Leave the appliance door closed, the flames should die down

If the flames do not die down, raise the alarm using the red call point box. Evacuate the building and call for assistance by telephoning 999, and ask for the Fire Service.

If a pan catches fire:

- If safe to do so, take the fire blanket located in the kitchen
- Unpack it and throw it over your pan, the flames should die down

If the flames do not die down, raise the alarm using the red call point box. Evacuate the building and call for assistance by telephoning 999, and ask for the Fire Service.

Energy Saving & Sustainability

Follow these tips to save energy and support our Sustainability Policy:

- Use a lid to speed up cooking time and save energy
- Boil water in a kettle before transferring to a pan to use a third of the energy
- Don't overfill kettles
- Keep a stock of canned or frozen food to add to leftovers and create new meals. Pasta, rice, pulses and sauces can transform last night's dinner into a tasty lunch
- Wash your clothing at a lower temperature (check an item's labelling first)
- Turn off the power switch at the socket or unplug appliances from the socket when they are not in use. Avoid leaving appliances in 'standby'
- Remember to turn off lights when you're the last to leave a room
- Reduce the amount of time you spend in the shower; see if you can manage four minutes

Reporting Maintenance Issues

If an appliance has a fault or has completely stopped working, please complete a Maintenance Form as soon as possible, so that it may be repaired for you.

Types of faults:

Emergency Faults: Immediate risks like a major water leak.

Urgent Faults: Disruptions to normal use, such as power failures to an appliance, heating interruptions, or cooking facilities not working.

Non Urgent Faults: Issues with no immediate impact on room use, like minor appliance issues or defects.

For emergencies after hours, contact a Junior Dean: 07932 951849.

For emergencies between 8:30am-5pm, contact Reception: 01865 612000.

Target response times:

Emergency: As soon as possible.

Urgent: Response within 1 working day, usually resolved within 2 working days.

Non Urgent: Response within 5 working days, typically resolved within 5 working days.

All repair times depend on parts and labour availability. Residents will be kept informed of any delays. For concerns, please reach out to us via email at buildings@kellogg.ox.ac.uk

By reporting an issue to us, you give permission for maintenance staff to access the area. We aim to respond promptly.

Scan to view the Domestic Services and
Maintenance Form





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