

GUIDE TO APPLIANCES

STUDENT HALLS OF RESIDENCE



University of
CUMBRIA



OVEN AND HOB

- To turn on the oven or hob turn the power on at the wall beside the oven or hob then turn on the oven or hob to the desired setting as recommended by temperature or cooking guides
- Switch on the extractor fan when using the oven or hob and keep communal fire doors closed when cooking.
- Take care when removing food from the hob or oven.
- Always use an oven glove or tongs when using the oven or grill. Do not lean over the hob when it is on and never store anything on top of the hob or drape tea towels etc over it.
- Always turn the power off at the socket before cleaning.
- After using the oven or hob let it cool down then wipe with a damp cloth. You can test the temperature by waving your hand carefully at a height over the top of the hob.
- Use a specially designed cleaning product like Cif Kitchen Spray/Flash. Apply as directed and allow to soak in before removing.
- The cleanliness of the oven and hob will be checked by staff on a weekly basis during kitchen inspections.



Remember never to leave the oven or hob unattended when in use.



Spending just one minute a day wiping your cooker is much better than spending ages before kitchen inspections.

MICROWAVE

- The microwave should be on a flat stable surface.
- Never place objects on top of the microwave or cover the ventilation slots.
- To cook press the door release handle and place the food on a suitable microwave plate or dish and put it on the rotating turntable, then close the door.
- Do not heat anything metallic (including metal decoration on crockery) inside the microwave and take care to remove packaging from ready meals in accordance with instructions.
- Set the desired power level using the power control.
- Set the timer. For less than 2 minutes turn the timer to 3 minutes and then back to the desired time.
- The microwave is operating when the light comes on and the turntable starts rotating.
- To stop the microwave temporarily, open the door. To do so permanently set the timer to zero.
- Leave cooked food to stand for time recommended as it is still cooking when taken out of microwave.
- If defrosting set the power to defrost then set the timer remembering that defrosting takes longer than cooking. Turn the food at least once, meat is defrosted once a fork or skewer can be pushed through the centre.
- Monitor the microwave whilst in use, particularly when using disposable containers.
- The cleanliness of the microwave will be checked by staff on a weekly basis during kitchen inspections.




If smoke or a fire occurs in the microwave leave the door closed to stifle the flames, switch off at the socket if possible.

Do not open the door until smoke or flames have ceased.



FOOD SAFETY

- Dispose of old food.
- Store raw food separately from cooked food.
- Uncooked meat should be stored underneath cooked food on a plate or in a container.
- Eat food by the “use by” date especially soft cheeses, meat, fish and shellfish.
- Opened cans and jars should be stored in the fridge once opened.
- Make sure poultry, meat, fish and eggs are cooked all the way through. Prepare food as near to meal times as possible.
- Keep the refrigerator controls set to the lowest number on the temperature dial. The safest temperature is between 2–5 degrees centigrade.
- Be aware of the star system for your freezer compartments and freezer. Food will keep for:

 **less than one week**

 **less than 1 month**

 **less than 3 months**

REFRIGERATOR AND FREEZER

- The temperature dial of the refrigerator and freezer should be set at position 2 or 3. Freezers have a fast freeze setting which is used after the freezer has been switched off or defrosted and needs cooling quickly. This setting should only be used for an hour and then re-set to position 2 or 3.
- Leave space between foods in order that air may circulate.
- Always let pre-cooked food cool down before placing in the refrigerator or freezer.
- When storing frozen food always look at the storage guidelines on the packaging. You will be able to store each item of frozen food for the period shown against the star rating.
- It is best practice to keep cooked meats on a shelf above raw meats to avoid bacterial transfer, however, meats should be stored separately on plates and covered.
- Keep the inside of the refrigerator clean by wiping down with a weak solution of washing up liquid or bicarbonate of soda taking care to avoid the thermostat and light, remember to wipe the door seals. Rinse with warm water not hot then dry with a clean cloth.
- Keep the defrost water channel at the back of the refrigerator clear, if the pipe becomes blocked it can be cleared by inserting a thin wire into the pipe at the bottom of the channel.



Don't get food poisoning, food can go off rapidly if left out in a warm environment for too long.



The temperature should be between 2-5 centigrade

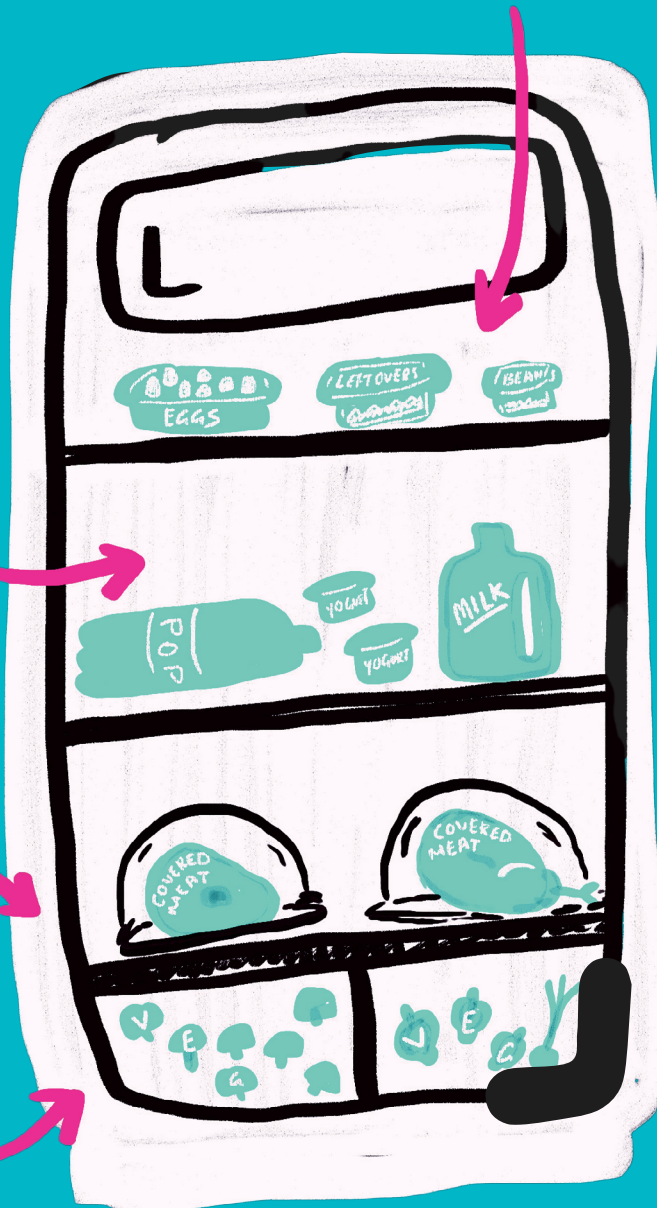
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KETTLE

- Position the kettle safely on a stable surface away from heat and wet conditions.
- Fill the kettle through the lid or spout. To open the lid, press the release button.
- Ensure the kettle is filled between the Min and Max mark.
- Do not over fill the kettle.
- Plug into the socket using dry hands.
- Press the on/off switch to boil. The kettle is on when the switch is lit.
- Once boiled the kettle will switch off and the light will go out automatically. The kettle can be switched off manually at any time.
- When cleaning the kettle disconnect from the socket and allow it to cool down.
- Do not immerse any part of the kettle in water and ensure that all connection switches and sockets are kept dry.
- Clean with a soft damp cloth using detergent if necessary for minor stains.
- Abrasive cleaners must not be used as these can damage the surface of the kettle.
- Do not allow excessive scale to build up in the kettle. When necessary, remove the scale from the inside of the kettle using a kettle descaler that is suitable for plastic products.
- Kettles are not allowed in bedrooms.



TOASTER

- The toaster should be positioned on a stable surface away from heat and wet conditions. Never place on a hob, metal surface, gas burner or under overhanging wall units.
- When in use never leave the toaster unattended.
- Select the desired level of browning using the control button. Place the bread into the slots and depress the carriage lever noting that the lever will only stay down when the toaster is plugged in and switched on. The bread will automatically pop up when brown, however you can interrupt the process by pressing the cancel button.
- The crumb tray will need to be emptied regularly. Do this when the toaster has cooled down and been disconnected from socket but do not operate the toaster without replacing the tray.
- Always disconnect the toaster from the mains when cleaning and allow cooling before handling. To clean wipe the toaster externally with a soft damp cloth and mild detergent.
- Do not immerse any part of the toaster in water and ensure connections switches and sockets are kept dry.
- Never use a brush or push your fingers or metal objects down the slots of the toaster.
- Your toaster is for toasting bread, crumpets etc only. Under no circumstances should sandwiches or toppings be placed in the toaster.
- Toasters are not allowed in the bedrooms.



Burnt toast is one of the most common causes of activating the Fire Alarm.

SHOWER

- For an electric shower; check that the power is on at the mains isolator switch, usually a pull cord next to the shower.
- Turn the flow lever anticlockwise until the desired force of water is obtained. It is important that the flow knob is fully open to prevent variation in the hot water supply temperature.
- If the shower has been used recently, run the water through for a few seconds to let the temperature settle down. You may initially get a burst of very hot water from the unit.
- Turn the temperature (outer) knob anticlockwise for warmer water or clockwise for cooler.
- It is important to clean the shower spray rings regularly as they can become blocked. Clean the surfaces with a mild washing up detergent or soap solution, then wipe dry using a soft cloth.
- Please keep windows open whilst showering for steam prevention.
- We do advise shorter showers to help sustainability and water consumption.



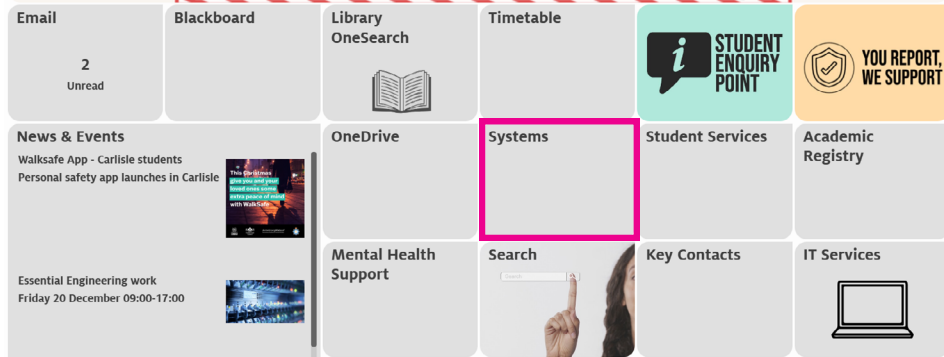
VACUUM CLEANER

- The vacuum is for DRY USE only and must not be stored outside or in wet conditions.
- Do not use the vacuum to suck up water or liquid of any description.
- Keep hoses and tubes clear and do not store next to a heater or radiator as this will melt the hose.
- Never use the vacuum to suck up lighted cigarette ends or hot ashes.
- The plug must be removed from the socket before carrying out any cleaning or maintenance work.
- Never immerse the vacuum in water for cleaning.
- Never un-reel the cable with one pull or pull on the cable to unplug the vacuum from the socket.
- Check paper dust bag regularly and when full empty and request a replacement via a Richmond request.
- Regularly examine the power cord for damage such as cracking or ageing. If damage is found do not use and report immediately.

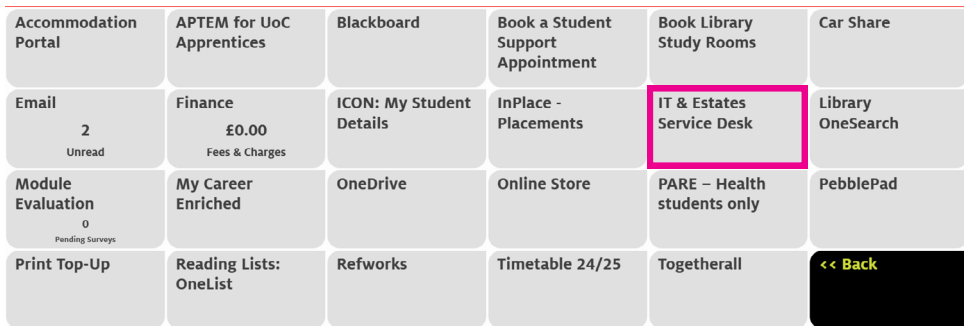
REPORTING A MAINTENANCE ISSUE

If you have a fault with your accommodation e.g a light or a cooking isn't working it is important that you report this promptly. To do this You need to be logged into your student account.

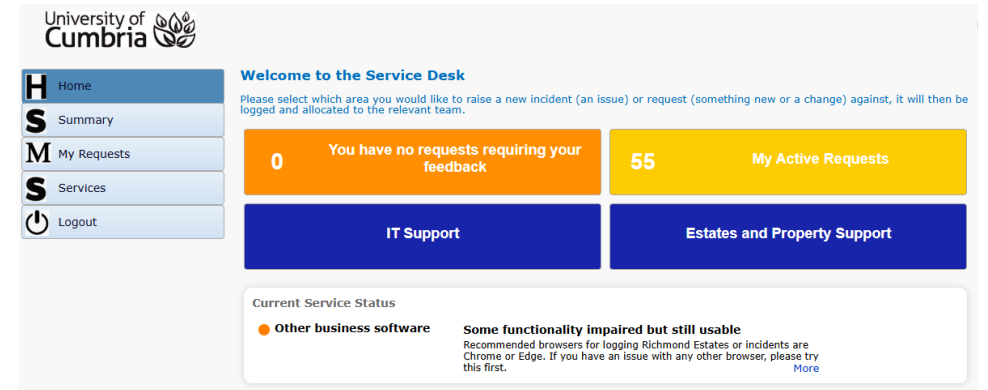
Step 1. Go to the student hub and click on systems



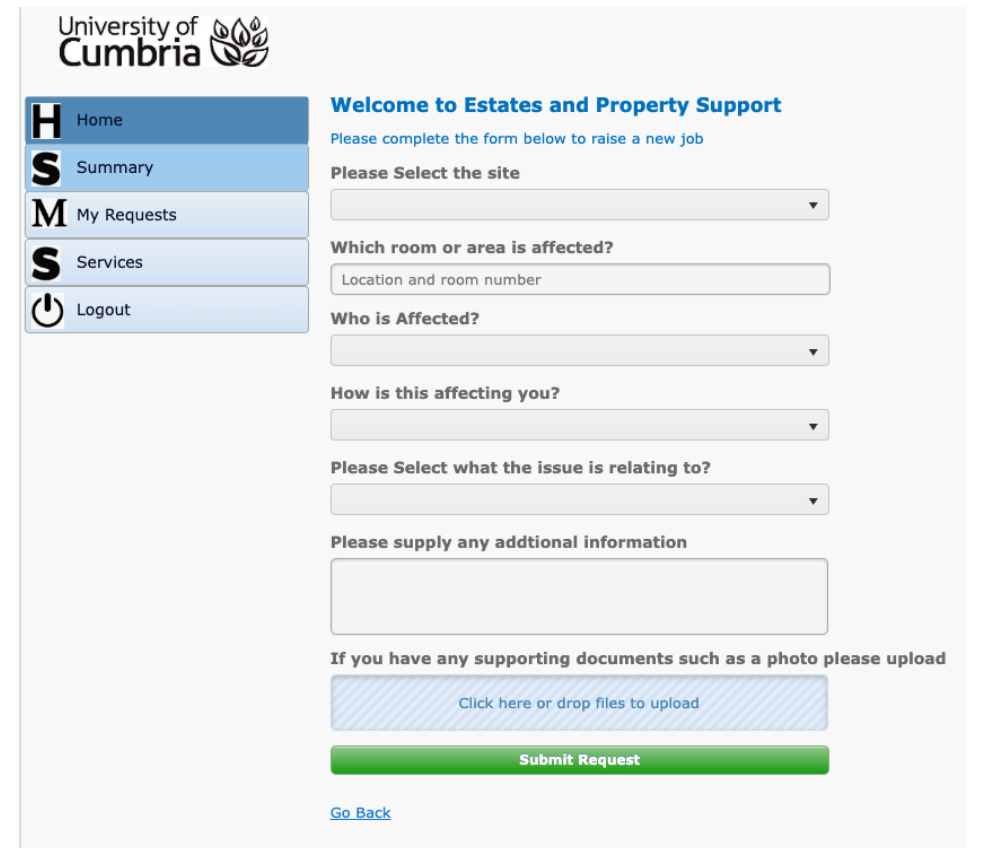
Step 2. Then click IT & Estates Service Desk



Step 3. Click Estates and Property Support



Step 4. Fill in the form and click "submit request" you will then receive an email to acknowledge the request and another one once the issue is resolved.



PROHIBITED ITEMS

Find below the list of prohibited items which you are not allowed to bring in our halls of residence:

Mini fridges/freezers/coolers (unless for medical use, subject to prior approval and supplied by the University)

Washing machines, tumble driers and dishwashers

Kettles, toasters, microwaves (Supplied by the University)

Pressure cookers, Chip pans, deep fat fryers, grills, inside BBQ trays - do not use any method of cooking which involves "deepfat" frying.

Rice cookers (if they do not display the CE Kite mark on the cable or plug and are not PAT tested. No more than 1 per flat)

More than 1 air fryer, slow cooker or coffee machine per flat.

Cooking appliances in your bedroom.

Heating appliances (portable heaters, gas/oil burners or other fuel-burning devices)

Electric blankets

Cube plug and tower adaptors (only extension leads which are surge protected are allowed)

Candles and incense sticks (including fragrance burners and shish pipes) (LED battery candles are permitted)

Electronic diffusers or plug in scent diffusers.

Plugged-in electrical fairy lights (battery-powered ones are fine)

LED Lights

Desk Lamps (Supplied by the University)

Clip-on desk lights

Any additional furniture -This includes not to remove any furniture from the bedrooms or living spaces

3D printer

Darts and dartboards

Fire pits and BBQ's

Fireworks

Any explosive materials

Any weapon (such as knives, martial arts weapon and air weapons) (stipulate pickaxes etc provided for course should be in locked areas- discuss with tutor on storage areas on campus or secure lock box in rooms)

Any open flame device

Illegal Substances/Drugs STRICTLY PROHIBITED AS PER STUDENT CODE OF CONDUCT

Any personal electrical equipment not complying with the safety standards.

Displays or hanging offensive items on walls or windows.

Pets (including live food for pets e.g. insects for reptiles)

Any item that has been made or adapted to cause injury

E-Scooters

Door wedges - wedging of doors is not permitted in any area

Gym equipment- such as treadmills, spin cycle bikes or tracks, overdoor pull up bars, climbing hooks, weight benches etc. Please use the onsite gyms.

If these items are brought into the University, the accommodation team will confiscate them and you may face disciplinary procedures. If there are other items not listed but the University considers dangerous, these too will be confiscated. Confiscated items can be collected at the end of term to take home.

For further information, please contact
accommodationadmin@cumbria.ac.uk



The University of Cumbria is signed up to
The Student Accommodation Code, which protects your rights
to safe, good-quality accommodation. For more information see
www.thesac.org.uk



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