

THE RESIDENTS'

HANDBOOK

2017-2018

STUDENTS ARE ADVISED TO KEEP THIS BOOKLET
FOR FUTURE REFERENCE

Issued by: Registrar of Chambers &
The Accommodation Office
West Chapel, College.



OFFICE OF THE REGISTRAR OF
CHAMBERS
The University of Dublin,
WEST CHAPEL, TRINITY COLLEGE, DUBLIN.



E-Mail: chambers@tcd.ie

Dear Resident

Welcome to the start of a new academic year and a special welcome to those who are new to Trinity and those who are new to residences. Residential accommodation was once at the core of a Trinity education, and while circumstances have changed dramatically in recent times, to the extent that a far too small percentage of the college community now live on campus, the residential aspect still remains a hugely important part of life in Trinity.

You should seize the opportunity offered to you and make the most of your time in residences. The great educator Cardinal Newman said that much of the value of a university education arose from the interaction between the different, and diverse, members of a university community. So use your time in residences well, freed from the troubles of commuting, avail of the ease of access to facilities - from the Berkeley to the Pavilion, from the Chapel to Commons, from the Information Super-Highway to the Sports Hall. Mix within the college community, while remembering at all times that the community is an academic one and when problems and issues arise, as is bound to happen in communities of any size, academic considerations will always prevail.

Please read the important information in the Conditions of Occupancy and the Residents' Handbook which are available at the following web location:

<http://www.tcd.ie/accommodation/living-in-trinity/residential-licence/>

Emma Stokes
Registrar of Chambers

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1. Life on Campus/Social Activities

- 1.1 Introduction:** Living on campus should facilitate you to work well in a stimulating environment. It also gives you the opportunity to be part of an interesting and scholarly community and to enjoy your surroundings in the company of fellow residents. Getting the most from the experience requires input from you, the effort to meet and mingle with neighbours and be part of this unique society. The Registrar of Chambers wishes to facilitate a good community spirit and welcomes suggestions from you, the members of the community ([see section 5](#)).
- 1.2 College Societies:** There are currently 120 societies in College that cover a huge variety of interests. They also provide valuable social outlets and the opportunity to meet students with similar interests across different academic groupings. The societies are listed on the College web page at <http://www.tcdlife.ie/clubs-societies/> . A weekly event guide is also listed there.
- 1.3 College Clubs:** A diverse range of sports clubs and recreational activities are available to all students regardless of ability or commitment. Sports clubs provide the opportunity to students to play sport seriously (ie league, intervarsity level) and recreationally. All clubs offer basic instruction courses to enable beginners to learn new sport skills and participate fully in club activities. Along with the considerable health and fitness benefits of regular participation which membership of a sports club can provide, the social dimension of making friends, meeting new people, travelling and generally having great fun should not be overlooked. Further details can be found at: www.ducac.tcdlife.ie
- 1.4 Commons:** For hundreds of years in the history of Trinity College, dining on Commons with other students at the evening meal was regarded as part of the process of being a member of the College, and residential charges included the cost of Commons. In the early 1970's this changed but Commons still continues, and in recent years has grown in strength and numbers as a focus for eating together with other members of the College, for entertaining visiting sports teams or society speakers, and as a venue for corporate life. It is served at 6.15p.m. in the Old Dining Hall every weekday in term. It is open to every member of the College and is very modestly priced. Vouchers can be purchased in the Catering Department no later than 3 p.m. on the day prior to the day the voucher is to be used, it is advisable to contact the Catering Department by email to check

availability first at commons@tcd.ie Officers of clubs who are resident in College may wish to note that entertainment on Commons is both the tradition and DUCAC approved method of entertaining visiting teams.

1.5 **Shops and Restaurants:**

Lavazza at the Arts Café

Mon to Thur : 8.00am to 7.00pm Fri : 8.00am to 6.00pm

Student Buffet Main Dining Hall

Mon-Fri : 12 noon to 3.00pm

The Buttery Food Court

Mon to Thur : 7.30am to 4.00pm Fri : 7.30am to 3.00pm

Lavazza at the Westland

Mon to Thur : 8.30am to 4.30pm Fri : 8.30am to 3.30pm

Aras An Phiarsaigh Coffee Area

Mon to Thur : 8.00am to 4.00pm Fri : 8.00am to 3.00pm

Commons Meal - in Old Dining Hall - Mon to Fri - 6.15pm

2. **Safety and Security**

2.1 **Fire Precautions**

Drills

- Special instructions for escape in the event of fire are posted in your rooms. Notice regarding fire drills and general safety precautions are included in Section 6 in this booklet. College policy prohibits smoking in residences.
- Fire alarm, smoke detection and emergency lighting systems are installed throughout residences. These systems are tested on a quarterly basis and access is required to all rooms fitted with detectors. Testing will be carried out during normal working hours during the following periods:- **1st week of October, 2nd week January, 1st week April**
- For fire safety reasons all residential buildings in Trinity College are designated non-smoking. Students should note the College policy in this regard:
'It is the policy of the Provost, Fellows and Scholars of the University of Dublin, Trinity College to comply with the legislation on smoking and with

legislation designed to protect the Safety, Health and Welfare of employees and others in the workplace. It is College policy to promote and facilitate good health among staff and students of the College. To this end all buildings and vehicles in the ownership or use of College are 'smoke-free' and smoking is prohibited within such buildings or vehicles, in enclosed entrances, porticos or tunnels and within a distance of 4m from entrance doors, opening windows and entrances to enclosed areas, tunnels or porticos'.

Please note the above includes e-cigarettes.

False Fire Alarm Activations

- Detectors are sensitive. Residents are requested to take every care to prevent false fire alarm activations. When cooking, please keep kitchen doors closed and ventilate the room. Do not light candles in rooms.
- Do not tamper with detectors as a fault will immediately register on the control panel. In such cases the resident will be liable for the cost of the resulting service call and can be prosecuted.

2.2 Gas: In the Rubrics some kitchens have gas appliances, ensure for your safety that there is adequate ventilation.

2.3 Insurance: The College has arranged insurance for students in residence with Zurich Insurance. The cost of this insurance is included in the standing utility charges. This insurance covers the loss of personal property and belongings including computers and electronic equipment while in residences. The policy also includes some personal liability cover. There are upper limits and excess levels associated with the policy and some conditions and exclusions apply. For information on the cover provided :

<http://www.tcd.ie/accommodation/assets/pdf/Insurance.pdf>

If at any time you suspect the theft of any of your belongings, report it immediately to the Security Centre at 200/1, Pearse Street at 896 1317, and inform the Accommodation Office. All residential houses have locking hall doors. It is important that these hall doors are never held open as this compromises not only

the security of the house but also the security of interconnected houses. In the Rubric's, if you lose your key the lock must be replaced for reasons of security. In this event a charge of €65 will be added to your account.

2.4 Access Control

Intercom/Door Releases: The hall doors of all residential buildings are fitted with intercoms. These intercoms are connected to either apartments or in the case of some buildings that do not have apartment layouts, to individual bedrooms. Apartments or bedrooms are paged by dialling the number into a keypad adjacent to the intercom. In the case of the Rubrics and Pearse Street, bedrooms are paged by pressing the button marked with that room number.

Electronic Locks

- Other than the Rubrics, all residences are fitted with electronic locks that operate by reading magnetic cards.
- In the case of Pearse Street residence and the GMB, a single card will operate the hall door, the bedroom and the kitchen. The locks on these doors will unlock for 5 seconds and will then re-lock.
- In the building with apartment layouts, the hall door and apartment door will operate in a similar manner to that detailed above.
- Bedroom doors within apartments are programmed in a different manner and once a card is **swiped** to open the lock, the lock will remain open until the card is swiped a second time to lock the door. In particular when residents are within the room and wish to lock the door, they must swipe the lock on the outer side. Throwing the dead shot bolt alone will not lock the door.

Residents should remember the following major points:

- A presence in a set is not a deterrent to a would-be thief.
- The main door to your apartment should never be held open whether or not there is anybody in the set.
- Ground floor windows in particular should be closed and secured.
- Ground floor windows are fitted with window catches and these should be engaged.

The following security recommendations are advised:

- Lock your door at all times.
- Ensure that the hall doors of each house are shut.
- In the Rubrics, close and lock the doors of lavatories, showers and kitchens when they are not being used; left open, they provide hiding places for the non-resident.
- Do not leave message pads on your door if you are out or pin notes to other people's doors if they are out; both of these can indicate that the rooms are empty.
- Make certain you know your neighbours and all the residents in your house so that you can more readily seek help in an emergency. You might also possibly recognise intruders if you notice them in your house.
- Ask strangers their business in the house.
- Do not leave money in your rooms. If you have valuable jewellery, not separately insured, leave it at home.

3. Rules and Responsibilities

3.1 Residential Charges: There are three account periods, 20th September to 31st December, 1st January to 31st March and 1st April to 12th May. Rental charges are detailed on the Accommodation Office web pages at:

<http://www.tcd.ie/accommodation/getting-rooms/rates/>

Payments must be made in advance for each period. Rent and utility charges are payable online. Accounts that are overdue by more than €100 will incur an additional charge of €212. If accounts are still overdue in March, a further charge of €112 will be applied. If the account and any fine are outstanding by the end of October, January or April respectively, the account will remain outstanding but the rooms become automatically forfeited upon notice from the Registrar of Chambers.

Residents whose accounts are overdue by more than €100 will not be able to obtain the results of their annual exams, will not be able to register for the next academic year and will not be able to commence.

All residential accounts are transacted in Euro only.

3.2 Accounts: The following information indicates when accounts are issued and fall due for payment; also see paragraph 3.1 above:

SEPTEMBER Residential charges for Period 1: 20th Sept to 31st Dec

DECEMBER Residential charges for Period 2: 1st January to 31st March.

APRIL Residential charges for Period 4: 1st April to 12th May.

The list of charges is available at

<http://www.tcd.ie/accommodation/getting-rooms/rates/>

3.3 Extensions: Campus rental period 3 runs up to the end of the middle week of annual exams. For those who have exams in the later two weeks, extensions may be arranged for a period beyond 12th May, but not extending beyond the day following your final May examination. Provided that the Accommodation Office is notified and paid before 18th April, students may extend based on the rates set out on the Accommodation Office web pages.

All queries concerning charges should be addressed to the Accommodation Office to Resacc@tcd.ie Accounts when issued are normally emailed to a student. Students in whose names rooms stand registered at the beginning of any billing period are liable for all charges in respect of their rooms, unless they have given due notice to the Accommodation Office and surrendered their keys. If, for any reason, students are absent from their rooms they must, nevertheless, pay the full residential charge. On vacating rooms, students must remove their property and return their keys to the Accommodation Office. Those who fail to vacate their rooms on or before the date appointed, are liable to additional residential charges for their extended occupancy, and where applicable, charges for the removal and disposal of personal belongings left behind.

3.4 Giving of Notice: If for some reason you intend to leave rooms early during the course of the academic year, there are different conditions that apply before and after 31st December. Before 31st December, you are liable for a maximum of 8 weeks rent after notice is given. After 31st December, you are liable for all charges up to the end of your licence.

3.5 Residential Cleaning: College staff undertake cleaning in the circulation area of residences such as staircases and landings. They also clean shared showers and toilets in the Rubrics and Cunningham House. The College must ensure that good housekeeping and hygiene standards are maintained throughout residences. For the well-being of all residents it is important that the rooms and kitchens are maintained in a good condition.

- Residents are responsible for cleaning within their rooms and shared space within sets and apartments.
- Residents are also responsible for cleaning shared external kitchens. It is advised to agree a roster for cleaning shared areas.
- All residents are responsible for maintaining their rooms in good condition. Notices in residences will advise the times when Housekeeping staff are available to give advice or deal with enquiries.
- Vacuum cleaners are available within each house, and should be used on a regular basis.
- If you have a private bathroom and kitchen you must also keep these clean.
- Bins are located outside all residences, please remove your rubbish regularly.
- In the case of communal kitchens, it is in the interest of all users to leave the kitchens as you would wish to find them, wash up and clean work surfaces after use.
- Dripping jars are supplied in kitchens, please use them as putting waste fat down the sink will cause blockages.
- Cleaning materials (cleaning liquid, cloths etc) will be supplied in October
- Please actively participate with re-cycling schemes in College. For further information see: <https://www.tcd.ie/provost/sustainability/>
- Bicycles may not be taken into any area of houses.
- In order to maintain the condition of rooms, quality assurance visits are undertaken by Housekeeping Services. Housekeeping normally advise residents by placing notices in advance in the house and knock before entering rooms. Where rooms are found to be in an unsatisfactory condition, cleaning will be undertaken by College staff and the cost,

according to a standard scale of charges, of this cleaning will be debited to the resident's account.

3.6 Conditions of Occupancy: The full terms and conditions under which rooms are allocated to you are detailed in the booklet “Conditions of Occupancy”. Breaches of these conditions are dealt with by the Junior Dean or the Registrar of Chambers or the Warden of Trinity Hall and can result in monetary fines. Serious or repeated infringements can lead to the withdrawal of the right of residence. Below, the conditions that most frequently cause problems for residents are briefly outlined.

- **Guests in rooms:** Residents are allowed 1 overnight guest, but the guest **must** be signed in at Front Gate before midnight. Any non-resident found on campus after midnight, who has not been signed in as a guest, will be asked to leave. Any resident facilitating the presence of a guest not registered at Front Gate is answerable to the Junior Dean. Similar arrangements exist at Trinity Hall.
- **Noise:** Keeping noise to a minimum is an important social responsibility in a college community where academic work is the principal activity. An unacceptable level of noise is any noise audible outside a resident’s room that disturbs the concentration or rest of their neighbours. This is particularly important between the hours of 11 p.m. and 8 a.m. and during exam time. No guests are allowed and no disturbances accepted during the exam period.
- **Presenting Identification:** Students residents and non-residents must identify themselves by presenting their student ID cards to members of security, accommodation, housekeeping or academic staff when requested to do so. Unidentified persons may be reported to the authorities.

4. Orientation/About Residences

4.1 Illness: A College Health Service operates from Houses 47/52 overlooking College Park (Tel. 8961556). It is available by appointment to all registered full-time students and is available throughout the year; opening hours:

Monday to Friday: 9.00am to 1.00pm and 2.00pm to 5.00pm

Further details are available at www.tcd.ie/college_health

Sessions, attended by one of the medical officers, are held daily and appointments should be made with the secretary. In certain cases of real need a medical officer or deputizing service will attend the student at his or her place of residence. Outside office hours please telephone Mediserve Homecare @ 4539333. Students, with the exception of medical card holders, will be responsible for any fees incurred for home visits. Hospital treatment is supplied under the Hospital Services Scheme. The student will be responsible for any charges and fees incurred as a public or private patient while in hospital.

Outside office hours in cases of emergency, students should contact:

DUBDOC 01 – 4545607

Opening hours: Mon-Fri: 6.00pm to 10pm : Weekends: 11.00am to 6.00pm

This service is based in St. James's Hospital. The DUBDOC triage nurse will give telephone advice, arrange a house call or offer emergency consultation with a GP on duty in St. James's Hospital. Students will be responsible for any fees incurred for consultation or home visit with the exception of Non Irish E.U. students or students with Medical Cards.

- 4.2 Faults and Maintenance Difficulties:** Routine faults requiring maintenance should be reported to the Accommodation Office. This will ensure that faults are properly notified to the Estate and Facilities Office. Outside Office hours serious faults effecting power, light, heating or security should be reported to The Security Centre at 8961317, Pearse Street. Where there are health and safety implications, they will call in staff from the Estates and Facilities Department.
- 4.3 Residential Window Cleaning:** Window cleaning in residences is carried out by College staff on an ongoing basis with most work being undertaken between April and June.
- 4.4 Energy & Utilities:** In all locations in College standing charges for energy and utilities are applied.
- 4.5 Data Connections:** TCD wireless network is available in all residences, including Goldsmith Hall, Pearse Street, New Square, the Rubrics, GMB, Botany Bay and Front Square. A wired data network point is also available in bedrooms, you will need to provide a data cable to use this point. IT Services run a self-service Network Admission Control (NAC) system so students can connect their device to the student network 24/7, for more information see the links below:

<http://www.tcd.ie/itservices/network/tcdconnect.php>
http://www.tcd.ie/itservices/students/new_students.php

To report data port or network problems you must contact IT Services by one of the following methods:

- website: <http://www.tcd.ie/itservices/help/>
- phone call: (+353-1-896-2000)
- e-mail: itservicedesk@tcd.ie
- portal: ask.tcd.ie
- walk-in helpdesk: on the ground floor of Áras An Phiarsaigh building, in college.

- 4.6 Piped TV:** Connections are supplied for the standard cablelink service (excluding pay channels) in Goldsmith Hall, Botany Bay, New Square, GMB, Front Square, and in some areas of the Rubrics. Residents must provide their own TV sets and should note that TVs originating in UK and Northern Ireland may not be capable of being tuned to receive the signal. Where a room is fitted with a piped TV point the appropriate charge will be debited to the residents account except in those areas where this is already included in the standing utility charges that are applied. See 4.4. for further information. College takes out a TV licence to cover TV sets belonging to students in rooms.
- 4.7 Mail:** Mail is delivered once a week on a Wednesday to post boxes located in the entrance hallway of all residential houses during the period of residence i.e. September to May inclusive each year. **It is advisable to secure your own particular letter box with the fitting of a small padlock at the beginning of your tenure and please do remember to remove it before you depart in late May or early June.** The mail office will hold letters sent to residents for a short period during the summer months. If unclaimed, they will be returned to sender. If you are expecting mail after your departure from rooms, you should keep in contact with the Mail Office which is located at the Arches, telephone no. 896 1940.
- 4.8 Central Heating:** Central heating is available in the GMB, Botany Bay, Front Square, New Square and Goldsmith Hall where it is the sole source of heat, the central heating systems operate for an extended number of hours daily. Hot water is provided throughout the year. The College central heating system is switched off when it is deemed appropriate in Trinity Term.

5. Complaints/Feedback

Please contact the Accommodation Office by email at residences@tcd.ie or call to the office in West Chapel.

6. Residential Fire Safety

6.1 Fire Prevention Checklist for Residents

Checks to be carried out before retiring at night:

- Ensure that all containers and litter bins do not contain smouldering materials.
- Do not leave litter bins under or near any combustible items, e.g. desk, tables, curtains, etc.
- Switch off all electrical equipment and pull out all non essential plugs.
- Switch off all gas burning appliances.
- Ensure that access to escape exits is unobstructed.
- Check your electric blanket. Ensure that the draw cords are firmly secured to the mattress.

Checks to be carried out before leaving your set of rooms:

- If you are the last person to leave the set, ensure that all internal doors are closed and that you carry out the checks detailed in paragraph 1. above.
- When leaving the house ensure that all fire doors are properly closed.

General Precautions

- Smoking is prohibited throughout residences.
- **Do not** leave gas appliances unattended when lit.
- **Do not** use multiple adaptors or extension leads without specific approval from the fire marshall.
- **Do not** leave unattended any food being cooked in your kitchen.
- **Do not** interfere with the gas supply, electrical service or fuse boards.

- **Do not** use chip pans.
- **Do** familiarise yourself with escape routes, the location and type of fire fighting appliances and fire drills. The Registrar of Chambers and assistants are the Residential Fire Wardens, and they will be overseeing the arrangements for Fire Drill.
- **Do** report to the Accommodation Office any defective or missing fire fighting appliances.

6.2 Action In The Event Of A Fire

On Discovering a Fire

- **Raise** the alarm by breaking the glass in the nearest alarm switch (red box on wall)
- **Leave** the building and go to the **Assembly Point** which has been designated for your house.
- **Inform** the Front Gate as fully as you can about the fire.
- **Do not** fight the fire unless you are trained or your only escape is blocked by fire.

On Hearing The Alarm

- **Close** but **Do Not** lock all doors and windows.
- **Walk** to the nearest exit. **Do Not Run.**
- **Report** to your **Assembly Point.**
- **Do not enter a building while the fire alarm is sounding.**

6.3 Fire Escapes – Explanatory Notes

Check the **means of escape** from your room and house **on the day you move into rooms..** Generally, with the exception of the Rubrics, the main staircases are the escape route.

House 30 has an emergency stairway at the inner end of the corridor.

Rubrics: Houses 22-24 are linked at top floor level and Houses 25 and 26 are also linked at top floor level.

Assembly Points

Front Square (Houses 2-10) - **A** Adjacent Campanile

Botany Bay (Houses 11-20)	-	A	Adjacent Campanile
G.M.B. (Houses 28 & 30)	-	A	Adjacent Campanile
Rubrics (Houses 22 -26)	-	A	Adjacent Campanile
New Square (Houses 33-40)	-	C	Rugby Pitch Car Park
Pearse Street (Houses 47-52)	-	C	Rugby Pitch Car Park
Goldsmith Hall (Houses 60-71)	-	F	Courtyard

6.4 Fire Wardens (Residences Only): The Junior Dean, Registrar of Chambers or their Assistants on duty will act as fire warden when requested.

6.5 Fire Escape Warning and Safety Equipment: Please report any interference with, or damage, or deficiency in the fire and safety equipment located in your house. You owe it to yourself and your fellow residents to avoid the possibility of starting a fire or compromising safety by play acting (or condoning such action) with means of fire fighting, fire warning or fire escape.

Extracts From: Fire Services Act 1981

It shall be the duty of every person, being on premises to which this section applies, to conduct himself in such a way as to ensure that as far as is reasonably practicable any person on the premises is not exposed to danger from fire as a consequence of any act or omission of his.

6.6 Penalties: A person guilty of an offence under this act shall be liable on summary conviction to a fine not exceeding €635 or, at the discretion of the court, to imprisonment for a term not exceeding 6 months or to both the fine and the imprisonment.

The Board of the College has resolved that tampering with or misuse of fire equipment or means of escape, is a most serious offence against the College community.

Please note that smoking is not permitted in all College buildings including residences.

7. Useful Contacts

Accommodation Office	-	1177
Email.	-	residences@tcd.ie
College Security Centre	-	1317
Emergency number at Security Centre	-	1999
Student Health Centre (office hours)	-	1556
DUBDOC (outside office hours)	-	4545607
Medical Bureau (outside office hours)	-	8300244
Estates & Facilities	-	4000