

Equipment Guide

Using items in University accommodation

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Iron

HOW TO USE AN IRON

- 1 / Plug the iron into a socket where you can conveniently place an ironing board next to it without obstructions or overstretching the cord.
- 2 / When you are ready to start ironing, switch the plug on at the wall and select the temperature setting on the iron depending on the label instructions in your clothes.
- 3 / Flatten the clothes onto the ironing board and use a smooth back-and-forth action to iron the item without pressing hard.
- 4 / After completing the task, switch off and unplug the iron from the wall and leave to cool down in an upright position before winding the cord or storing.

★ USEFUL TIPS

Check the labels on each item of clothing you are ironing and adjust the settings on the iron according to the type of fabric.

Never place a hot iron face down on any surface other than the ironing board – you will be charged for the damage caused.

Health and safety – important

Do not use if any part of the iron is damaged. Check that the casing and plug are intact, that there is nothing burnt onto the sole plate and that the cord is not frayed.

Always fill the water for steam into the iron before you plug it in.

Do not test the iron with your fingers. Do not point the iron at yourself or anybody whilst using the steam function.

Energy efficiency

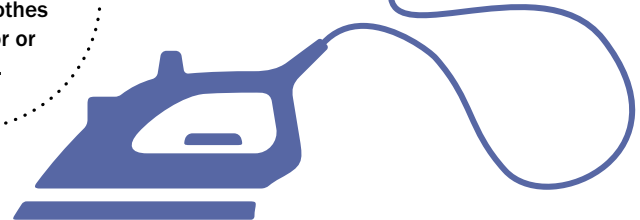
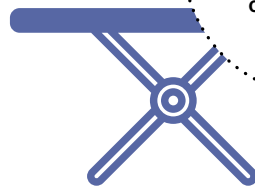
Gather and prepare all the clothes you need to iron first before starting the task.

Do not use iron on wet clothes as this will waste energy, only use on dry or nearly dry items.

Never add water for steam while the iron is plugged into the socket.



Always use the ironing board supplied. Do not iron your clothes on the floor or a table.



Kettle

HOW TO USE A KETTLE

- 1 / Switch the plug off at the socket and remove the kettle from the base or unplug the power cord from the kettle and open the lid to fill the kettle to the desired amount using cold water, close the lid back completely.
- 2 / Plug the power cord back into the kettle or place the kettle back onto the base and switch the plug back on at the wall socket and then switch the kettle on.
- 3 / The kettle should automatically stop once water is boiled provided the lid was closed correctly.
- 4 / Once the water has stopped bubbling, remove the kettle from the base, or the power cord, and pour the hot water carefully through the spout.

★ USEFUL TIPS

Clean and rinse out the inside of the kettle and the filter regularly to remove the lime scale.

Do not use the kettle for any purpose other than to boil clean water for beverages or cooking.

ENERGY SAVING TIP
Only boil as much water as you need.



Health and safety – important

Do not put your hand in the steam as this is very hot.

Always make sure the lid is shut tight before switching the kettle on or whilst pouring hot water.

Do not over fill the kettle above the maximum level.

Do not under fill below the minimum level.

Do not immerse the whole kettle in water or get the electrical parts wet.

Energy efficiency

Only boil the correct amount of water you need for the purpose (no less than the minimum or more than the maximum allowed).

If the kettle is clogged with lime scale it will take longer to boil and use up more energy.

Microwave oven

HOW TO USE A MICROWAVE OVEN

- 1 / Read the instructions on your food packaging or the microwave manual if you have it.
- 2 / Place your food in the microwave on a microwavable dish or plate even if you keep it in the original microwavable packaging.
- 3 / You can use one of the following containers to cook with:
 - oven glass
 - ceramic
 - pottery
 - heat resistant plastic
 - glass
 - microwave bags
 - small casserole dish (used with a lid or kitchen paper).

Do not put any metal in the microwave as this will cause the microwave to explode.

Do not use metal containers, or anything with a metal trim in the microwave, e.g. roasting tins, saucepans, foil containers etc.

- 4 / Select the correct level and time setting and press start.

Health and safety – important

Don't put metal objects or tin foil in the microwave as this will cause it to short circuit or explode.

Do not switch on the microwave when there is nothing inside it. It is recommended that you place a small cup of water inside the microwave in the event that it is switched on accidentally.

The amount of food impacts on the time it takes to cook, if you are cooking large amounts make sure that it is hot throughout before consuming.

Use microwavable lids instead of cling film as this can bubble and cause steam burns.

Energy efficiency

In comparison to a conventional oven, microwave cooking uses up less energy and there are also less pots to wash up.



Toaster

HOW TO USE A TOASTER

- 1 / Ensure the plug is switched on at the wall socket, place the bread into the toaster and select the setting you require using the dial. The higher the number on the dial the longer the bread will be toasted and the darker it will be.
- 2 / Push down the lever to begin toasting. Use the cancel button to stop toasting at any time (i.e. do not try to force the lever back up).
- 3 / Once the bread has popped up remove it safely by pushing the eject lever upwards to elevate the bread more, do not put your fingers or any other utensil inside the toaster.

★ USEFUL TIPS

Clean the removable crumb tray regularly to prevent build-up of crumbs that may burn and set off fire alarms.

You can toast other products such as bagels, pitta bread and tea cakes but you must make sure that the items are cut to size if they are too big to fit the slots, otherwise they will get stuck and burn.

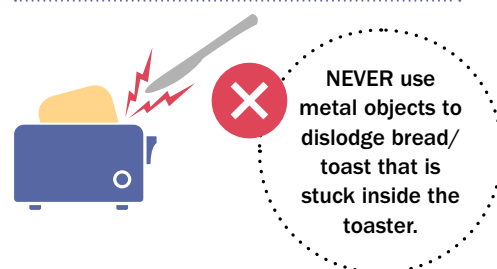
Health and safety – important:

Never place any metal objects into the toaster to remove any food items that have got lodged inside, this can potentially cause electric shock. To remove an item stuck in the toaster, unplug it from the wall and use a utensil that does not conduct electricity (i.e. plastic or wood) to pull it out gently or shake the toaster gently upside down.

Always refer to cooking guidelines and do not overcook anything as this can lead to smoke detectors being triggered or fires, never leave any cooking unattended.

Energy efficiency

Using an electric toaster to toast bread is quicker and more energy efficient than using the grill in your oven.



★ USEFUL TIPS

Always clean the microwave interior after every use.

Always use microwavable plates or containers.

Microwave cooking and defrosting can take minutes rather than hours.

Cover the food, as small items may dry out.

It is important to remember that food continues to cook for a short time after you have removed it from the microwave. It is therefore recommended that food is allowed to sit for 1–2 minutes before serving in order to ensure that the cooking process is complete, this is called the 'standing time'.

If you do not have the cooking instructions you need to determine whether you are reheating food or cooking an item from raw. Reheating takes less time than cooking from raw and you need to estimate the weight of the food as to how long it needs to be cooked.

If you are not sure if the item is hot enough or cooked, test carefully using a knife and fork into the centre of the food to see if steam comes or look at the colour and texture of the meat. Do not eat anything that is not fully heated or cooked, stir the food if possible and continue to cook.

Vacuum cleaner

HOW TO USE A VACUUM CLEANER

- 1 / Unwind the whole length of the power cord and plug it into a conveniently located socket and clear the area you will be vacuuming.
- 2 / Make sure all hose attachments and the brush head are secure and there is a bag in the machine before you switch it on at the wall socket and at the machine.
- 3 / Vacuum using a back-and-forth action. Do not press down onto the floor and do not run over the power cable with the vacuum or the brush head.
- 4 / Once finished, switch off at the machine and wall socket and unplug machine. Wind the cord in or around the machine making there are no kinks or knots.

★ USEFUL TIP

If the vacuum stops working efficiently, let the porter know as the bag may need replacing (in off-campus properties you need to replace the bag yourself).



Health and safety – important

Do not attempt to vacuum liquids as this can cause the machine to blow or cause an electric shock. If you have vacuumed liquid you must report it to the porter straight away and do not let anyone else use the machine.

Do not attempt to vacuum sharp debris or large items as this can cause the machine to block up or malfunction.

Make sure you unwind the whole length of cable before vacuuming or it will overheat and cause the machine to trip out a fuse.

Energy efficiency

Make sure the bag is not full as the machine can overheat. It will also be less efficient and will take longer to vacuum.

Fridge and freezer

HOW TO USE A FRIDGE/FREEZER

- 1 / Store your food according to whether it requires chilling or freezing. Always close the door fully after each use.
- 2 / Adjust the temperature dial according to the level of coldness you require. The dial usually needs to be turned up fully (coldest) in the height of summer.
- 3 / Store vegetables and undressed salads in the drawers provided – this will keep them fresher.
- 4 / Always discard old or rotting food and clean the shelves regularly.

Health and safety – important

Do not overload the fridge as this will prevent enough cold air to circulate which causes condensation to build up leading to leaks and also 'warm' spots, which will not keep your food fresh.

Discard food that has gone off or is past the 'use-by' date, or if there is unusual mould forming, as this can cause food poisoning.

Do not contaminate cooked food or vegetables with raw meats. It is better to place raw meats on the lower shelves so that blood or liquids do not drip onto food below.

Energy efficiency

If the fridge or freezer is near empty, you can save energy by inserting some empty cardboard boxes to take up the space where normally the cold air will need to fill.

Try to avoid opening and closing the door to stop warm air getting in and do not put warm food into the fridge, wait until it has totally cooled down first otherwise this will use up more energy.

To save energy you can defrost frozen food in the fridge compartment earlier so that the cold air can be used to cool the fridge.



★ USEFUL TIPS

The fridge/freezer will only remain cold when switched on at the plug.

Always clean inside your fridge to keep it hygienic – Christmas and Easter vacations can be good times to defrost and clean the fridge/freezer.

Keep a two-inch space at the back of the fridge or freezer to allow the air to circulate otherwise the food will not remain cold.

Don't allow ice build up in the freezer as this may cause the trays or drawers to break.

Please note: Students are provided with fridge and freezer space each. Each residence comes with a different number of facilities and the size of the fridges and freezers may vary.

KEEP YOUR FRIDGE AND FREEZER CLEAN!

Throw away any food that is old or past the 'use-by' date. Don't leave food in the fridge that has turned mouldy.

Cooker (oven/hob/grill)

HOW TO USE A COOKER

The majority of cookers are electric but there are some gas cookers in some of the off-campus properties.

ELECTRIC COOKERS

1 / Select the correct cooking pan or pot and place it on the ring best suited for the size.

2 / Switch on the socket at the wall and switch the ring on by turning the corresponding control knob to the desired setting, normally ranging from 1-6, 1 being the lowest and 6 being the highest temperature.

3 / After cooking always remember to turn the knobs off and switch off the appliance at the wall socket.

Health and safety – important

Always turn the cooker off once you have finished cooking, switch off electric cookers at the wall socket as well.

Do not use chip pans on the hobs as they represent a high fire risk.

Energy efficiency

Only use the correct ring for the correct pan size, there is no point putting a small pan on a large ring and this will waste energy.

You should also use a lid to cover your pans during cooking to speed up the cooking process. When your food is nearly ready you can switch off the electric ring about a minute or two before as the element will still retain a lot of the heat.

Boiling water in a kettle uses a third of the energy used if you were boiling the same amount of water on the electric hob so it is more energy efficient to transfer boiled water into a saucepan for cooking.

★ USEFUL TIPS

Always clean the oven and the hob after every use (whilst cooker is cold and is switched off).

Do not try grilling or roasting anything without a baking tray or tin.

Do not return a pot or pan back to the hob if it is empty as the electric ring may still be hot and burn the remaining food.

Cooker hood and extractor fan

Not all residences have extractor fans for removing cooking fumes, some off-campus residences have them and models vary.

HOW TO USE A COOKER HOOD

1 / Ensure that the switch labelled Cooker Hood is switched On at the wall socket. The light on the top of the switch will turn on.

2 / Pull out the cooker hood door using the handle. There should be switches inside on the control panel with the different settings, one maybe for the light and the others are for the fan which may have a choice of varying speeds.

3 / Select your speed and keep switched on for the duration of your cooking.

4 / Switch it off and close the door after each use.

HOW TO USE A CEILING EXTRACTOR FAN

1 / Ensure that the main switch labelled Extractor Fan is switched On at the wall socket. The light on the top of the switch will turn on.

2 / Pull the cord once for the slower speed and pull again for the faster speed.

3 / Keep the fan on for the duration of the cooking and then switch off by pulling the cord again.

★ USEFUL TIP

To prevent oil and fumes evaporating into the air use a lid or oil splatter guard over your pan.

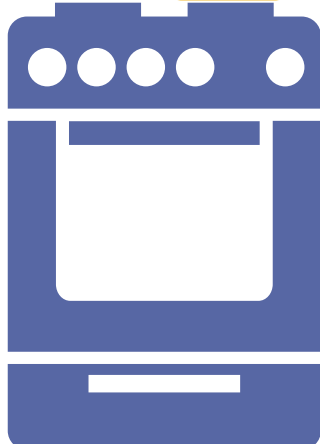
Health and safety – important

Beware of dripping oil from the unit, this means that the filter is full and needs renewing so notify your porter straight away.

Energy efficiency

Extractor fans are used to eliminate food odours and extract oil particles from the air. If your cooking has no oil or odours you do not need to use the extractor and it will be more energy efficient to open a window to let steam out.

Do not use chip pans on the hobs as they are a high fire risk.



ENERGY SAVING TIP

Use a lid on your pan – it will speed up the cooking time.



ENERGY SAVING TIP

If you want boiling water – use the kettle. It's quicker and more efficient.



Portable heater

HOW TO USE A PORTABLE HEATER

1 / For the portable heaters, plug the heater into a socket where you can conveniently place it on the floor or on a table without overstretching the cord or causing a trip hazard. Leave a clear space all around it.

2 / Point the heater towards the centre of the room and move anything that is obstructing the front out of the way.

3 / Switch the plug on at the wall and turn the heater onto the desired heat setting. Some heaters may oscillate too, if so, move anything out of the way from the direction of flow.

★ USEFUL TIP

Some portable heaters have a cool fan setting for the summer.

Health and safety – important

DO NOT cover the radiator/heater or place any objects in front of it whilst in use.

Do not keep switch on for long periods of time during the night whilst sleeping as this will dry out the air and dehydrate you.

Energy efficiency

Switch off heater when you are away for a long length of time or turn down low to keep an ambient room temperature.

Keep windows and doors closed to contain the warmth.

Wherever possible, a portable heater is provided (in case of a loss of heating).



Dehumidifier

HOW TO USE A DEHUMIDIFIER

1 / Sometimes you may be issued with a dehumidifier to extract moisture from your room. This could be following a leak or if your room is damp. The porter will carry out the initial set up but you will need to help manage the use of it by emptying the water from time to time.

2 / Plug the dehumidifier into a socket where you can conveniently place it on the floor without overstretching the cord or causing a trip hazard. An extension cord will be provided if necessary. Leave a clear space all around it. Since the dehumidifier draws air through the machine to remove moisture, it must be located in an area that will not block the airflow.

3 / Point the dehumidifier towards the centre of the room and move anything that is obstructing it out of the way, allow at least 8 inches of space from other objects. Do not place the front of the dehumidifier next to a wall, furniture or any appliance.

4 / Switch the plug on at the wall and turn select the correct settings on the appliance. The lower the humidity setting, the more moisture is removed from the air.

If the sensor detects higher humidity in the air than the setting requires, the dehumidifier will turn on. Once the room humidity dips below the setting level, the machine will turn off.

In addition, some dehumidifiers have a 'continuous' option. When you choose the continuous option, the dehumidifier will run constantly.

5 / As moisture is removed from the air it collects in the water tank located in the front of the machine. Once the water level is at a certain level, the dehumidifier will stop running. To empty the water tank, switch the machine off, slide the tank out from the front of the unit and pour the contents in a sink. Slide the empty water tank back into the dehumidifier and switch back on to resume normal operation.

Health and safety – important

Do not cover the dehumidifier or place any objects on it whilst in use.

Do not keep the dehumidifier on whilst you are asleep as this will dry your nose and throat you may feel unwell in the morning.

Energy efficiency

During the drying process do not leave glasses of water, open bottles or vase in the room as the water will be drawn from these and energy will be wasted.

★ USEFUL TIPS

The porter will return to your room daily to check on the progress and remove the dehumidifier when the drying process is complete.

Close all windows and doors whilst the dehumidifier is in use to stop moisture being drawn from other areas.

If your room has a sink/en suite facilities, make sure the sink is plugged and doors are closed.

Moisture from the air is collected in the water tank. Don't forget to empty it!



Electric cooling fan

HOW TO USE AN ELECTRIC COOLING FAN

- 1 /** Plug the fan into a socket where you can conveniently place it on the floor or on a table without overstretching the cord or causing a trip hazard. Leave a clear space all around it.
- 2 /** Point the fan towards the centre of the room and move anything that is obstructing the front.
- 3 /** Switch the plug on at the wall and turn the fan onto the desired fan speed. Some fans may oscillate too, if you choose this setting, move anything out of the way from the direction of flow.

★ USEFUL TIPS

Close the blinds or curtains to keep your room cool during the day.

Open windows and doors to let air ventilate the room.

Health and safety – important

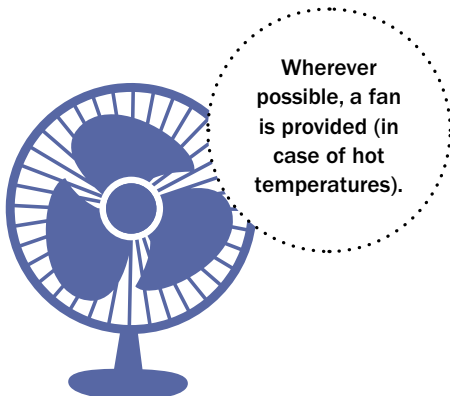
DO NOT cover the fan or place any objects in front of it whilst in use.

Do not use the fan if the safety guard is loose or off, if so, return it to the porter.

Do not hold the fan, instead place it on a clear flat stable surface.

Energy efficiency

Switch off the fan when it is not required or you are not in the room for any length of time, fans are only good for cooling the immediate area, they are not like air conditioning which maintains the room temperature.



Desk lamp

HOW TO USE A DESK LAMP

- 1 /** Plug the lamp into a socket where you can conveniently place it on the desk or table without overstretching the cord or causing a hazard. Leave a clear space all around it.
- 2 /** Move the flexible arm and point the lamp towards the item you wish to illuminate moving anything that is obstructing the light out of the way.
- 3 /** Switch the plug on at the wall and switch the lamp on either at the base of the lamp or on the flex.

Health and safety – important

Do not cover the lamp with any material as this may catch fire.

Do not use the lamp if anything is loose or the cord is frayed.

Do not touch the lamp shade or bulb whilst it is on as this will be hot to the touch.

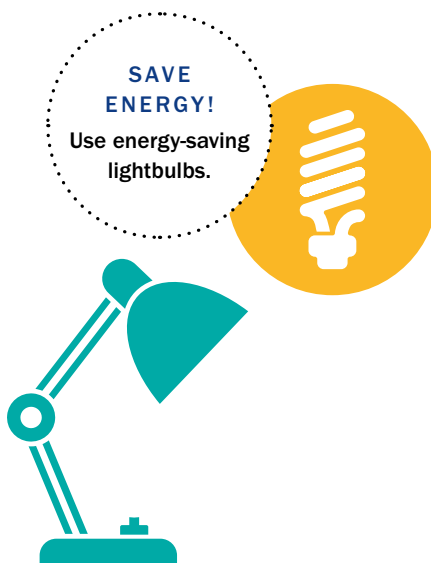
Energy efficiency

Switch off the light when it is not required or you are not in the room for any length of time.

Using energy-saving bulbs will save energy. The lower the wattage the less energy it uses.

★ USEFUL TIP

Energy saving bulbs may take a bit longer to reach its maximum brightness.

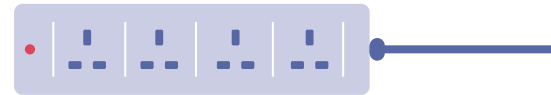


Extension leads and plugs

The University may provide you with an extension lead if they need to install a temporary item of electrical equipment in your room or flat i.e. dehumidifier.

HOW TO USE AN EXTENSION LEAD

- 1 /** Plug the extension lead into a socket placing the unit conveniently on the floor without overstretching the cord or causing a trip hazard. Leave a clear space all around it.
- 2 /** Plug your electrical items into the unit (again without overstretching the cord or causing a trip hazard) and switch the plug on at the wall and then switch your equipment on as required. Some units have individual switches on the strip which means you can switch items on and off individually.



Health and safety – important

Do not cover the unit with anything or spill water on it.

Do not overload the unit by plugging other adaptors or extensions into it.

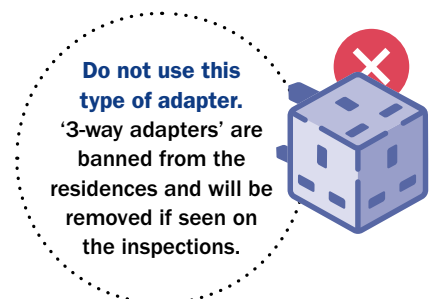
Always switch the equipment off before unplugging anything.

Energy efficiency

Always unplug or turn off any equipment which is not in use.

★ USEFUL TIPS

Some equipment like phone or laptop chargers still use up energy when left plugged in but not in use. You can tell if it's using energy as it will be warm/hot to the touch, the best thing to do is always unplug anything that is not in use.



Electrical safety checks

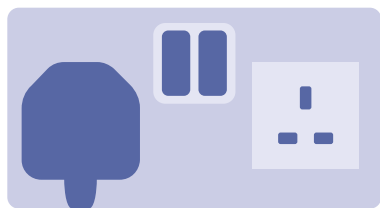
THESE SHOULD BE CARRIED OUT BEFORE MOST ELECTRICAL EQUIPMENT IS USED, WITH THE EQUIPMENT DISCONNECTED.

LOOK FOR:

Damage to the lead including fraying, cuts or heavy scuffing, e.g. from floor box covers.

- Damage to the plug, e.g. to the cover or bent pins.
- Tape applied to the lead to join leads together.
- Coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug).
- Damage to the outer cover of the equipment itself, including loose parts or screws.
- Signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment.
- Equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments.
- Cables trapped under furniture or in floor boxes.

If you notice any of these signs or anything else unsafe then you should not use the item.



Washing machines

HOW TO USE A WASHING MACHINE

1 / Place the correct load of clothes into the drum of the washing machine and close the door until there is a click. Check the maximum load limit for the machine and do not exceed this limit.

2 / Place the correct amount of detergent into either the drawer or into a ball into the drum of the machine depending on the form of detergent (read the instructions on the package). Please note that some liquid tablets can be put directly into the drum of the machine and also you need to put the correct detergent type into the correct compartment of the drawer i.e. pre wash, washing powder, fabric softener etc.

3 / Close the draw and door fully before selecting the correct settings for your clothes and press start.

4 / When the washing has completed the cycle wait a further three minutes before opening the door. The door mechanism will only be released once the cycle has completely finished, do not force open the door.

Health and safety – important

Remove any objects from pockets before washing as these may damage or break the machine and may also tear or damage clothing.

Energy efficiency

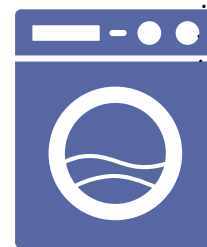
All new machines purchased will either be A or AA rating, these are more energy efficient.

Save up clothes to wash in one big load (that does not exceed the maximum) rather than small loads as this will save energy and water. If you have a 'eco cycle' function, using this will save water and energy.

If you are washing half a load use the half load or reduced time function.

Spin dry the clothes at the highest speed possible for your garments so that energy can be save from the drying process.

Washing clothes at a lower temperature with specific detergents will save energy.



Don't forget to check, and empty, the pockets of trousers or jeans before you wash them.

★ USEFUL TIPS

Put small items (e.g. socks, bras or stockings) in a laundry net or pillow case before placing in the drum. This prevents items getting stuck in the mechanism.

Separate colours and whites or synthetics and naturals according to wash programs.

Shake each item of clothing to unravel them before placing them into the drum to make sure the clothes are washed evenly.

Do not overload the machine as this will prevent the clothes from getting thoroughly clean and will cause the machine to break down.

The temperature settings, types of material, spin speed and others options are displayed on the front of your machine. If you do not have the instructions and are not sure how to use the settings please ask your porter to show you how to use it.

Do not force open the door of the machine, wait three minutes after the cycle has completed fully before trying to open it. If the door seems to be stuck or will not close, inform the porter.

Please remove laundry from the washing machines once the cycle is complete so that other housemates can use the machines.

Tumble Dryer

HOW TO PREPARE AND DRY YOUR CLOTHES

1 / Wash your clothes first and make sure all the water is spun out of them in the washing machine before putting them into the tumble dryer. If you put soaking wet washing that has been hand washed in the tumble dryer, the water from the sodden clothes will seep through the drum onto the elements and other electrical parts causing the machine to blow.

2 / To ensure any excess fluff is removed after each use, make sure you follow the guidelines (see right) for proper cleaning and maintenance.

Health and safety – important

Do not leave the dryer unattended when in operation i.e. do not leave the house or leave the dryer on whilst asleep.

HOW TO CLEAN YOUR FLUFF FILTER

1 / Open the door of your dryer.

2 / Pull out the filter (using the two finger grips).

3 / Clean any fluff deposits from the filter mesh.

4 / Refit the filter. Make sure the arrows are facing you.

5 / Make sure the filter is pushed back in fully. Never run the dryer without the filter in position.

IMPORTANT SAFETY NOTE!

Do not leave the dryer running while you are asleep.



Boilers and thermostats

Some University properties have separate boilers which do not run off the main district heating system. These boilers are stand alone and are used to provide either the central heating or the hot water or both.

They can either be a combination ('combi') boiler which delivers hot water on demand or they can be a system boiler which uses a sealed hot water storage cylinder (usually located in an airing cupboard) which will have a control panel to set the heating or hot water on a timer.

If you do not have a set of written instructions and you wish to find out how to control the settings them please contact your Porter or Building Manager to advise you.

HOW TO USE A COMBI BOILER

1 / On the front of the boiler, behind a pull down flap, there is a switch that sets either:

- The heating and hot water to be ON – winter setting
- The hot water only to come ON – summer setting
- The hot water or heating to be OFF – do not use this setting.

2 / Make sure you have the boiler at the correct setting. There is also a thermostatic control located next to the switch. This dial controls the temperature of the water coming out of your taps and the temperature of the water flowing around your radiators. Set this to a medium to high setting (about 70°C/160°F) in the winter and turn it down to a medium setting (60°C/140°F) in the summer when you do not have the heating on. Sometimes there can also be a timer incorporated into the controls to set the times the heating will come on and go off during the day.

HOW TO USE A SYSTEM BOILER

Every boiler is slightly different depending on the make and model; some are similar to that of a combi boiler with the controls in the front panel. The only difference is that there is usual a separate timer and/or thermostat to control the temperature of the heating and the times that you wish the heating and hot water to come on and go off during the day.

Health and safety – important

If the boiler does not work for any reason, please notify the Porter

Do not attempt to disassemble the boiler unit.

CENTRAL HEATING AND HOT WATER TIMER (KINGS ROAD ONLY)

In the Kings Road residences the on and off times of the central heating and hot water timer is set and you should not attempt to adjust this yourselves. The hot water is set to 'constant' for constant hot water.

The heating is set to come on 'constant' as the room thermostat adjusts the temperatures at certain times of the day.

HOW TO USE A THERMOSTAT

The main thermostats are located in either kitchens or hallways. The heating in the residences is set to a timer but to activate the heating during this period you must ensure to turn the dial on the room thermostat until you hear a click which indicates the heating will be turned on.

To regulate the temperature in your room you can adjust the radiator thermostats.

Energy efficiency

For the hot water the timers are set to 'constant' as it is more energy efficient to keep the water at a constant temperature then to let the water go cold and keep reheating it if the water is in constant use.

For the heating the timers are set to come on the same times as the district heating on campus to maintain energy efficiency.

Carbon monoxide detector

A carbon monoxide detector will be installed anywhere where there is a gas appliance present. The models vary, some can last up to five years but all are checked every three months for operation and replaced when necessary.

HOW TO TEST THE DETECTOR

To test the detector you press and hold down the test button until the unit starts to sound. The beeping should last a few seconds which means it is working fine. If it doesn't sound then notify the porter who will test and replace it as necessary.

If the detector starts to beep intermittently this means that the battery is running out, notify the porter who will change it for a new one.

WHAT TO DO IF CARBON MONOXIDE IS DETECTED

If the Carbon Monoxide Detector is sounding continuously you must open all windows in the immediate area for ventilation and make sure you and your housemates evacuate the property immediately.

Call Southern Gas Networks on 0800 111 999 or notify the Porter or Security Office 01273 678234 straight away.

Whilst every effort has been made to ensure that the information presented in this guidance is correct at the time of publication (May 2020), there may be changes that occur during the academic year which will not be captured in this handbook. The University of Sussex cannot be held responsible for any errors and/or omissions.

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS

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