|  |  |
| --- | --- |
|  | **St Catherine’s College** **Room Inventory & Electrical Appliance Registration**This form is to be completed by all students entering accommodation in College. It is designed for you to verify the contents of your room and its decorative state when you first take up residence. As charges may be levied for losses or damage, it is very important that you complete it accurately. |

1 Please enter your name and staircase and room number (e.g. 19/10) below

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Staircase/Room Number |  |

2 Please tick those items which are MISSING and make any additions you think necessary in the column provided below in terms of the state of furnishings and the room.

|  |  |  |  |
| --- | --- | --- | --- |
| Desk |  | Mattress |  |
|  |  |  |  |
| Desk Chair |  | Mattress Protector |  |
|  |  |  |  |
| Easy chair |  | Duvet and cover |  |
|  |  |  |  |
| Angle poise lamp |  | Two pillows, protectors and cases |  |
| Waste bin |  | One sheet |  |
|  |  |  |  |
| Blind wands (1 – 16) |  | Fire evacuation sign (back of door) |  |
|  |  |  |  |
| Roller blinds |  | Fridge (SC20 – 26 only) |  |

If you wish to include comments/observations on the state of your room and its contents please add them in the column below. You should pay particular attention to carpets - the location of any marks, burns or stains; note this in the column below. If you do not return this form you will be taken to have confirmed the presence of the items listed above and that there are no damages – i.e. loss or damages not reported will be charged to you at a later date.

|  |
| --- |
| Comments: |

**ELECTRICAL APPLIANCES REGISTRATIOIN PROCEDURES**

1. The following are the items of electrical equipment which students are allowed to bring with them into College.
	1. Kettle, television, radio, hi-fi, music systems, alarm clock, table lamp, hair dryer, computer and peripherals.

Other items will require the permission of the Maintenance Manager. Permission will not be granted for a microwave oven or toaster – these are provided in the pantry areas. The College’s decision on the use of an appliance is final. Spot checks on equipment will be carried out.

1. Please list on the form overleaf, the equipment you intend to use and return it to the Lodge as soon as possible. Testing of the listed equipment will take place shortly. Any purchases of electrical appliances after the submission of this form should be reported to the Maintenance Department. You should sign the form to signify your agreement to these rules.
2. Every appliance must carry the appropriate British Standard number. Each appliance must be fitted with a 13 amp (BS 1363A) with sleeved pins and a fuse not exceeding 13 amps. Plugs on radio, lamps and other lightly loaded appliances should be fitted with the appropriate 2 or 5 amp fuses. Cables must be in good condition and not worn, perished, split, stretched or twisted.
3. Appliances bought from the USA run on 110 volts. It is highly dangerous to attempt to run these appliances on the 240 volt system used in the United Kingdom. It may be possible to use such appliances with a suitable transformer, but this must be checked with the Maintenance Department for each piece of imported electrical equipment.
4. It is strictly forbidden to interfere with electrical fittings, to connect appliances to a lighting circuit or to use two or three plug adapters plugged directly onto a socket outlet. Multi-way boards may be used provided approval is obtained from the Maintenance Department and after they have been tested by that Department.
5. No cooking is allowed in rooms other than boiling kettles.
6. If you have a television you must provide your own licence as the College licence does not cover television sets in individual student rooms.

**Electrical Appliances Registration Form**

|  |  |  |
| --- | --- | --- |
| List of Appliances + Serial/Model number | Pass/Fail**College Use Only** | Date tested**College Use Only** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

I confirm that the above list is a complete list of the electrical equipment I have brought into College and that I will contact the Maintenance Department should I purchase further electrical items for use in College

I confirm that I have read the College’s Electrical Appliance Registration Procedures and I agree to abide by them.

Signature …………………………………………………. Date ……………………………….

**RETURN THIS FORM TO** **Housekeeping@stcatz.ox.ac.uk** **BY FRIDAY OF WEEK 0**