



College House

Welcomes

AANZPA Conference 2020

Attendees

Departure Requirements:

- ***When departing, please leave your keys in the room (on the desk) and leave your room door open.***
- ***Attendees are personally responsible for lost keys and will be charged for the cost of replacement.***
- ***Luggage may be left at the Office if travelling later in the day.***

We trust you enjoy your stay with us.

Rex Dillon
**BURSAR
COLLEGE HOUSE**

AANZPA attendees have been allocated rooms in Houses bordering the central quad. Access is via the driveway or through the main pedestrian entrance on Waimairi Road (see map on back).

These Houses are comprised of 3 floors, each of which has 5 bedrooms and shared kitchenette, shower and toilet facilities.

On arrival, please come to the Admin Office (just inside the main entrance) where you will be issued with a swipe card and key for site and room access.

If you will be arriving at College House outside normal working hours, please phone ahead on either (03) 364-2001 or 027 560-8180 to alert the duty person.

DEPARTURE INSTRUCTIONS ON BACK

Useful Information

Contacts:

Duty phone (24 hours)	(03) 364-2001
Emergency contact (Principal - Richard Taylor)	027 473-0851
Staff Office Hours:	Weekdays 8:30am – 5:00pm

During business hours, enquiries should be directed to the College House Office (adjacent to the main pedestrian entrance). Outside these hours, the College House duty person may be contacted on (03) 364-2001.

Access:

You will be issued with both a swipe card and a key. The swipe card opens the driveway gate, pedestrian gates and your floor door, while the key opens your room only (and your floor door in an emergency). The Common Room in the Main Block is equipped with Sky TV, games etc and is available for you to use until around 11pm each night.

Fire / Earthquake Evacuation:

- Fire alarms are located near the doorway on each floor and will ring on all floors of the building to signal the need to evacuate.
- Should an earthquake or fire occur, please follow the detailed evacuation procedures posted in all rooms.
- Do not prop open your bedroom or House entrance door at any time as they are classed as fire doors and must remain closed.

Health & Safety:

Please be aware of the general hazards on site - these include steps, stairs and stairwells, uneven pavers and vehicles in the driveway. Upgrade works to the Chapel are also currently underway, so please observe all related signage and fencing.

After Hours Doctor:

Riccarton Clinic, 6 Yaldhurst Road
Open 8am to 8pm, phone (03) 343-3661

No Smoking or Cooking:

All College House rooms and grounds are smoke free. Smoking in rooms or cooking WILL activate sensors and summon NZ Fire Service. You will be liable for all resulting call-out costs.

Heating:

Wall heaters in the Houses are fitted with timers which, once activated, will provide heat for one hour before requiring reset.

Meals:

Breakfast will be served in the Dining Hall (ground floor of the Administration Building) and will be served from 7am until 9am Monday to Friday, and from 8am until 9am Saturday and Sunday.

Housekeeping:

The laundry with automatic washing machines, dryers and irons, is situated at the east end of the main carpark.

Security:

The College will not be held responsible for loss of (or damage to) personal belongings, so please ensure your room is locked at all times.

The main entrance door and driveway gate are both locked at 5:00pm.