

Access to Graduate rooms by members of College staff.

The following guidelines are intended to ensure that the privacy of graduate students in College accommodation is respected and, at the same time, that maintenance and other work can be completed efficiently by the College. Arrangements for visits to rooms by bedmakers are not included within these guidelines.

1. When planned maintenance work is to take place within a house, all residents should receive e mail notice of the intention to undertake those works. Ideally, this should be a day in advance.
2. When unplanned works needs to be completed quickly, for example a central heating breakdown, notice will not be possible, but staff will knock before entering student rooms and take reasonable steps to reschedule their visit should it be inconvenient at that time. Equally, when staff are responding to faults entered in the maintenance book, it will not be possible to give advance notice of a visit, but reasonable steps to protect the privacy of residents will be observed.
3. Visits to rooms for reasons other than maintenance, for example to inspect decorations or to plan future works, will be kept to a minimum, and all reasonable steps to protect the privacy of residents will be observed. Repeated visits to a room within the same Term will be avoided.
4. Graduate students will observe College regulations concerning the occupation of accommodation. Except in cases where security or safety is at risk, a warning will be issued concerning any student possessions which are not permitted in College accommodation. Only if those warnings are not acted upon will such possessions be removed by the College. The Head Porter will act as a point of contact to supply information should possessions be removed in these circumstances.
5. The College will warn occupants in advance of any planned changes to facilities or equipment in graduate houses.