**Fountain House 2 Accommodation**

**Single rooms**

**Tenant Information and Code of Conduct**

**ARRIVAL/ CHECK IN**

Weekend and weekday pick up of keys, information pack and parking permit can be collected from the Security Office located on the ground floor of the main entrance in the Emma Webb building.

**ROOMS**

* Each room contains a single bed with linen, a sink, built in wardrobe, a side table, and in most cases a student desk.
* Radiator heaters are provided in all rooms and are operational from **May – September**, depending on weather conditions. (**Fans are not provided but are allowed**)
* Tenants are responsible for keeping their room clean and tidy **at all times** with rubbish to be disposed of daily in large green bin located at loading dock
* Rooms are serviced once per week subject to cleaning staff being able to access the room.
* (Cleaning equipment is available for use in the Cleaner’s Room on each floor if required)
* Tenants are responsible for changing of linen. Fresh linen is available weekly from the Linen Room located on Ground floor of Fountain House 2, **ROOM 72** and is open every **THURSDAY** between the hours of **6:45am and 3:00pm**.
* Please place dirty linen in skips provided in Bathrooms or laundries

**Please note:**

Sharing of rooms is **not permitted** and is subject to a possible eviction notice

**KITCHEN FACILITIES**

* Kitchens are located on each floor and contain a stove, microwave, refrigerators, sandwich maker, kettle, limited cooking utensils and pots and pans. **Toasters are not permitted as they set off the smoke detectors.**
* Some crockery and eating utensils are supplied but tenants are encouraged to bring their own.
* All food is to be stored in sealed containers, and cooked food is not to be left on benches. **Please mark all food with your name and date**. Any out of date or unmarked food **will** be disposed of.
* Kitchen facilities are the shared responsibility of tenants – please ensure that they are **always** kept clean and tidy. **Dishes must be washed up and put away when finished with.** Stoves and microwaves are to be wiped down when finished being used

**VISITORS**

* Visitors are permitted but **must use off-campus parking** and **vacate the premises by 8:00pm each night.** Visitors/residents must provide proof of identity, upon request, to Security Officers of DDHHS or authorised persons. The quarters are private property and as such authorised officers can remove anyone who may considered to be a danger, a nuisance; or is deemed to be trespassing.

**LAUNDRY FACILITIES**

* Each floor has a laundry room containing washing machines and dryers and is available for use by tenants only (laundry liquid or powder not supplied)
* Washing machines and dryers are not to be used between **9:00pm and 5.30am** each day.

**NOISE**

* Fountain House 2 (Accommodation Quarters) is a workplace and therefore covered by the Code of Conduct of Queensland Health
* Your professional conduct is on display whilst you are living in these quarters. Please be mindful that not all residents are day shift workers; at times, these tenants may be sleeping.
* Please be considerate and respectful and keep all noise to a minimum. This includes closing doors and windows gently.

**FIRE AND EVACUATION PROCEDURES**

* Residents of Fountain House 2 (FH2) are required to **obey all alarms or directions in the case of an evacuation** due to a fire or other emergency. They shall obey all directions issued by Emergency Personnel, an Authorised DDHHS Security Officer or Area Emergency Officer (AEO) in the event of an emergency.
* “In Case of Emergency” guides are located on the back of resident’s doors showing procedures to be followed & evacuation points in case of emergency. **NO** residents shall re-enter the building until advised it is safe to do so by either Security or Emergency Personnel.

**SMOKING**

* In line with legislative requirements, **smoking is banned** on the grounds of the Toowoomba Hospital
* The ban also **includes vaporisers** (commonly known as e-cigarettes). *For more information about changes to the Tobacco and Other Smoking Product Act 1998 visit* [*www.health.qld.gov.au*](http://www.health.qld.gov.au)
* Please be aware that the law states that anyone smoking must be at least four (4) metres outside the grounds of the Hospital. Under Section 51 of the *Health Services Act 1991*, an authorised person or security officer may issue a **$252** infringement notice to any person failing to comply with this direction.

**CAMPUS PARKING – FOUNTAIN HOUSE 2**

* Your vehicle can be parked in the area identified as **“FOUNTAIN HOUSE 2 RESIDENTS ONLY”** parking.
* Please ensure that you always **display the allocated parking permit** on the dashboard of your vehicle. Failure to do so may result in a **$130** parking infringement notice.
* Ensure your vehicle is always kept locked and remove all valuables to deter thieves.

*If your parking permit is lost notify security manager on 4616 6616 to avoid fine and contact accommodation coordinator on 4616 6465 to organise a replacement.*

**DEPARTURE / CHECK OUT**

* On checkout day please **return room keys to the key return box** located outside the Accommodation Coordinator’s Office located in room 74 on the ground floor.

**CONTACT NUMBERS**

* Accommodation – Monday to Friday,7:00am – 3:30pm – Ph: (07) 4616 6465
* Switch – Ph: (07) 4616 6000
* Security – Ph: (07) 4616 6359 **OR** (07) 4616 4032 – Internal Ext: 1112
* **All Emergencies – 6666**

**FOUNTAIN HOUSE 2**

**FIRE SAFETY MANAGEMENT PLAN HANDOUT**

In line with legislative requirements, **smoking is banned** on the grounds of the Toowoomba Hospital, Baillie Henderson Hospital and Mt Lofty Heights Nursing Home from January 1, 2015.

Residents should acquaint themselves with the **"Evacuation Maps"** located on the back of their room doors.

 Residents are advised that all rooms within the **Fountain House 2** complex are fitted with heat/smoke detectors with an audible **Fire Evacuation Alarm** together with audible **Evacuation Protocols.**

Residents should make themselves aware of the location of the nearest fighting equipment such as **Fire Extinguishers and Hose Reels.**

Residents should acquaint themselves with the location of all **FIRE EXITS.**

Residents are advised the assembly point for **Fountain House 2** in the event of an evacuation is **ASSEMBLY POINT G** (South/Eastern comer of the Acute Mental Health Unit). Refer individual floor maps in each building.

**GENERAL EVACUATION ACKNOWLEDGEMENT**

Residents must complete and sign the attached General Evacuation Form and return to the accommodation Coordinator **within two days** of moving into the quarters.

For more detailed information on fire safety applicable to this building residents may refer to the copy of the **Fire Safety Management Plan (FSMP)** located on Level 1 of Fountain House 2 – opposite the lockers.

**NOTE:**

**Please familiarise yourself** with the **FIRE EVACUATION MAP** Located on the back of your door and the **FIRE SAFETY MANAGEMENT PLANS** located in all dining rooms and on the ground floor.

