

AUSTRALIAN NATIONAL UNIVERSITY

BURTON AND GARRAN HALL

INFORMATION FOR MEMBERS AND GUESTS

Welcome to Burton and Garran Hall. Please read the following information carefully. If you need further assistance, the hall staff will be pleased to assist you.

1). OFFICE HOURS. 9.00 am. to 5.00 pm. Monday to Friday.

A student porter will be on duty 7 nights a week from 5.00 pm. to 10.00 pm. He or she will be found in the office or serving in the bar.

At other times, in emergencies, please contact the tutor on duty or the Deputy Warden. The name of the tutor on duty is posted on the notice boards outside the side doors of central block.

2). CANTEEN AND BAR.

Watch the notice boards for times of opening. The Canteen normally opens 12 - 2.00 pm. and 6 - 8.00 pm., and the Bar 6 - 8.00 pm.

3). FOR THOSE MEMBERS AND GUESTS WITH KITCHENS.

Every kitchen group of twelve people will find that one of their number has been appointed, at least on an interim basis, as kitchen co-ordinator. Be kind to your kitchen co-ordinator. He/she has the thankless task of nagging members of the kitchen about general standards of cleanliness, defrosting of fridges, etc. We are proud of the standard of the kitchens to date, and we are going to work to keep that standard up.

4). FOR THOSE MEMBERS AND GUESTS WITHOUT KITCHENS.

A variety of food ready for consumption is available for sale in the Canteen between the hours of 12.00 - 2.00 pm. and 6.00 to 8.00 pm. and at other times as advertised.

5). ACCOUNTS.

All accounts are dealt with by the Fees Office. However, as this office is not always open during the weekend, members and guests who intend to leave on either Saturday or Sunday are asked to settle their accounts before 5.00 pm. on the preceding Friday.

6). KEYS.

On leaving it is essential that guests should return their room Keys to the Fees Office. When this office is closed keys may be returned via the slot provided on the right hand side of the Fees Office window.

7). BEDROOMS.

Guests' rooms are not serviced. The outside doors on each end of the residential blocks are never locked and therefore we advise guests to keep their rooms locked in their absence and to carry their keys at all times. Guests are particularly warned that due to the type of lock fitted to the bedroom doors it is extremely easy to lock oneself out. Should a guest become inadvertently locked out, a duplicate key may be obtained from the Fees Office or the Tutor on duty.

8). BED LINEN.

For those on the south side of central block (closest to Ursula College, old Garran Hall, etc.) linen change day will be on Tuesday. For those on the north side (closest to Bruce Hall, old Burton Hall, etc.) the big day is Thursday.

Please leave one sheet and pillow case on top of your bed for the maid to collect. She will leave you one clean sheet and a pillow case. (The maid does not have time to change the beds and will not leave clean linen unless the used linen is left ready for collection).

Clean linen will not be left in the corridor outside your room because it tends to disappear. Please don't leave your used linen out in the corridor because, incredibly enough, it too disappears.

9). TELEPHONES.

There are STD telephones on the upper floor of Central Block. Also at this location there is a telephone which is linked to the internal University PABX system.

Messages for guests can be accepted on 49 3083 during office hours and notes will be placed in the letter rack near the Geoffrey Rossiter Room.

10). MAIL.

Outgoing mail is collected twice a day from the mail box on the upper floor of Central Block at approximately 10.00 am. and 3.00 pm. Monday to Fridays. Incoming mail is placed in the letter rack. Parcels and registered mail will be held for collection in the Fees Office. The correct address of the Hall is BURTON AND GARRAN HALL. GPO BOX 813, CANBERRA CITY. A.C.T. 2601. Guests are advised to leave a forwarding address with our Fees Clerk in order that mail can subsequently be forwarded if necessary.

11). CENTRAL BLOCK AMENITIES.

Common rooms, television and other facilities are available in Central Block.

12). SMOKING.

Smoking is not permitted in the shared kitchens or the canteen and dining room.

13). LAUNDRIES.

There is a laundry on each floor in the residential blocks (except on the top floors) and these are provided with a washing machine and drying room. Instructions have been posted in the laundries for the use of these washing machines; however, no-one should use the machines between the hours of 8.00 pm. and 9.00 am. Electric irons are available on request from the Fees office.

14). COAT HANGERS.

Wire coat hangers can normally be obtained from the Fees Office.

15). CAR PARKING.

Parking in the immediate environs of Burton and Garran Hall is somewhat limited. Members and guests are particularly requested not to park directly in front of the main entrance to Central Block, or against the RED kerb on the crescent access road in front of Central Block.

16). GARBAGE.

There are large garbage bins in the cleaners' rooms and/or the laundry on each floor.

17). VALUABLES, MONEY, JEWELRY ETC.

The Management will not accept responsibility for valuables, money, jewelry etc. left in rooms. Members and guests are strongly advised not to leave such items in their rooms. If you wish, small items can be placed in the Hall safe. Please enquire between 9.00 am. and 5.00 pm. Monday to Friday.

18). GENERAL.

The comfort and convenience of members and guests generally in this Hall have been enhanced by the following practices. (a) Avoid making noise, at any time, that may disturb others and (b) Accept responsibility for the conduct of visitors.