

# Transition Unit Handbook





# Welcome to St Ursula's College

Contained within this booklet is information to assist you during your stay with us.  
The area you are staying in is known as Western Unit.



# Useful Telephone Numbers

## ST URSULA'S COLLEGE MAIN RECEPTION

4939 9600

### KEY PERSONNEL:

Ted Hill – Site Operations Supervisor	0448 599 630
Kitchen	4939 9650
Peta Tomkins – Finance Manager	4939 9624
Boarding Office	4939 9663

### FLOOR SUPERVISORS:

Top Floor	4939 9657
Middle Floor	4939 9656

YEPPOON HOSPITAL	4913 3000
------------------	-----------

ST BRENDAN'S COLLEGE	4939 9300
----------------------	-----------

TAXI SERVICE	131 008
--------------	---------

## Emergency Evacuation Procedure

On hearing the evacuation alarm (continuous ringing of the siren or electronic alarm), everyone is to make their way to the Assembly Point on the oval in front of the Boarding building. Emergency Evacuation Plans are displayed in your unit. Please familiarise yourself with the plans and identify the route to the evacuation assembly point.

## Drugs and Alcohol

Unauthorised use of drugs and/or alcohol is forbidden.

## Smoking

St Ursula's College is a SMOKE FREE ZONE. Detectors are fitted in College buildings.

## Security

If you are driving a vehicle, please ensure that your vehicle and the gate that you enter/exit the grounds through, are locked after hours.

## Maintenance

The College performs regular maintenance on all buildings and equipment to ensure that they are well maintained. If during your stay you have concerns about maintenance of our facilities, please contact the following personnel:

- If non-urgent, please advise the Office during normal working hours (8.30am to 4pm)
- If urgent, please contact **Mrs Peta Tomkins** on **0438 337 206**

## Parking

All cars and vehicles up to the size of a ten seater bus, may be parked in the Queen Street car park (immediately in front of the Administration Building). All vehicles larger than a ten seater bus are to be parked in the car park located on the corner of Mary and John Streets.

## Laundry

Washing machines and clothes driers are located at the western end of the floor you are located on. The laundry is located on the last landing, through the doorway. Driers cost \$1 per load.

## Refreshments

In your unit you will find complimentary tea, coffee, milk and sugar. Please ensure that all kitchen areas are left clean and tidy, with all rubbish placed in the bins supplied.

## Cleaning

We have arranged for our cleaners to perform a clean of the amenities and empty rubbish bins each morning.

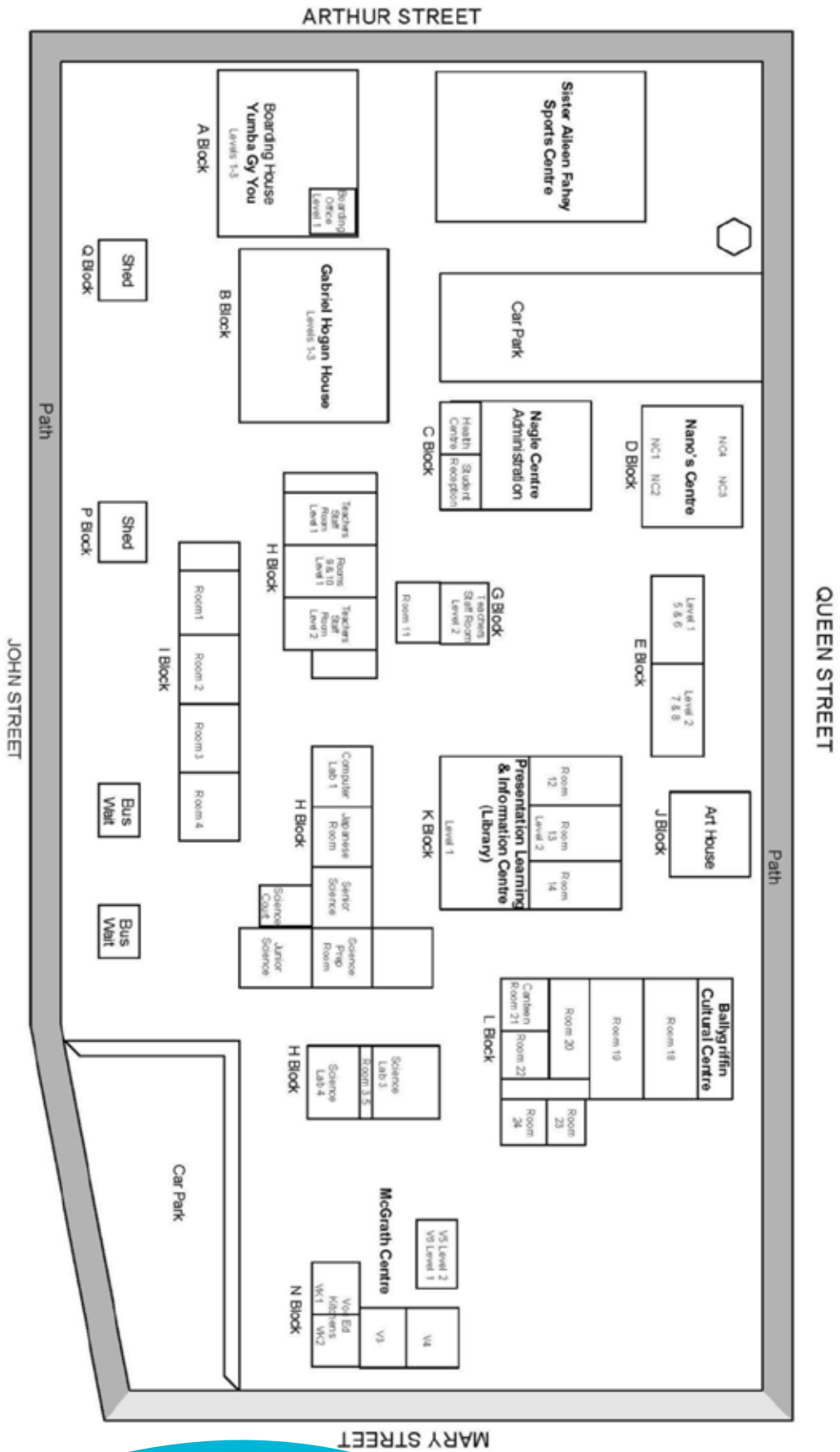
## EXPECTATION OF VISITORS

- Washing, wiping and putting away cutlery and crockery
- Sweeping floors and vacuuming carpet
- Mopping up spillages
- Emptying the fridge and rubbish bin (on departure)
- Stripping beds and place dirty linen on bathroom floor
- Wiping over tables and benches after use
- Turning off all electrical appliances (excluding the fridge)
- Keeping TV and music volumes at a reasonable level. Be considerate of others in the Building.
- Closing and locking all windows
- Not smoking in the rooms or on College grounds.
- Reporting any damage AS SOON AS POSSIBLE to a College Staff member (All damages must be paid for)
- Any concerns with water, power or sewerage should be reported to our Site Operations Supervisor – **Mr Ted Hill** on **0448 599 630**.

To be prepared for an emergency, please familiarise yourself with the Evacuation Route displayed.

You must make your way to the Assembly Point located on the grassed area near the Queen Street gate entrance.

# Map of College



# Map of Yeppoon

