

The Education Centre is located at Murwillumbah District Hospital, 8 Ewing St, Murwillumbah.

The Education Centre is a separate building located behind the hospital. If you have a car, drive down the side of the hospital and turn left into a small bitumen road. You can park temporarily in narrow laneway at rear of building to unload your luggage. Then car must be parked further up the hill in car park. There is a pathway with lights that brings you to back door of building (refer map).

FACILITIES

- Seven ensuited rooms.
- Four non-ensuited rooms, with shared male and female bathrooms.
- Shared kitchen, lounge, TV rooms, dining room and laundry.
- Rooms contain wardrobe, desk, desk light, chair, single bed, bedside table, bedside lamp and reverse-cycle air conditioning.
- Linen provided.
- 24 hr computer room access. Wi-Fi not available in accommodation rooms.
- Laundry with washing machine, dryer and iron. Clothes drying line located outside at car park end of building. BYO washing detergent.

STUDENT RATES

\$20/night (one night only)	Each additional night is \$10/night.
\$70/week	

You are required to pay the full amount for your accommodation on arrival. If for financial reasons you cannot please contact the Student Coordinator prior to your placement. Please note a refundable key/fob deposit of \$20.00 is payable upon arrival.

BOOKINGS

All bookings are to be made through UCRH Administration. To contact UCRH administration 02 6672 0290 (Mon – Fri, 9am to 4pm) or muradmin.ucrh@sydney.edu.au

CHECKIN

WEEKDAYS 7am- 8pm

WEEKENDS 7am - 4pm

Go to hospital reception pick up key/fob, pay \$20 key/fob deposit and full amount of accommodation fees for duration of stay.

WEEKDAYS between 8 pm and 10 pm

WEEKENDS after 4pm until 10pm

Pick up key/fob from the Night Supervisor at the Hospital Emergency Department. The following morning go to hospital reception and pay \$20 key/fob deposit and full amount due for accommodation fees.

Students must NOT check-in any later than 10 pm. If arriving at night you may ask hospital Security to accompany you to your accommodation building and if they are free they will assist you.

CHECKOUT

8.30am Friday for weekly bookings unless special arrangements made when booking.

Return key/fob to hospital reception and ensure payment has been finalised. Seek reimbursement of key/fob deposit- must have receipt.

KEYS

You will be issued with a fob swipe to enter the building (front and back doors), your room, shared bathrooms, education room and computer room.

External doors are locked at 5pm and opened at 7am. This includes the library, lecture theatre and education room.

If the lock flashes red or if the door does not open, please scan/hold key/fob to green panel (located in the foyer and outside back door) until it beeps. If key/fob still does not work, contact UCRH admin staff (during office hours) or hospital reception who can provide you with a temporary backup key/fob.

IMPORTANT NOTE FOR YOUR SECURITY:

Accommodation doors do not lock automatically when closed. To lock your room, you **MUST** scan the door with your key/fob. When you enter your room scan the door with your fob while the door is still open so that the room is locked when you are inside.

PHONES

To receive External and internal calls in accommodation rooms, advise friends/family they need to dial 02 66720__ __ __ plus the last 3 digits on the phone in your room (drop the first digit).

Shared phone available in kitchen and dining room. Internal calls to hospital can be made on phones using extension numbers provided in each room.

RULES

Please adhere to the following rules. Failure to comply with these directives may result in removal from the Centre.

- Do not prop fire doors open as this creates a safety risk.
- No alcohol and no smoking on premises. Smoking is prohibited in the hospital grounds including carparks and garden.
- Wash up own dishes, dry them and put them away (do not leave things stacked in the dish drainer).
- Wipe down benches, stove, sink and splash back.
- Put things back in cupboards, do not leave items on the table and benches.
- Hang up wet tea towels.
- Only one person per bedroom is permitted to stay overnight.
- Furniture and bedding must not be removed from individual rooms.
- Do not leave external doors open as this creates a security risk.
- All electrical appliances must be tested and tagged by a licensed electrical contractor prior to bringing onto the site.
- Candles and all other naked flames are not to be used.
- For health reasons and to prevent unwanted pests, do not store food items in rooms. Please use the fridge and shelves in the kitchen.
- Air-conditioners are to be turned off when you leave your room or any common room.

- Ensuite room doors must be closed while showering and window opened to prevent fire alarm being activated which incurs a \$700 callout fee by the fire brigade.
- Floors are to be kept clear of items so not to be a hazard for cleaning and maintenance staff that may need to access your room.
- The speed limit in the hospital grounds is 10km/hour.

NOISE

- "Quiet Time" after 9.30 pm.
- Mobile phones turned off after 9.30 pm or turned to "silent" function.
- As some residents are working night shifts, please keep noise in hallways to a minimum at all times.

HOUSEKEEPING AND LAUNDRY

- Housekeeping staff will remove rubbish from kitchen. If you would like rubbish removed from your room, leave your bin outside your door.
- Linen is supplied. Laundering of sheets is your responsibility. Towels, bathmats and washers will be changed each week by housekeeping staff. More frequent laundering is your responsibility.
- Cleaning of your room is your responsibility. You can borrow housekeeping's vacuum cleaner and cleaning products but must return them immediately after use. Housekeeping supplies are stored on the verandah upstairs.
- Housekeeping have asked if you could open windows after showing to air bathrooms and prevent mold.

QUESTIONS?

If you have any questions about student accommodation in Murwillumbah please contact the Student Coordinator/Facility Manager, Naree Hancock on 02 6672 0290 (Mon - Fri) or naree.hancock@sydney.edu.au or Lindy/Suzanne/Tiffany muradmin.ucrh@sydney.edu.au

If you have an emergency after-hours, contact the Nursing Night Supervisor or Security Ext. 2222 or go to Emergency Department or Phone Ext. 2230.

We hope you enjoy your stay 😊