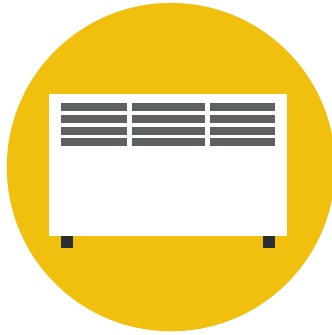
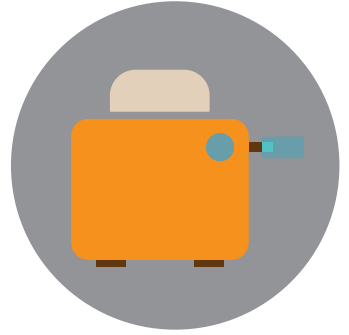
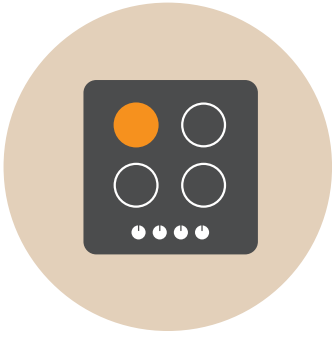


# Guide to Appliances

Self-catered accommodation only



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A safe guide to using appliances

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## Oven and Hob



- To turn on the oven or hob turn the power on at the wall beside the oven or hob then turn on the oven or hob to the desired setting as recommended by temperature or cooking guides.

**\* Remember never to leave the oven or hob unattended when in use.**

- Switch on the extractor fan when using the oven or hob and keep communal fire doors closed when cooking.
- Take care when removing food from the hob or oven. Always use an oven glove or tongs when using the oven or grill. Do not lean over the hob when it is on and never store anything on top of the hob or drape tea towels etc over it.
- Always turn the power off at the socket before cleaning. After using the oven or hob let it cool down then wipe with a damp cloth. You can test the temperature by waving your hand carefully at a height over the top of the hob. The oven has self cleaning sides but the back, door, bottom and shelves must be cleaned.
- Don't use abrasive pads on the hob, supermarket brands of cleaners are acceptable. Follow the manufacturers instructions. Floor protection is recommended when cleaning.
- The cleanliness of the oven and hob will be checked by staff on a regular basis.

**\* Hobs and ovens which have not been cleaned after each use are the most common cause of the fire alarm activating and fires.**

**\* Always report faults and defects to Reception or via the online Repair Reporting system or Mobile App which is available for iPhone, Android or Windows 8 devices. Details are available at [www.ncl.ac.uk/accommodation/current-students/repairs/#repairs](http://www.ncl.ac.uk/accommodation/current-students/repairs/#repairs)**

## Microwave



- The microwave should be on a flat stable surface.
- Never place objects on top of the microwave or cover the ventilation slots.
- To cook press the door release handle and place the food on a suitable microwave plate or dish and put it on the rotating turntable, then close the door.
- Do not heat anything metallic (including metal decoration on crockery) inside the microwave and take care to remove packaging from ready meals in accordance with instructions.
- Set the desired power level using the power control.
- Set the timer. For less than 2 minutes turn the timer to 3 minutes and then back to the desired time.
- The microwave is operating when the light comes on and the turntable starts rotating.
- To stop the microwave temporarily, open the door. To do so permanently set the timer to zero.
- Leave cooked food to stand for time recommended as it is still cooking when taken out of microwave.
- If defrosting set the power to defrost then set the timer remembering that defrosting takes longer than cooking. Turn the food at least once, meat is defrosted once a fork or skewer can be pushed through the centre.
- Monitor the microwave whilst in use, particularly when using disposable containers.

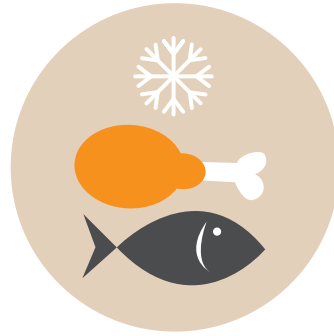
**\* If smoke or a fire occurs in the microwave leave the door closed to stifle the flames, switch off at the socket if possible. Do not open the door until smoke or flames have ceased.**

## Refrigerator and Freezer



- The temperature dial of the refrigerator and freezer should be set at position 2 or 3. Freezers have a fast freeze setting which is used after the freezer has been switched off or defrosted and needs cooling quickly. This setting should only be used for an hour and then re-set to position 2 or 3.
- Leave space between foods in order that air may circulate.
- Always let pre-cooked food cool down before placing in the refrigerator or freezer.
- When storing frozen food always look at the storage guidelines on the packaging. You will be able to store each item of frozen food for the period shown against the star rating.
- It is best practice to keep cooked meats on a shelf above raw meats to avoid bacterial transfer, however, meats should be stored separately on plates and covered.
- Keep the inside of the refrigerator clean by wiping down with a weak solution of washing up liquid or bicarbonate of soda taking care to avoid the thermostat and light, remember to wipe the door seals. Rinse with warm water not hot then dry with a clean cloth.
- Keep the defrost water channel at the back of the refrigerator clear, if the pipe becomes blocked it can be cleared by inserting a thin wire into the pipe at the bottom of the channel.

## Food Safety



- Dispose of old food.
- Store raw food separately from cooked food.
- Uncooked meat should be stored underneath cooked food on a plate or in a container.
- Eat food by the “use by” date especially soft cheeses, meat, fish and shellfish.
- Opened cans and jars should be stored in the fridge once opened.
- Make sure poultry, meat, fish and eggs are cooked all the way through. Prepare food as near to meal times as possible.
- Keep the refrigerator controls set to the lowest number on the temperature dial. The safest temperature is between 2–5 degrees centigrade.
- Be aware of the star system for your freezer compartments and freezer. Food will keep for:
  - ★ less than 1 week
  - ★★ less than 1 month
  - ★★★ less than 3 months

★ Don't get food poisoning.

### Be aware of the star system

The temperature should be between 2–5 centigrade.

Eat food by its use by date especially soft cheeses, meat fish, and shellfish.

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Prepare food as near to meal times as possible.

Make sure poultry, meat, fish and eggs are cooked all the way through.

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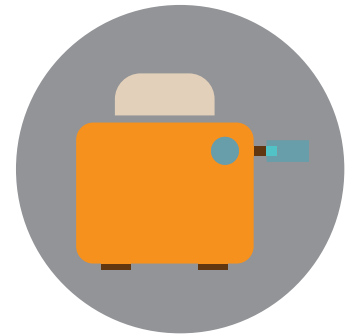
Don't get food poisoning!

## Kettle




- Position the kettle safely on a stable surface away from heat and wet conditions.
- Fill the kettle through the lid or spout. To open the lid, press the release button.
- Ensure the kettle is filled between the Min and Max mark.  
**Do not over fill the kettle.**
- Plug into the socket using **dry hands**.
- Press the on/off switch to boil. The kettle is on when the switch is lit.
- Once boiled the kettle will switch off and the light will go out automatically. The kettle can be switched off manually at any time.
- When cleaning the kettle disconnect from the socket and allow it to cool down.
- Do not immerse any part of the kettle in water and ensure that all connection switches and sockets are kept dry.
- Clean with a soft damp cloth using detergent if necessary for minor stains.
- Abrasive cleaners must not be used as these can damage the surface of the kettle.
- Do not allow excessive scale to build up in the kettle. When necessary remove the scale from the inside of the kettle using a kettle descaler that is suitable for plastic products and follow the manufacturers instructions carefully.

## Toaster



- The toaster should be positioned on a stable surface away from heat and wet conditions. Never place on a hob, metal surface, gas burner or under overhanging wall units.
- When in use never leave the toaster unattended.
- Select the desired level of browning using the control button. Place the bread into the slots and depress the carriage lever noting that the lever will only stay down when the toaster is plugged in and switched on. The bread will automatically pop up when brown, however you can interrupt the process by pressing the cancel button.
- The crumb tray will need to be emptied regularly. Do this when the toaster has cooled down and been disconnected from socket but do not operate the toaster without replacing the tray.
- Always disconnect the toaster from the mains when cleaning and allow cooling before handling. To clean wipe the toaster externally with a soft damp cloth and mild detergent.
- **Do not** immerse any part of the toaster in water and ensure connections switches and sockets are kept dry.
- Never use a brush or push your fingers or metal objects down the slots of the toaster.
- Your toaster is for toasting bread, crumpets etc only. Under no circumstances should sandwiches or toppings be placed in the toaster.

 **Burnt toast is one of the most common causes of activating the Fire Alarm.**

## Vacuum Cleaner



- The vacuum is for **DRY USE only** and must not be stored outside or in wet conditions.
- **Do not** use the vacuum to suck up water or liquid of any description.
- Keep hoses and tubes clear and do not store next to a heater or radiator as this will melt the hose.
- Never use the vacuum to suck up lighted cigarette ends or hot ashes.
- Do not allow the rotation brushes to come into contact with the supply cord.
- The plug must be removed from the socket before carrying out any cleaning or maintenance work.
- Never immerse the vacuum in water for cleaning.
- Never un-reel the cable with one pull or pull on the cable to unplug the vacuum from the socket.
- For vacuums with internal cables ensure that all the cable is pulled out before vacuuming, as cable left in the machine can overheat and become a fire risk.
- Check paper dust bag regularly and when full empty and request a replacement from reception.
- Regularly examine the power cord for damage such as cracking or ageing. If damage is found **do not use** and report to Reception immediately.



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## Shower



- For an electric shower; check that the power is on at the mains isolator switch, usually a pull cord next to the shower.
- Turn the flow lever anticlockwise until the desired force of water is obtained. It is important that the flow knob is fully open to prevent variation in the hot water supply temperature.
- If the shower has been used recently, run the water through for a few seconds to let the temperature settle down. You may initially get a burst of very hot water from the unit.
- Turn the temperature (outer) knob anticlockwise for warmer water or clockwise for cooler.
- It is important to clean the shower spray rings regularly as they can become blocked. Clean the surfaces with a mild washing up detergent or soap solution, then wipe dry using a soft cloth.



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## Water Heater



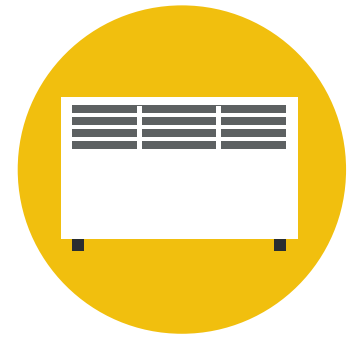
### Castle Leazes

- To draw water from the heater, turn down the red handle.

**\* WARNING! The water drawn from this unit is heated to boiling point so please be extremely careful.**

- The water heater will automatically refill to the correct level.

## Storage Heaters

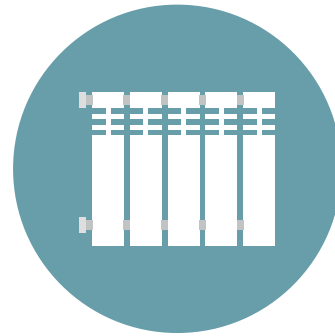


### Bowsden Court & St Mary's College

- The unit must be switched on at the spur next to the heater. The heater stores heat during the night then releases it during the day.
- Two rotating dials can be found either behind a flap on the front or on the top of the unit. These dials are marked 'Boost control' and 'Input control'.
- The Boost control will have numbers from 1–5 or 1–9. The higher the dial is moved the more heat will be given off.
- Rotate the dial to 1 or 2 during the night to stop the heat escaping when recharging. If this is not done the heater will radiate most heat in the morning leaving very little for the afternoon or evening.
- The 'Input control' is used to regulate how much charge the heater will accept during charging. Again it will have numbers from 1–9. The dial is rotated to the desired setting depending on the time of the year.
- Take care when touching the body of the heater as it will become very hot.
- The vent on the front of the heater must not be covered, as this will cause the safety thermal trip switch to stop the heater from charging.
- If damage is found **do not use** and report to Reception immediately.

**\* Objects should NEVER be placed on top of or in front of the unit as this is a fire hazard.**

# Electric Wall Heater



## Bowsden Court

- Ensure that switch which is situated next to the heater is in the on position.
- Switch on, using the switches which are on the sides of the heater.
- Press boost button on the wall.
- Check that the red light on the top of the heater is lit up.
- Heat can be adjusted by moving the slide control situated on the top of the heater.
- After 60–90 minutes the heater will automatically switch off.
- Press boost button to reset.

**\* NEVER place clothing or any other items on or over the heater as this can cause fires.**

## Notes



Details are correct at the time of going to print in July 2019. This brochure is for information and guidance purposes only.

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