

## Accommodation Information Sheet

Welcome to OFC Academy Accommodation Facility. We're delighted to have you with us. Please find below essential information about your accommodation and shared facilities:

<p><b>1. Room Information:</b></p> <ul style="list-style-type: none"> <li>• <b>Room Number:</b> 1 to 12</li> <li>• <b>Beds:</b> 2 x single beds in each room.</li> <li>• <b>Amenities:</b> Pillows &amp; duvets provided in each room</li> <li>• <b>Wi-Fi:</b> SSID – Academy guest. Password – homersimpson99</li> <li>• <b>Emergency Exit:</b> Both Sides of corridor</li> </ul>	<p><b>2. Bathroom and Shower Facilities:</b></p> <ul style="list-style-type: none"> <li>• <b>Towels and Linens:</b> 1 x towel per person provided in each room by OFC.</li> <li>• <b>Towels:</b> will changed/replaced every 3<sup>rd</sup> day of stay/Facilities coordinator</li> <li>• <b>Linen:</b> Bed sheets/pillow covers will be changed every week.</li> <li>• <b>Hot Water:</b> Available in each ensuite bathroom</li> <li>• <b>Toiletries:</b> Soap &amp; Toilet papers/Hair Dryer provided by OFC. Spare soaps kept on fire hydrant outside corridor</li> </ul>
<p><b>3. Common Kitchen and Dining Area:</b></p> <ul style="list-style-type: none"> <li>• <b>Location:</b> Upstairs, on right hand side.</li> <li>• <b>Operating Hours:</b> N/A</li> <li>• <b>Appliances:</b> 1x Freezer, 1x fridge, 2 x Microwaves and 1 x Dishwater provided</li> <li>• <b>Cleaning:</b> Users are expected to clean up after use/replace bin liner. Put rubbish bags outside in provided rubbish bins. All cardboard boxes smashed.</li> <li>• <b>Storage:</b> Only to be accessed by OFC by facilities staff</li> </ul>	<p><b>4. Laundry:</b></p> <ul style="list-style-type: none"> <li>• <b>Not Available in academy</b></li> <li>• <b>Belmont laundry:</b> Laundry person contact – Jenny 02102646082/Daniel driver – 021505865 ( They will pick up and drop back. Payment can be made directly to them.</li> <li>• <b>Nearby Laundromats:</b> 246 Mount smart road (Phone: 09551246). 24 hours laundromat at 267a Onehunga Mall, Onehunga (Phone: 092812360)</li> </ul>
<p><b>5. Nearby Eateries:</b></p> <p><b>[Name of Eatery]:</b> Miscella Coffee Roasters (6 Maurice Road, Penrose, AKL1061).</p> <p><b>[Name of Eatery]:</b> McDonalds Penrose (358 Church Street, Penrose, AKL1061).</p>	<p><b>6. Entertainment:</b></p> <ul style="list-style-type: none"> <li>• <b>Television:</b> Live TV &amp; Sky Tv is provided in lounge.</li> <li>• <b>Other Facilities:</b> Football Table.</li> </ul>
<p><b>7. House Rules &amp; Guidelines:</b></p> <ul style="list-style-type: none"> <li>• <b>Noise:</b> Noise nuisance not acceptable at any time of day or night.</li> <li>• <b>Security:</b> Gates open at 7AM to 10 PM.</li> <li>• <b>No Smoking:</b> No Smoking/Vaping Inside the facility.</li> <li>• <b>Guests:</b> Inform management about any visitors.</li> <li>• <b>Safety:</b> Lock rooms and keep valuables safe.</li> <li>• <b>Alcohol:</b> No alcohol consumption at any times.</li> <li>• <b>Damages:</b> Report any damages or malfunctions immediately.</li> <li>• <b>Car Parking:</b> <b>No cars to be parked by any guest or their visitors in car park at all times even if car park is found empty. Park on road</b></li> </ul>	<p><b>10. Emergency:</b></p> <ul style="list-style-type: none"> <li>• <b>Fire/Police/Ambulance:</b> Dial 111.</li> <li>• <b>Pharmacy-</b> UniChem pharmacy, 2/295 Penrose road</li> <li>• <b>Facilities Coordinator -</b> 021482257</li> <li>• <b>Facility Manager:</b> 021950162</li> </ul>