



RESIDENTIAL LIFE AT McMILLAN CAMPUS



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As an educational institution, the interest of all students regardless of their different lifestyles and tastes must be taken into account. Guidelines and policies governing life in the residential areas may therefore appear rather restrictive to some, but this is to ensure that personal liberties are preserved and that high academic performance may be attained by all students. The Residential Manager will endeavor to maintain a living environment that all residents must maintain without inhibiting the social life of students. This will only be achieved if everyone accepts responsibility for care and consideration for others in residence.

Please Note: Living at McMillan Campus is not a lease and it is not covered by the *Residential Tenancies Act 1997*.

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ECG McMillan Accommodation Overview:

The ECG McMillan accommodation is situated on ECG McMillan Campus Warragul, in a quiet rural setting about 1 hours drive from Melbourne.

The campus is approximately 2 kilometre's from the Warragul town centre.

Facilities

There are 3 units with 5 individual bedrooms. These units are fully furnished.

Each unit has a kitchen and dining/living room with dining table with 6 chairs also 6 Lounge chairs.

Each bedroom is furnished with a bed, desk, chair, wardrobe and chest of draws.

Each unit has a refrigerator, microwave oven and stove.

Free off-street parking for residential student is available on the campus.

A lounge room, games room, BBQ facilities, tennis court and central laundry are available to all residents. Students need to provide their own washing powder and iron.

What Students need to bring with them

The units are self-catering and students live independently. Students need to provide their own cooking utensils, cutlery, crockery and electrical appliances. Students also need to provide and launder their own bed linen and towels.

Contact: Student Accommodation Officer on (03) 5622 6000 for further details.



The following is to maintain a Healthy and Safe environment for all students:

Unit Facilities:

Unit Bedrooms: In each bedroom, you will be supplied with a bed, desk, chair and wardrobe. All other items will need to be supplied to make it home. Each door can be locked for security purposes and a key will be supplied at the time of entry.

Students who lose or misplace keys will be charged **\$50.00** for each replacement.

Common Areas: Each dormitory has a common area, which includes kitchen, bathroom, lounge room and store room. Kitchen – Fridge and Freezer will be supplied, however all other items ie cutlery, crockery etc will need to be supplied by the resident.

Students Cooking and Foodstuffs:

Cooking is only permitted in the kitchen of the dormitory area. Foodstuffs in sealed containers may be kept in rooms.

Care of Residential Areas:

The cleaning staff are responsible for general cleaning in the common rooms, passage ways, toilet blocks and other common areas. Students are expected to leave these areas free of rubbish and excessive dirt. Furniture must not be removed.

Kitchens are to be kept clean and tidy with benches and stove top wiped down each time they are used. Sinks are to be kept clean and free of food scraps. Bins must be emptied on a regular basis – for hygiene reasons, bins are not to be let over flow.

Please note: cleaning of the units will take place each Tuesday between **10am – 1pm** unless otherwise advised. Please ensure the units are vacated between these times.

Students are responsible for keeping their own rooms tidy and clean. A vacuum cleaner is available for use, as your bedroom will not be vacuumed. All students are to empty their own rubbish bins into the dump master located next to the 'inwards goods' area.

Students will be held responsible for damage to rooms they occupy and collectively for the common areas of their dormitory block. This could result in a deduction from the security deposit of all students if offenders are not identified.

Electrical Fittings:

At no time are electrical fittings in residential areas to be interfered with. Any problems with electrical fittings should be reported immediately to the Residential Manager or Student Services Officer.

If you require a replacement light globe, the Residential Manager will replace the globe for you.

Electric radiators (maximum 1,000 watt output) may be used in your bedroom, but must be turned off when not in your room.

Candles, Incense, Naked Flames, Flammable Liquids:

The use of these is **STRICTLY** prohibited due to the unacceptable fire risk they pose. This includes fragrant oil burners. Flammable liquids such as methylated spirits, solvents or similar are also not permitted.

Rent and Security Deposit:

The current rental cost for **2008** will be **\$110.00*** per week.

Refer: MCAF001 – Accommodation Application Form.

Residential rent can **ONLY** be paid via fortnightly or monthly direct debit payment.

Refer: FINF001 – ECG Direct Debit Form.

Upon notification of acceptance into the accommodation, you must pay a Bond, 1st Month's rent in advance, A **\$50.00** room key deposit and a **\$10.00** internal mail box key deposit.

*rental amount is subject to change – current amount as of the 1st July 2008 and is GST inclusive.

Contacts: Student Services Support

Available Wednesday's and Thursday's 8.00am-5.00pm or at other times by prior arrangement. To make an appointment either contact the Peter on his mobile or through reception.

| | |
|--|--|
| <p>Student Accommodation Officer: Faye Mclachlan ECG McMillan Campus – Warragul, PO Box 249, Warragul, Vic., 3280 Email: faye@ecg.vic.edu.com Telephone: (03) 5622 6000</p> | <p>Campus Manager John Kerr, ECG McMillan Campus – Warragul, PO Box 249, Warragul, Vic., 3280 Email: johnk@ecg.vic.edu.com Telephone: (03) 5622 6000</p> |
| <p>Residential Manager: Accommodation Mark Kelly ECG McMillan Campus – Warragul, PO Box 249, Warragul, Vic., 3280 Email: mark@ecg.vic.edu.com Telephone: (03) 5622 6000 Emergency Only: Mobile 0448 802 157</p> | |

Residential Manager:

The Residential Manager's role is to assist students and to regulate behaviour where necessary. The Residential Manager lives on site and can be contacted at the unit located next to Unit 1.

Room Condition Report:

Immediately upon occupying a room each student is to complete a "Room Condition Report" – MCAF003 which describes the condition of the room, its fittings and furniture. This report provides protection for both the student and the Campus as it will be the basis for any subsequent assessment of damage. For this reason students are encouraged to ensure that the report properly reflects the condition of the room, including any non-working or damaged furniture or fittings and the state of cleanliness on arrival. Students must be present when a room inspection is conducted before their departure. The room is to be vacuumed and dusted before leaving. Posters, stars etc. are not to be put on plaster walls or ceilings.

Damages:

All damage must be paid for by the individual or group responsible. Individual residents will be held responsible for their room and collectively responsible for their part of the dormitory.

Behaviour at the Residence:

All students are to abide by the Code of Conduct at all times. Please refer to this Code (attachment 1) to ensure that all students have a safe and enjoyable living and learning experience.

Room Changes:

If you require a room change, a 'Change of Room' form – MCAF005 is required to be completed and given to the Residential Manager for consideration.

Due to the difference in student studies, a room change may not be beneficial to all residents.

Security:

It is strongly recommended that students lock their doors at night and when they are away from their rooms. As well as providing greater personal security, this will protect your fellow students and their visitors from any potential allegations in the event of an incident of trespass or theft being reported. If any theft occurs, you must contact the Residential Manager as soon as practicable.

It is recommended that residential students take out private insurance to cover personal possessions of value as ECG's insurance provides no coverage for items that are not owned by ECG.

ECG does not take responsibility for any loss or theft.

If you are the last to leave the dormitory, please ensure you have **locked your bedroom door**, turned off all lights, switched off the heating and **lock the dormitory door**.

Visitors / Non-Resident Students:

No visitors are allowed in the residential areas during the first two weeks of Semester 1. This is to allow new students time to settle into their environment and familiarize themselves with other residents.

From the beginning of the third week of Semester 1, visitors may be invited into the student residential area subject to the following conditions:

- The resident inviting the visitor/s into the residential area is the host and is responsible for the visitor/s behaviour at all times.
- Any uninvited visitor/s – ie without a host will be considered a trespasser.
- Visitors are expected to observe all Campus policies and guidelines, and the host may need to remind them of this.
- If other residents object to the behaviour of a visitor the host must ask that visitor/s to leave.
- **No visitors/guests are to stay overnight in units**
- Visitor/s are not permitted after 11.00pm or before 9.00am.

Moving Out:

Students, who wish to move out prior to the agreement time, must give at least **2 weeks notice in writing**. This is to be given to the ***Student Accommodation Officer***.

Students could also be asked to leave the units if the student's continued residency is not in the interest of the campus. For example: the student continues to display excessively noisy or disruptive behaviour despite warnings.

Upon moving out, you must make an appointment with the Residential Manager, who will conduct a "Final Inspection" – Form MCAF003 in your presence, as you will be required to sign the "Final Inspection" to enable your bond to be refunded. If you leave without a final inspection, your bond will **NOT** be refunded.

Car Parking:

Residents are to park their cars in the designated car park. No vehicles are to be parked for more than 10 minutes in the residential area. If this was to occur, the vehicle owner will be given a warning. If the warning is not adhered to, then the vehicle will be towed away at the cost of the vehicle owner.

Laundry:

All students have access to the washing machine and dryer situated at the entrance of the main building nearest the units. Laundry powder is to be supplied by the users. Students are encouraged to use the clothes line instead of using the clothes dryer unnecessarily. An ironing board will be supplied – located in the laundry. Students will need to supply their own irons.

Student Amenities & Games Room:

The student amenities and games room is available for use by all students with residential students being able to access the facilities after hours until 10.30pm or until advised to leave by the security guard. However, residential students should be aware that any breach of personal conduct, inappropriate use of facilities or any other non compliance can result in the removal of after hour's usage. Under no circumstances are non student visitor/s permitted in the main building of the McMillan Campus – Warragul after hours.

The student amenities and games room offers a ¾ size billiard and table tennis tables. The kitchen has tea and coffee facilities, toaster, microwave oven and refrigerator.

A notice board and pamphlets are made available in the rooms.

Please note: that room is under 24 hour security camera surveillance.

Counselling Services

In case of personal emergencies 'Lifeline' offers a 24 hour service

Telephone: 131 114

Latrobe Valley Community Mental Health Services offers a 24 hours crisis service

Telephone: 1300 36 3322 OR Day time Telephone: 5171 1255.

Incoming Mail:

Residential students will be allocated a lockable mail box. All mail received at the campus addressed to students who have a mail box, can expect that their mail will be placed in their mail box. Non Residential students can apply for a mail box should they desire a private secure facility for return of assignments or such.

There is a \$10.00 deposit for a key. If you lose your mail box key, there will be a \$10.00 (non refundable) replacement cost charged.

Outgoing Mail: Addressed and stamped letters can be left at reception before 2.30pm for daily Australia Post pick-up. Stamps can be purchased at reception.

Computer Room:

All students are to follow all policies and procedures when using the ECG Computer Room. Please refer to the Computer/Internet policy - (attached)

No items are to be stored on the hard drive and it is recommended that students purchase a memory stick to store their information.

Students will have access to the Computer Room under the following conditions:

1. When it is not occupied by a formal class
2. **Smoking, Eating and Drinking is strictly prohibited**
3. Students will not abuse the equipment
4. The Computer Room will be left free and tidy from paper waste, which is to be placed into the bins provided.
5. Students are not to engage in electronic harassment of any kind
6. Students will not alter the standard configurations of any software package or computing system
7. Students will not download any software, music or dvds or pornography
8. Students will report any computing problems or faults to the Residential Manager or reception.

Access Hours:

Monday to Friday:

8.30am – 8.00pm

Weekends:

CLOSED

Please Note: general access to the Computer Room will not be possible during scheduled Computer classes. Please check class schedules on the notice board before entering the room.

Telephone:

There are no telephones in the units, however, students do have access to a pay telephone located next to the student laundry. Messages can be left at Reception on **5622 6000**.

Accidents, Hazards or Near Misses:

To ensure all staff, students and visitors are safe on our premises, it is everyone's responsibility to report any Accidents, Hazards or Near Misses. Forms can be located at the front reception, or contact the Residential Manager.

Firearms or Weapons:

Under **NO CIRCUMSTANCES** are firearms or weapons permitted to be brought on to the McMillan Campus. If any residential student or their guest/s are found to be in the possession of either, the residential student will be subject to disciplinary action, which may result in the immediate termination of residency and, in severe cases, termination of the student's enrolment. Cases could also require the matter to be referred to the local authorities.

Alcohol:

The consumption of alcohol within the constraints of the Victorian Law, is only permitted in designated areas providing this does not infringe upon the rights of others. Any breach of the Victorian liquor legislation or regulations will be dealt with according to the Student Disciplinary Procedure.

Outside of class operating hours, residential students are permitted to consume moderate amounts of alcoholic beverage in the BBQ area next to the student games room. However, if any classes are running after normal operating hours, the consumption of alcohol will not be permitted in this area.

The consumption of alcohol is only permitted in the residence area, after normal class operating hours.

Alcohol should not be provided to anyone who is or appears intoxicated or is under the age of 18 years.

To protect the interest, health and safety of all residents, a breach of any of the following guidelines by residential students or their guest/s will be subject to disciplinary action, which could result in the immediate termination of residency and, in severe cases, termination of the student's enrolment.

Note: Under the Occupational, Health & Safety Act 2004, it is noted that a person operating plant or machinery under the influence of alcohol and/or drugs will be found liable if an accident was to occur. This extends to the Road Safety Act 1986. Therefore, it is the policy of ECG that no person is to operate any plant or machinery unless they have a BAC level of 0.00% and are not under the influence of any drug.

Residential Students under the **age of 18 years** are **NOT** permitted to drink any alcoholic beverage. It is illegal for any person to provide alcohol to anyone who is under the age of 18 years. Any student under the age of 18 years found to be drinking alcohol beverage will be subject to disciplinary action, which could result in the immediate termination of residency and, in severe cases, termination of the student's enrolment.

Smoking:

Smoking is not permitted in any ECG building or property, including covered walkways or vehicles under the occupancy of ECG. Exposure to the smoke of others (passive smoking) is a health risk. Under **NO** circumstances, are residential students or guest/s allowed to smoke in their bedrooms and/or common dormitory areas.

Drug Use:

Possession and/or use of any illegal drug or substance, or the misuse of prescribed drugs, will be viewed as a serious breach of discipline. Possession or use of illegal drugs or prohibited substances is a criminal offence and ECG reserves the right to inform the local authorities. Disciplinary action may result in the immediate termination of residency and, in severe cases, termination of the student's enrolment.

Interference with other visitors on campus:

From time to time, the campus provides residential accommodation for visitors to the campus. Students are prohibited from entering accommodation areas or other facilities while they are in use of visiting groups or individuals.

Attachment 1 – Residential Behaviour Policy & Procedure:



RESIDENTIAL BEHAVIOUR POLICY & PROCEDURE

ABN: 37 005 090 317

PO Box 249, Warragul, Vic., 3820

T: 03 5622 6000 F: 03 5623 4671

E: info@ecg.vic.edu.au W: www.ecg.vic.edu.au

This Residential Behaviour Policy applies to all students living on residence at McMillan – Warragul. Its purpose is to ensure that these students have a safe and enjoyable living and learning experience.

The following steps will be followed by Residential Manager (RM):

- Step 1:** If the RM considers a resident's behaviour as being inconsistent with the Behaviour Policy (see table on page 2) or other standards set by Residential Services, and of sufficient seriousness to require further action, an incident report will be completed.
- Step 2:** The incident report will be submitted to the Site Manager, usually within 24 hours of the incident.
- Step 3:** The resident in question will be invited to discuss the incident with the RM and Site Manager. In this meeting the resident will be asked to respond to the Incident Report.
- Step 4:** The RM and Site Manager will decide on appropriate consequences. In the case of Level 1 incidents, the resident will be provided with a verbal and written warning by the RM. In the case of level 2 & 3 incidents the RM and Site Manager will discuss possible consequences for the resident's inappropriate behaviour, in accordance with the Behaviour Policy Table.
- Step 5:** Usually within 48 hours of the discussion a letter detailing the consequence decided upon will be sent to the resident.

Consequences

Within the bounds of the Behaviour Policy Table (see following page), the RM and Site Manager have discretion as to which consequences are deemed most appropriate in each situation.

Timing

Suspension, eviction or change of room location will usually take place within 48 hours of the decision being made, though at the discretion of the RM and Site Manager, it may be immediate. Students are not to enter Residential Units during their suspension period, and students who are evicted are not to enter Residential Units for the remainder of the academic year.

Monetary Fines

Fines will typically be charged when alternate consequences would in fact serve no disciplinary purpose. In addition a monetary charge may be imposed to recompense the cost of a particular incident eg. repairs to damaged property or cleaning charges.

Guests

The person, who has a guest at their residence, will be held responsible for any breaches of the Behaviour Policy whilst on site.

Appeal Process

In the case that a resident wishes to appeal a disciplinary decision made by the Residential Committee, the following steps may be taken:

1. The resident may meet with the Site Manager or in the case of his/her absence or direct involvement in the initial decision, appeals will be heard by the Chief Executive Officer in alignment with the *EAT001 - Students/Clients Complaints and Appeals Policy*

Behaviour Policy Table

The table below is not exhaustive and Residential Manager reserves the right to report and discipline other behaviour not listed here that is considered to adversely affect the living environment of other residents.

| Level | Banned at all times <i>activities below are prohibited on any of the residences</i> | Inappropriate resident behaviour/actions | Consequences |
|----------|--|---|---|
| 1 | <ul style="list-style-type: none"> • All glass outside (ie bottles of drink & other glass containers) • Smoking near opening of building • Advertising events which promote the consumption of alcohol • Advertising or promotion of any non ECG alcohol activities/events or venues | <ul style="list-style-type: none"> • Noisy (including repeated breach of quiet time) • Disorderly and/or disturbing others • Repeatedly leaving general living areas in an unhygienic or untidy state • Alcohol induced loss of bodily control/consciousness, requiring attention and support by Residential Manager or other residents • Urinating in public • Careless damage to property | <ul style="list-style-type: none"> • Discussion of behaviour with Residential Manager and Student Services Officer <p><i>Leading to:</i></p> <ul style="list-style-type: none"> • Receipt of warning letter • Possible counselling request |
| 2 | <ul style="list-style-type: none"> • All drinking games. No social event or gathering shall permit any sort of drinking games, or any means where alcohol is consumed as part of a competition • Unauthorized gatherings where alcohol is consumed by majority of participants (over 15 people) | <ul style="list-style-type: none"> • Second level 1 breach • Alcohol related vomiting that requires cleaning • Verbal abuse • Aggressive conduct • Minor wilful damage to property • Not acting on instructions by Residential Manager • Acting in such a way as to endanger another's welfare | <ul style="list-style-type: none"> • Discussion of behaviour with Residential Manager <p><i>Leading to:</i></p> <ul style="list-style-type: none"> • Suspension (usually for 3 night's duration) • Possible shift to another unit • Possible counselling request • Possible monetary fine: \$55-\$110 |
| 3 | <ul style="list-style-type: none"> • Drinking of alcohol on campus during study week and the examination periods • Burning of candles, incense, open flames, or enclosed flames in any room or building • Smoking inside • Possession or use of illegal drugs (note: this includes storage in vehicles parked at the residences) | <ul style="list-style-type: none"> • Third Level 1 breach • Second Level 2 breach • Any action that results in violence or serious assault • Major harassment or discrimination • Major wilful damage to property • Tampering with any fire protection, smoke detectors or fire alarms | <ul style="list-style-type: none"> • Discussion of behaviour with Residential Manager and Student Services Officer <p><i>Leading to:</i></p> <ul style="list-style-type: none"> • Suspension (usually for 7 night's duration) • Possible shift to another unit • Possible counselling request • Possible monetary fine: \$220-\$550 <p>OR</p> <ul style="list-style-type: none"> • Eviction** |

****NOTE:** If your residency is terminated for disciplinary reason (ie. eviction) you will forfeit all due rent to the ending date of your Licence Agreement

Attachment 2 – Residential Code of Conduct:



RESIDENTIAL CODE OF CONDUCT

ABN: 37 005 090 317

PO Box 249, Warragul, Vic., 3820

T: 03 5622 6000 F: 03 5623 4671

E: info@ecg.vic.edu.au W: www.ecg.vic.edu.au

While most students enjoy residential life, it's not for everyone, so before you submit your application you need to think carefully about whether this kind of community living suits you. There are certain guidelines and expectations that all residential students must adhere to – the sort of responsible living that makes life on campus enjoyable for everyone. You need to be prepared to live by the following expectations to be accepted for residential living.

- I will contribute positively to the campus community by making friends with those living near me, participating in meetings and community activities, and being involved.
- I will only drink alcohol in moderation on campus, and respect and adhere to the alcohol ban during study week and exam periods.
- I will treat other residents with consideration at all times, and respect the differences of those around me. *Behaviour that discriminates against others will not be tolerated and you will be evicted.*
- I will look after all residential property I use, abiding by all safety guidelines (including fire regulations) and take responsibility for any damage that occurs due to my actions.
- I will maintain a high standard of personal and public hygiene, including cleaning dishes, putting out bins, and all other tasks that maintain a healthy living environment.
- At all times, I will make sure my actions support and reinforce the residential community as a safe and secure living environment

Student IT Policy

Objective:

To ensure all students of Education Centre Gippsland Ltd (ECG) understand the appropriate guidelines in the usage of ECG's internet system.

Scope:

All ECG students

Policy Statement:

ECG provides access to its computers and IT network to all students.

The primary purpose for which access to the internet is provided is to assist students in their studies.

UNACCEPTABLE USE:

Internet - Students must not:

- Visit web sites containing objectionable or criminal material such as any form of pornography.
- Participate in internet-enabled activities such as gambling, excessive games playing, conducting a business or conducting illegal activities.
- Upload or download commercial software, games, music, videos or other intellectual property without ECG permission.
- Knowingly causing any other person to view content which could render ECG liable pursuant to equal opportunity or sex discrimination legislation at the suit of that person.
- Knowingly download or request software or media files or data streams that will use a greater amount of network bandwidth than is appropriate.

MONITORING & REPORTING:

ECG has the capacity to monitor all internet usage on its network.

Responsibility for acceptable use of the internet lies with the individual student.

ECG will review any alleged breach of this policy on an individual basis. If the alleged breach is of a very serious nature, internet rights for the student may be suspended or withdrawn immediately.

Otherwise, an alleged breach will be dealt with as follows:

- Initially the student will be informed of the alleged breach, given an opportunity to respond to the allegation, and if it is not satisfactorily explained, be asked to desist from or where applicable remedy the breach;
- If the breach is not desisted from or remedied, ECG may withdraw the student's access to internet and in all cases give a warning to the student and an opportunity to respond;
- If the breach conduct continues the student will be given a further warning and opportunity to respond together with counseling
- If the breach continues the student may be expelled.

“What to Bring!”

| Bedroom | Tick |
|---|-------------|
| Doona / Blankets | |
| Pillow | |
| Sheet | |
| Pillow Case | |
| Optional | |
| Study Light | |
| Fan (non air conditioned) | |
| Personal Heater (heating available in common areas) | |
| Clock Radio / CD player | |
| Desk top or Lap top computer | |
| Television and DVD/VHS players | |

| Bathroom | Tick |
|-----------------|-------------|
| Towels | |
| Face Washers | |
| Bathroom items | |
| Hair dryers | |
| Electric Razors | |

| Laundry | Tick |
|----------------|-------------|
| Laundry Powder | |
| Pegs | |
| Iron | |

| Kitchen | Tick |
|---|-------------|
| Cutlery ie Knives, Forks, Spoons etc | |
| Crockery ie Plates, bowls etc | |
| Cooking Utensils including Pots, Fry pans etc | |
| Drink Ware ie Coffee mug, glasses etc | |
| Tea towels | |
| Dishwashing items ie sponges, detergent etc | |

**And
Don't forget your clothes, personal items and food!**

