

UNIVERSITY OF CYPRUS STUDENT HALLS



USEFUL TIPS FOR A PLEASANT STAY

ΠΕΡΙΕΧΟΜΕΝΑ

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Useful tips for a pleasant and safe stay!

The Housing Office hopes that your accommodation at the Student Halls will be pleasant, comfortable, and without any incidents.

Since for many of you this is your first experience away from home, we present you with this manual which is full of helpful tips regarding your stay. Students with some previous experience living on their own will also benefit from the advice therein.

The aims of this manual:

Firstly, to help you familiarise with the Halls equipment as soon as possible, to ensure proper and safe use.

Secondly, to offer you advice that will help you contribute towards the University's substantial role in reducing environmental impact.

As tenants, you can contribute towards that goal to a great extent.

Our consumption, the energy we use, and how we manage the waste we produce all play an important role in limiting use of resources.

In this manual you will find basic information about practices that, if followed by all tenants, will lead to a significant reduction of environmental impact.

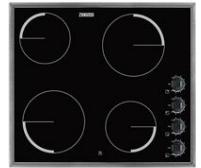
Those best practices are also beneficial to you. Adopting those practices during your stay at the Student Halls will prepare you to continue following them later on in your life when you will live on your own, with significant economic benefits.

Cooking Smart and Safe



For health and safety reason, as well as to reduce the danger of a fire breaking out, keep in mind the following while cooking:

- Always wash your hands well before cooking or eating.
- Make sure that any cuts or open wounds on your hands are covered before you come in contact with food.
- When preparing food, especially of raw products (e.g. chicken), make sure to wash the knife and cutting board you used very well.
- Never leave your food unattended while cooking.
- The kitchen door must be kept shut at all times.
- Make sure to turn off the stove or oven after you are done using them.
- Remember that the stove and oven remain hot for several minutes after you turn them off.
- Keep hot food covered and do not leave food exposed on the counters or the kitchen table. Exposed food attracts ants, insects, etc



Ceramic Hob

- ✓ Choose a suitable pot based on the amount of food you are cooking.
- ✓ The ceramic hob is turned on with a turn-activated switch. Make sure to turn the switch that corresponds to the stove element you intend to use.

Energy saving when using the ceramic hob:

When cooking, cover the pot with its cover. Doing this will help it boil faster and use less power.

The pots should fit the element used: the diameter of the pot's bottom should be the same or slightly larger than the element used.

Cooker Hood



You must turn the hood on while cooking. This is to make sure that steam and smells are absorbed in the most efficient way.

The hood is operated as follows:

1. Make sure the wall plug is switched on.
2. Pull the sliding vapour filter out.
3. Select the desired setting by sliding the switch.
4. Lighting: The lighting can be switched on independently from the absorption function, even when the vapour filter is not extended.
5. When you are done cooking, push the sliding vapour filter all the way back.

Oven

There is one oven in every kitchen.

To grill something in the oven, follow these instructions:



- Place the meat/fish/vegetables on the grill. Always place a roasting pan below the grill, on the first rack.
- To avoid fat splashing in the oven, put some water in the pan.
- Preheat the oven for 3-5 minutes before you place the food to be cooked in.
- Make sure to regularly turn the food you are cooking, to evenly cook all sides.
- Keep the oven door closed when cooking.

Energy saving when using the oven:

- Avoid unnecessary preheating and constant opening and closing of the oven door.

Microwave oven



You can use the microwave oven to:

- ✓ warm up food
- ✓ defrost food
- ✓ cook

Place the food in glass, ceramic, or microwave-safe plastic containers.

- Do not turn the microwave oven on when it is empty.
- Do not use metal containers, or containers with metal plating. Not only it may damage the oven, but there's danger of explosion.

- Never place tinfoil, regular plastic plates, or paper wrapping in the oven.
- Always poke holes with a knife when cooking food that has skin (eg potatoes, tomatoes, apples), to allow steam to escape when they cook. For the same reason, you should not cook eggs with the shell on, as there is danger of explosion.

Energy saving when using the microwave oven:

To warm up small food quantities, prefer using the microwave oven, as it saves both power and time.

Refrigerator

In kitchen Types A and B you can find two different refrigerators. On each refrigerator there is a schematic which lists which shelf and specific refrigerator corresponds to each room. You are expected arrange your groceries in accordance to the schematic to avoid misunderstandings.



- ✓ Routinely check your groceries for expired food or items that went bad.
- ✓ Keep cooked and raw food separately.
- ✓ Clean the shelves and the refrigerator interior often to prevent bacterial growth. The cleaning crew only cleans the exterior of the refrigerator.
- ✓ The time period before Winter and Spring Break are ideal for thorough inspection of stored groceries and to clean your refrigerator.
- ✓ If you spot frost or unusual humidity and water droplets forming in the refrigerator, immediately notify the Residents Information Centre.

Energy saving when using the refrigerator:

- Do not store food that is still hot in the fridge.
- Avoid constantly opening the refrigerator door, or keeping it open for a long time.

Washing Machine and Dryer Usage



In the Student Halls complex, you can find a laundry area equipped with coin-operated washing machines and dryers, for the exclusive use of Student Halls residents.

Access to the area is restricted and your Student ID Card is necessary to enter the room.

Usage Information regarding Washing Machines / Dryers:

- To use the washing machine, a fee of €2 applies. The coin slot accepts coins of 50 cent, €1, and €2.
- The fee for using the dryer is €1. The dryer coin slots only accept €1 coins.
- Inspect your clothes before loading them into the washer, to make sure that no items are left in the pockets (such as keys, hair clips, jewellery, etc)
- Make sure that the washing powder you use is intended for washing machines.
- Make sure to promptly unload your washed clothes when the washing cycle is completed.

The Residents Information Centre is at your disposal to answer any questions you may have regarding use and operation of washing machines and dryers.

Steam Iron



Every floor is equipped with a shared steam iron and ironing board. They are stored in the corridor closet of every floor.

You must return them to their original position after each use.

Operation Instructions:

- ✓ Place the ironing board at convenient location, near a power outlet.
- ✓ Put water in the steam iron's water tank.
- ✓ Switch on and set the iron at the desired temperature. Consult the ironing instructions printed on your clothes' labels.
- ✓ Never place a hot iron on any surface other than the ironing board.
- ✓ When you finish ironing, switch off the iron and remove the plug.
- ✓ Empty the iron's water tank from any leftover water quantity by turning it upside-down over a sink.
- ✓ Let the iron cool down in an upright position before you return it to its proper storage.



Power Saving Tips



Lighting

- Switch off lights when they are not needed.
- Take advantage of natural daylight.
- Always switch off lights when exiting a room.

Electric Appliances



- Don't forget chargers plugged when they are not used.
- Switch off the TV and computer monitors from the main switch, instead of letting it run on standby mode.

Air-conditioning and Central Heating

The central air-conditioning and heating systems run on a schedule defined by the Technical Services, subject to the current weather conditions.

Make sure to keep doors and windows shut when the systems are operational, in order not to waste power.

Central Heating

- The heating element's temperature can be regulated or switched off entirely by using the temperature-regulating valve which can be found at the bottom-right side of the element. Use the valve carefully because it can break easily.
- Do not place clothing, cables, or other items on top of, or very near to the heating element when it is operational.

Air-conditioning

- The air-conditioning units are only used for cooling.
- Set the air-conditioning unit at 26°C.
- The air-conditioning units do not switch off automatically. ALWAYS turn off the unit when you leave the room.

Electric Kettle

- Proper use of the electric kettle means only boiling the quantity of water we really need.



Water Saving Tips

In the kitchen

- Use a suitable pot for the quantity of food you are preparing. Larger pots increase water consumption.
- Leave dirty plates and pots soak for a few minutes, instead of attempting to remove leftovers under running water.
- Do not use running water to defrost meat or other frozen foods. Defrost them gradually in the refrigerator from the night before, and leave them outside the refrigerator only for a short time before cooking. You can also use the microwave oven to defrost food.
- Preferably wash fruits and vegetables in a bowl of water, instead of washing them under running water. This saves at least 10L of water per day.
- Report leaking water taps to the Housing Office immediately. A leaking tap wastes 4L of water per day.



In the bathroom

- Do not flush rubbish in the toilet basin. Not only it causes problems to the sewage pipes, but the flushing also unnecessarily uses water.
- Limit showering duration. Do not leave the water running while lathering.
- Do not leave the tap running while brushing your teeth or washing your wands. By turning the tap off during brushing or washing, you can save 15L of water per minute.
- Do not leave the water running when you are shaving or washing your face.



Tips for more Green Student Halls



Recycling

Recycling is encouraged at the Student Halls.

It only takes a little effort for you to contribute towards reduction of waste volume, improvement of the environment and of living standards. Not only the environmental impact and population are reduced, but the energy needs necessary to produce new products is also lowered.

Recycling is more effective when the separation of recyclable items is done immediately by the users. Recyclables are placed in separate bins, depending on the item type.

The following separations are observed in **every kitchen/floor**:

PMD Category (Plastic/Tins) in the **Blue Bin**:

Plastic bottles, containers and jars, metal containers, eg tins, beverage Tetrapak-type containers (juice, milk),



Paper Category in the **Brown Bin**:

Office paper, cardboard, newspapers, magazines, printed documents, paper containers (eg cereal boxes).



Glass Category

in the **Green Bin** (in a bin outside) or in a separate box in the kitchen:



Glass jars/bottles and other glass containers of any colour.

At the Student Halls we also collect **Plastic Bottle Caps** separately (eg from milk and water bottles).

At the end of each academic year, the caps are offered to benefit financially the Cyprus Antirheumatic Association in their efforts to purchase self-help devices for people with disabilities.



At the **Events Centre** you can find the following additional collection points:

Batteries



Empty Printer Ink Cartridges

Cooking Oil Recycling



The Student Halls participate in “Tiganokinesis”, an educational and environmental programme of used cooking oil collection and transformation into biofuel.

Depending on how much oil is collected, the University will receive an amount of money that will be used for environmental activities.

Each kitchen is equipped with a funnel and container for oil collection.

Collect oil in the following occasions:

- frying
- oven grilling
- salads
- oil in tinned food