

DESCRIPTION:

Bayside Health (BH) offers off-site accommodation within close proximity of Wonthaggi Hospital. The offsite accommodation provided by BH are local houses/units varying in the number of bedrooms (2-4 rooms). For security purposes, all bedroom doors and bathrooms/toilets can be locked. Each house generally has two toilets, a shared bathroom and an ensuite in the master bedroom. There is a shared kitchen, dining and lounge space equipped with furniture and a TV for tenants to utilise. All cooking & kitchen utensils are available for residents to use as you wish.

Each bedroom comprises of a double or king single bed with basic hospital grade linen and towels supplied, along with a study desk, chair and lamp. Residents are welcome to bring any home comforts such as their own doona, quilts or pillows etc.

Basic cleaning products and equipment are supplied. It is an expectation of tenants to regularly vacuum and clean the floors in communal areas, clean the bathrooms/toilets and wipe down the kitchen surfaces/appliances. Laundry facilities are also provided including a washing machine, dryer, clothes airer, iron & ironing board.

Cleaners will attend the properties on a regular basis to do changeover cleans once a tenant has vacated, restock items if requested and maintain communal spaces where required. Bayside Health would appreciate if your bedroom and communal spaces were kept clean at all times.

Please be mindful, respectful and considerate of any occupants residing in the property at all times. Conducting yourself in accordance with hospital codes of conduct and behaviour.

MAP:

On collection of your keys, you will be provided a map of how to get to your offsite accommodation.

ACCOMMODATION COSTS:

Students: \$25.00 per night, capped at \$125.00 per week. Includes Wi-Fi & cleaning costs.

Staff: \$50.00 per night, capped at \$250.00 per week. Includes WIFI & cleaning costs.

BOOKINGS/ENQUIRIES

For all accommodation bookings and enquiries contact: Accommodation Coordinator on (03) 5671 3102 or email your details through to accommodation@basscoasthealth.org.au

Please make note student and staff accommodation is subject to availability and not always guaranteed. Requests for accommodation should be made as early as possible.

OCCUPANCY:

During your stay occupants must comply with the below points:

- Clean bedrooms and communal areas regularly, including the bathrooms/toilets.
- Empty internal rubbish bins & place bagged rubbish in the external wheelie bins
- **Residents are not permitted** to smoke inside the house. Bayside Health is a totally smoke free environment.
- Overnight visitors are **not permitted** without receiving approval from other tenants first. This includes partners and friends
- No animals are permitted in any of the shared houses
- Respect others sharing the accommodation

TENANT AGREEMENTS:

It is a Bayside Health requirement that all staff and students staying in BH Accommodation must sign and return a Tenant agreement prior to the occupant's arrival at the accommodation. If a tenant agreement has not been signed and returned via email the occupant will be asked to sign a copy at front reception of Wonthaggi Hospital when arriving to collect keys.

PERSONAL BELONGINGS:

Bayside Health insurance does not cover occupant belongings, which should be separately insured by occupants if they are concerned by loss or damage.

KEYS:

Keys can be collected from the Wonthaggi Hospital Reception between 14:00 and 21:00 on the day of arrival Monday to Sunday, after hours the Health Services Coordinator (HSC) can be contacted on (03) 5671 3384 to assist where needed.

HEATING/COOLING:

The heating/cooling amenities vary in each property, dependent on the property there is often split systems/ducted heating available in the communal spaces. Portable fans/heaters can be requested in the tenant's bedroom if not already supplied. It is the occupant's responsibility to turn off A/C and heaters. Please ensure you check this each time you leave the premises.

MAINTENANCE:

Occupants are responsible for the care of furniture and equipment in the house. If you cause any damage, other than fair wear and tear, you will be invoiced for any necessary repairs. Damage, faults or required maintenance should be reported to (03) 5671 3102 as soon as they occur.

CLEANING:

On departure, the house should be left in the same condition as it was on arrival. An inspection will be completed after departure and occupants will be billed for any extra cleaning required to return the premises to the original state.

RIGHT OF ENTRY:

BH reserves the right to enter the house in approved situations such as health and safety activities, smoke detector tests, routine inspections, maintenance activities and actual or suspected emergencies. Inspections and mandatory safety checks are regularly conducted by the real estate and accommodation Coordinator. Tenants will be notified in advance via SMS/Email.

RUBBISH:

Please regularly empty any internal rubbish into the large rubbish & recycling wheelie bins outside the property. Bins are collected weekly per the below schedule, and alternate between yellow bin (recycling) and red bin (rubbish.) The green bin is collected every week.

Wonthaggi: Bins should be placed curbside Thursday evening for Friday morning collection.

Cowes: Bins should be placed curbside Wednesday evening for Thursday morning collection.

DEPARTURE:

On the day of departure, please ensure you have all of your belongings, removing any food from the refrigerator/pantry and leave your bedroom door open and unlocked. **Please return accommodation keys back to the Main Hospital reception before or by 9:00 Monday – Sunday. Outside of reception hours (7:00-9:00), keys can be returned to the HSC.**

LATE CHECK-OUT:

Failure to return the keys to BH by 9:00am on the day of your scheduled check out may result in a **\$100 late check-out fee** unless otherwise pre-arranged. Please contact the Accommodation Coordinator on (03) 5671 3102 prior to scheduled checkout if you are unable to return the keys on time.

IN THE EVENT OF AN EMERGENCY:

If there is a need to contact 000 in the event on an emergency, Bayside Health must be notified after the call to 000 has been made. This is to ensure all staff and students are safe. Contact the Accommodation Coordinator on (03) 5671 3102 or the Health Services Coordinator on (03) 5671 3384.

GENERAL CONTACT INFORMATION

Wonthaggi Hospital, 235 Graham Street (P.O. Box 120), Wonthaggi VIC 3995 **t:** (03) 5671 3333
Accommodation Coordinator **t:** (03) 5671 3102