



The Townhouses



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Potsdam

The State University of New York



Potsdam

THE STATE UNIVERSITY OF NEW YORK

Dear Townhouse Residents,

On behalf of the entire State University of New York at Potsdam, we would like to welcome you to the Townhouses. We are confident you will enjoy living in the most unique area on our beautiful campus. We will make every effort to make sure your stay in the Townhouses is comfortable and satisfying.

In order to maintain the Townhouses and keep them looking like new, we will need your cooperation. The attached information pages are designed to help you help us keep the Townhouses the most desirable place to live on campus. With this information we hope to answer many of your questions before you have them and also to help you get an understanding of what standards we expect you to live by to help keep the Townhouse community strong.

Please remember that living in the Townhouses is a privilege. Failure to live by the College's rules and regulations may cause the privilege to live in the Townhouses to be removed administratively. Residents have signed an agreement that states that they will live in the Townhouses for the full academic year. All residents in the Townhouses need to follow the guidelines set forth by SUNY Potsdam to encourage a safe living experience where learning is not interrupted.

While we have highlighted some policies from the Student Handbook, you are still responsible for knowing and following all policies stated in the Student Handbook. It can be viewed here: <http://www.potsdam.edu/studenthandbook>.

If you have any further questions, please contact the Townhouse RD at X3159. The RD will hold office hours in the RDs office in Townhouse E by the laundry room and will post contact information for the times that s/he is not there.

Welcome to the Townhouses at SUNY Potsdam!

Sincerely,

The Office of Residence Life

The Office of Residence Life

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General Townhouse Information

Townhouse Residence Director

Ms. Violet Washburn
hurlbuvm@potSDam.edu
315.267.3159

Townhouse RD Office – Located in the E Townhouse next to the laundry room.
Townhouse RA Office – Located in the F Townhouse next to the laundry room.

The Townhouses are designed to mirror an off campus apartment with its independent living environment.

There are three styles of Townhouses. There is a five person corner Townhouse, four person inner Townhouse and a four person outer Townhouse. All bedrooms are single occupancy and come with an extra long twin bed, desk, dresser, pedestal, under bed storage and closet with storage organizer. All Townhouses have three bathrooms, two on the second floor, and one on the first floor. The first floor bathroom in the 5 person Townhouses is a full bath and is handicapped accessible.

Each Townhouse includes:

- Kitchen complete with a full size refrigerator, full size oven/stove unit, two bay sink, dishwasher, kitchen table and one chair for each of the occupants in the house.
- Living room complete with a three cushion couch, two comfy chairs, an entertainment center, two lights, a coffee table and an end table.
- Cleaning kit consisting of a vacuum, broom, dustpan, mop and mop bucket, recycling bins, and garbage cans in each bedroom.

Some additional items recommended to bring with you include:

Dishes, glasses & mugs, pots & pans, bake ware, cooking utensils, mixing bowls, silverware, dish towels & soap, hot pads and mitts, cleaning chemicals, dish washer soap, small appliances as needed (i.e. toaster, coffee maker, popcorn popper, can opener, mixer, etc.), paper towels, toilet paper, napkins, garbage bags, and placemats. You will also need to bring your own microwave & television as they are not provided.

Townhouse Staffing

The Townhouses have one Residence Director and two Resident Assistants. The RD will do office hours in the Townhouse E Office and the RAs will do office hours in Townhouse F Office. These hours will be posted on the office door. The RD and RA are there for you during their office hours and are to be used as an emergency contact outside of posted hours. If an issue or question arises, please try to contact a staff member during their posted office hours. If you have an issue or concern outside of posted hours, please email one of the staff members. For more urgent concerns, please call an RA or University Police. Residents are asked to only knock on the RDs apartment door in the event of an emergency.

University Policies

Published college policies supersede all residence hall regulations and terms of housing license. Students are responsible for knowing and abiding by all of the information published by SUNY Potsdam, especially those distributed by the Center for Campus Life. Students who violate policies are subject to disciplinary action.

Checking In

Upon checking in to your Townhouse, you will be required to fill out and sign a Townhouse Condition Report (TCR) and an individual Room Condition Report (RCR). This is a record of the room's contents noting the condition of the room and its furnishings at the time you accept occupancy. If you do not agree with the condition of any item upon entering, please inform the Townhouse RD, who will then alter the report accordingly. Your signature indicates acceptance of the conditions noted. You will be assessed a damage charge for any conditions which differ from those specified on the room condition report when you check out.

When you check in, you will receive your Townhouse keys (1 Entrance/Storage and 1 for your Room), a variety of information including: Time Warner Information, Fire Safety Information, On Campus Programming Schedules.

Upon checking in, you will be required to sign an agreement stating the additional conditions you are agreeing to live by in choosing to live in the Townhouses. Listed below are the conditions you are agreeing to (these are taken right from the agreement form):

By choosing to live in the Townhouses I agree to the following conditions:

- I will live in the Townhouse for the ENTIRE Academic Year unless I do one of the following:
 - Withdraw, Take a Leave of Absence, or Graduate from SUNY Potsdam
 - Student Teach or Study Abroad in the Spring Semester
 - Become a Resident Assistant or Mentor

*** Requests to be released from college housing for students living in the Townhouses will not be considered.

*** I understand that should I Withdraw, Graduate, Student Teach, Study Abroad, Become an RA or Mentor I will work with my housemates and Residence Life to find a suitable replacement to fill my vacancy in the Townhouse.

- I understand that there will be additional costs to live in the Townhouses including, but not limited to:
 - Paper Goods (bathroom tissue, paper towels, etc...)
 - Cleaning Supplies (bathroom, kitchen, dish soap, dishwasher soap, etc...)
 - Cooking/Eating (pots, pans, dishes, silverware, etc...)
- I understand that there will be additional responsibilities by choosing to live in the Townhouses such as:
 - Cleaning (kitchen, bathrooms, living rooms – maintaining a healthy level of cleanliness)
 - Shoveling snow in the winter (10 feet from front door is the responsibility of the residents)
- I understand that SUNY Potsdam has a 2 year (4 semester) residency requirement for new students and 1 year (2 semester) requirement for new transfer students and if I have not met this requirement, I am required to have a PACES meal plan while living in the Townhouses.
- I understand that if I am to be found in possession of a pet (other than fish in a 10 gallon or less aquarium) or if I am found to have smoked or allowed smoking in my townhouse, that I will be billed for the cost of a professional cleaning of the entire Townhouse.

All students must be in good financial standing and in compliance with the College's immunization policy at the time of check-in.

Checking Out

At the end of the school year or when you officially leave a room, you are responsible for returning the Townhouse to its original condition including returning all furnishings. The Townhouse should be left reasonably clean: door, walls and furniture cleaned, floors swept, and garbage and all personal belongings removed. At the time of check out, you must have your Townhouse inspected by a residence life staff member and you must sign out on the Townhouse and Room Condition Report (TCR and RCR) you reviewed upon entering. At check out, the staff member will take inventory and record changes to the entering condition. Failure to return keys when checking out of your room will result in an automatic lock change and a charge of \$50.00. The Townhouse RD will make a final damage assessment by the end of the semester. If you are billed, you will receive a copy of your room condition report with your bill. Failure to sign out on the TCR and RCR does not preclude the ability to bill for damages.

Carbon Monoxide, Fire Detectors, Fire Extinguishers

Do not press the Test button or play with the Carbon Monoxide or Fire Detectors in your Townhouse. These are directly wired into the schools fire alarm system and will set off the alarm requiring the Potsdam Fire Department to report to the location of the alarm. Playing with the detectors can be approached with similar sanctions as pulling a fire alarm.

Should the detectors be making an occasional beeping noise, please contact the Townhouse RD during business hours or call the Heating Plant at X2603 if it is after business hours, but be sure to email or call the Townhouse RD if you call the Heating Plant.

Each Townhouse is provided with two A,B,C Fire Extinguishers, one in the kitchen and one in the 2nd floor hallway. Do not play with or test the Fire Extinguishers. If you have a fire and need to use an extinguisher, please contact University Police immediately so they can have the used extinguisher replaced.

During the first week of each month, the Physical Plant will have a worker come through and check each Fire Extinguisher. They will initial and date the tags on your Extinguisher to keep them within the regulations. If they notice something wrong, they will replace the Extinguisher.

Furniture

The College provided Townhouse furniture is not allowed to be removed from the Townhouses. This includes moving it to another area on campus or bringing the furniture outside of the Townhouse for use on your back patio or elsewhere outside. Students may bring some of their own furniture providing it has the proper fire rating and tags still attached to each item.

Garbage and Recycling

- Each townhouse will have numerous garbage cans and two recycling bins. Please help the environment and recycle items such as paper, plastic, glass and metal.
- It is your responsibility to bring your garbage and recyclables to the dumpsters. There will be recycling bins next to the dumpsters and these items can be co-mingles.
- Dumpsters are located in locations on the perimeter of the Townhouse complex. Garbage is not permitted to be left outside of your Townhouse for any reason at any time.

Heating and Cooling Instructions

While each thermostat has multiple options for programming, we feel that simplifying the process will help to keep your townhouse warm.

Here are the instructions to set your thermostat to the most basic manual program, which will keep the townhouse at the temperature at which you choose. The thermostat should never be put in the OFF position, especially for breaks.

Instructions for using the Thermostat in your Townhouses during cooler/cold weather:

1. Place the AUTO/ON slider in the AUTO position.
2. Place the COOL/OFF/HEAT slider in the HEAT position.
3. Press the PROG/MAN button until the indicator is in the Manual Position.
4. Use the Up and Down arrows to set the temperature to your desired temperature.

Please note: The thermometer in the Thermostat has a 3 degree swing operation. If you have the temperature set to 70 degrees, the heat will not kick on until it gets down to 67 degrees, and will not turn off until it gets to 73 degrees.

Also, please remember that heat rises, and the thermometer is built into the thermostat so the actual temperature reported is that of the living room. Your rooms will be warmer and receive more heat than the rest of the house because the vents will be pumping air along with the rising heat. If you feel your room is getting too warm but want to maintain a certain warm temperature downstairs, do one of two things. (1) Close the damper in your room and just get the heat that is rising, or just close it part of the way, or, (2) Open your window a crack to allow a little bit of cool air to counteract the excess warm air rising.

Instructions for using the Thermostat in your Townhouses during warmer weather:

1. Place the AUTO/ON slider in the AUTO position.
2. Place the COOL/OFF/HEAT slider in the COOL position.
3. Press the PROG/MAN button until the indicator is in the Manual Position.

4. Use the Up and Down arrows to set the temperature to your desired temperature.

Laundry Services

Laundry rooms are available in the Townhouse E and Townhouse F complexes. They are the smaller building in the middle of the complex. You will have access to both laundry rooms.

You can also view the status of the washer and dryers on a website. This will allow you to know if any machines are available, and what the estimated time remains on machines being used. The website is also able to text message you or send you an email when your laundry is done. You can view this at: <http://www.laundryview.com>.

Lockouts

If you happen to find yourself locked out, please go to the Townhouse RA office located in building F or the Townhouse RD office located in building E. If it is during the posted office hours of the RD or RA, they will assist you in getting you back into your Townhouse/Room. If it is outside of the posted office hours, you can contact University Police @ 315.267.2222.

Maintenance Issues/Concerns

Should you have any maintenance concerns or issues, please visit your RD/RA in the Townhouse Office or email your RD/RA to let them know of any problems. If it is after hours or a weekend and you have a maintenance emergency, please call the Heating Plant at X2603. After calling the Heating Plant, please email your RD/RA to let them know what you have reported.

Outdoor Cooking

You are allowed to have a small personal sized propane or charcoal grill outside of the Townhouses on the back patios. The grills cannot be used within 15 feet (edge of the patio) of the Townhouse as this would be a fire violation. You can store the grills closer to the Townhouse when the grill has cooled off. If you are not allowed to store lighter fluid or propane tanks in your Townhouse, and if either is found in your Townhouse, you can be documented for a fire violation. Please use the utmost safety when you are grilling outside.

Pets

With the exception of fish in small tanks (10 gallons or less), animals and reptiles are not permitted anywhere in the residence halls. This includes any pet that is just visiting. These pets must be left outside of the Townhouse.

If an illegal pet is found in the Townhouses during a closing or break, the Office of Residence Life will contact a pest control professional. This professional will either: (a) take the animal to an animal shelter where the animal will stay until the owner comes to claim it or (b). If the animal shelter will not take the animal the professional will keep it for up to 15 days. The owner of the pet will be contacted and will be informed that there was an illegal pet found in their room. The owner will be told where the pet was taken as well as the steps that they must take to retrieve their pet. All expenses that are incurred due to the removal of the animal will be billed back to the student. Any bills not paid will result in a hold on the student's records. All bills must be paid prior to returning the animal. The billing charge will be \$50.00 per pet. You will also be subject to billing for the complete cleaning of the Townhouse by an outside cleaning company.

Any Townhouse resident who is to be found in possession of a pet (other than fish in a 10 gallon or less aquarium) will be billed for the cost of a professional cleaning of the entire Townhouse.

Property Insurance

SUNY Potsdam assumes no responsibility for loss of or damage to personal property, for any reason at any time, and has no insurance coverage protecting student's property. It is recommended that the student contact an insurance agent concerning possible protection against such losses or for coverage under a family homeowner's or renter's policy.

Propped Doors

University Police has a system that monitors exterior doors, including the Townhouses. This means that any door that leads to the outside should not be propped open. Doors that are propped open for an extended period of time will alarm at University Police and a staff member of the College will be sent to check on that door. If you need to prop open a door for more than a few minutes, please notify University Police in advance of propping the door.

Room Changes

Should you decide that you want to switch rooms either inside of your own Townhouse or from Townhouse to Townhouse, you need to consult with the Townhouse RD. No room changes may occur during the housing freeze that normally lasts the first two weeks of each semester. The room changes must be approved before anyone moves their belongings from room to room. Room changes must be completed in 72 hours.

Snow Removal

Each Townhouse entrance is provided with a metal shovel and a bucket of sand with a scoop. This means that 5 person Townhouses will have their own shovel/sand and 4 person Townhouses will share a shovel/sand with the neighbor they share an entrance with.

It is your responsibility to clear the snow from the front of your entryway door for approximately 10 feet on the walkway towards the inner quad. The grounds department will be responsible for clearing the rest of the walkway and the paths through the Townhouses. You can use the sand to enhance traction on any slippery areas around your Townhouse on your walkway or back patio. Should the sand get low, please notify the Townhouse RD and he will have physical plant refill your bucket. Please do not use salt on the patio or walkways.

Sprinkler System

Each townhouse is equipped with a sprinkler system in case of a fire. Once activated, these sprinklers will essentially fill the room with water. Each sprinkler head has a glass tube that is rated to a certain temperature before it breaks and causes the sprinkler to activate. If this glass tube is broken by contact, such as a ball or Frisbee hitting it, it will also activate that sprinkler. Please use caution around the sprinkler heads. There are drop down sprinklers in the kitchen and living room. There are also sprinkler heads located in every bedroom.

Storage

Storage for the Townhouses is available and will be designated in a specific area elsewhere in the residence halls each year, not within the Townhouse complex. This will allow Townhouse residents to store items like residents in any other building. Townhouse residents will be held to the same storage policies of all other residential students with no exceptions being made for additional items you may want in your Townhouse.

Vacancies

If a vacancy opens up in your Townhouse, it needs to be filled as soon as it is possible. The residents in the house will be notified as soon as the Residence Life Office knows there is a vacancy, and the residents will have 14

days to find a housemate. If you cannot locate a housemate within the 14 days, the college reserves the right to fill the vacancy.

Vacations and Breaks

Before departing for vacations or breaks, you should unplug all electrical items, empty your wastebasket, dispose of perishable food, close and lock your windows, leave your blinds open and lock your doors. Please do not unplug the main appliances in the kitchen (refrigerator, stove, dishwasher). Students do NOT need to check out or turn in keys for break and vacation periods but they will need to notify the RD if they will be staying on campus for any breaks.

Windows

Students are prohibited from removing window screens, window bars, window safety bars or windows from their tracks or frames. Students will be immediately assessed replacement costs for removal of these items. No one is permitted to sit on a window sill or to lean out of windows. Residents are also not allowed to store or hang objects, including antennae and aerials, outside of windows. In addition, residents are not allowed on any roofs at any time for any reason. Dropping objects or throwing projectiles from windows, or breaking window glass is also not allowed. Stereos and speakers are not permitted in windows.

Cooking and Cleaning Tips

Safe Cooking Tips

- Never leave anything cooking unattended.
- Keep a lid handy when frying.
- Keep the stove clean and free of grease.
- Do not keep papers or cardboard on or in the stove/oven.
- Always use the lowest possible setting when cooking.
- While cooking on the stove, make sure all pot handles are away from the edge of the stove.
- Do not wear loose clothing when cooking and if you get any spills clear them from the clothes by cleaning up right away.
- Always wash your hands before and after preparing food.
- Never serve food on plates that have had raw meat or poultry on them.
- Use caution when using electrical appliances: Never plug more than one high-wattage appliance into a single outlet.
- Never pour water on a grease or electrical fire, instead use the ABC Fire Extinguisher Provided

Cleaning Tips

- Bathrooms should be cleaned and mopped a minimum of once a week.
- Carpets should be vacuumed a minimum of once a week.
- Kitchen counters and appliances should be cleaned a minimum of once a week.
- Clean up spills as they occur so you won't be faced with one huge cleaning session.
- Only use cleaners intended for a specific area (kitchen cleaner for the kitchen, bathroom cleaner for the bathrooms).
- Try to end each day with a clean empty sink and dishwasher. Do not allow dishes to pile up which can lead to bad odors and mold.
- Pre-wash dishes and glasses before placing them in the dishwasher to ensure cleanliness.
- Only use dishwasher soap that is recommended by the dishwasher.
- A sponge is actually a great way to spread germs. An option that helps with not spreading germs are the bristle brushes with built in soap dispenser.

- Once every month, remove all the food from your refrigerator, wipe down the inside with warm soapy water, clean all the shelves and trays, then replace the food. As you work, check expiration dates and discard food past those dates. Place an open box of baking soda in the back of the fridge.

Recommended Cleaning Products

Here is a list of recommended cleaning products and the locations you can purchase them.

- Kitchen Floor**
 - Pledge (multi surface floor cleaner) (P&C)
 - Armstrong (P&C)
 - Renew Floor Cleaner (Dollar Tree)
- Kitchen Sink and Counter Top**
 - Greased Lightening (P&C)
 - Fantastik (P&C)
 - Awesome (Dollar Tree)
 - Spic and Span (Dollar Tree)
- Bathroom Sink and Counter Top**
 - Fantastik (P&C)
 - Greased Lightening (P&C)
 - KaBoom (P&C)
 - Power House Bathroom Cleaner (Dollar Tree)
 - Bang (Dollar Tree)
 - Awesome (Dollar Tree)
 - Spic and Span (Dollar Tree)
- Bathroom and Shower Stalls**
 - KaBoom (P&C)
 - Scrub Free (P&C)
 - Supreme clean tub and tile (P&C)
 - The Works Tub and Shower (Dollar Tree)
 - Power House Bathroom Cleaner (Dollar Tree)
 - Bang (Dollar Tree)
 - Awesome (Dollar Tree)
 - Spic and Span (Dollar Tree)
- Bathroom Toilet and Floor**
 - Supreme clean (P&C)
 - Armstrong (P&C)
 - Pledge (P&C)
 - Bang (Dollar Tree)
 - The Works Toilet bowl (Dollar Tree)
 - Power House Bathroom cleaner (Dollar Tree)
 - Awesome (Dollar Tree)
 - Renew Floor Cleaner (Dollar Tree)

Townhouse Map

