



## Maintenance Policies

### **Damage**

Students are held responsible for damage beyond normal wear and tear to their room, common areas of the residence hall (i.e. hallway, stairwell, bathroom, lounge, etc.) and college provided furnishings. If damage occurs in a common area, the individual(s), if known, can be charged both judicially and financially. Damage amounts will be added to the student's bill, most commonly at the end of each semester. Students will have until February 1<sup>st</sup> for fall bills and August 1<sup>st</sup> for spring bills to appeal IF they have checked out properly and signed their room condition report. Appeals must be made in writing to the Office of Residence Life through the web form. Students will be responsible for payment before the start of the next semester. Failing to pay this bill will result in a hold being placed on all official college records.

If the individual(s) cannot be identified, the community affected will be subject to the following Community Billing Process.

- (1) The Resident Assistant will hold a meeting with all of the members of the living unit to discuss the incident(s) and ask for the cooperation of all residents to discontinue the problem behavior.
- (2) If the problem continues, the AC/RD/GA will send a formal warning letter to all residents within the living unit as well as conduct a meeting to further discuss the college policy and violation.
- (3) If, after the first two steps are taken and the damage/vandalism continues without being able to identify the responsible person(s), then all of the residents who live within the living unit will be billed to cover any repairs or excessive cleaning. The bill will consist of a listing of all of the damages done to that area divided by the total number of students in that area.

### **Damage Costs**

The following is a list of costs for common damages in student rooms. Unless otherwise indicated, the prices represent replacement costs. All costs include labor and administrative fees, but IFR (Income Fund Reimbursable) is extra.

Bed Frame	\$158.00
Carpet Repair	\$20.00
Closet Door	\$104.00
Desk	\$138.00
Desk Chair	\$85.00
Desk Hutch	\$75.00
Desk Pedestal	\$123.00
Door Repair	\$50.00
Door Replacement	TBA
Dresser	\$202.00
Entrance Light	\$15.00
Excessive Cleaning (includes removal of cinder blocks)	\$25.00 (Minimum)
Failure to return assigned furniture	\$25.00

Floor Lamp	\$79.30
Floor Lamp Repair	\$10.00
Floor Tile	\$5.00/square foot
Heat Sensor	\$25.00
Lamp Shade	\$8.40
Lock Change/Keys	\$50.00
Mattress	\$103.49
Mirror	\$21.75
Outlets	\$10.00
Outlet Covers	\$3.00
Recycling Container	\$20.00
Removal of personal property	\$25.00
Smoke Sensor	\$53.00
Towel Bar	\$10.00
Wall Repair	\$25.00/per wall
Wardrobe	\$274.00
Wastebasket	\$10.00
Window	To Be Determined
Window Blinds/Repair	\$50.00
Window Blind Replacement	\$100.00
Window Screen/Repair	\$30.00

### **Damage Technology Equipment Costs**

The Time Warner cable equipment is considered part of the contents of each room and must be left in each room at the end of every semester. Room checks will be conducted after commencement to confirm that this equipment is in place and in good working order. If any of this equipment is missing or damaged from a room, all occupants of the room will be billed an equal portion of the replacement cost listed below.

Time Warner Splitters	\$ 4.00
Time Warner Cable Outlet	\$10.00
Time Warner Cable TV Connector	\$ 3.50
Time Warner Cable Modem Power Pack	\$25.00
Time Warner Cable Modem	\$86.00
Time Warner Cable Wire (jumpers)	\$ 5.00

### **Housekeeping**

Each hall's cleaning staff maintains the public bathrooms and those found in suites and common areas (i.e. lounges, bathrooms, stairwells, hallways, etc.). They are responsible for the day-to-day general cleaning, but not for cleaning up excessive messes left by students. As members of the residential community, you should encourage fellow residents to share in accepting responsibility for ensuring that excessive messes are cleaned up by the responsible individual(s) and that college property is not damaged. Students are responsible for keeping their room/suite in a neat and orderly condition at all times. Willfully creating a housekeeping problem within a room/suite or common area will be considered a disciplinary matter and the community billing policy may be applied when appropriate (see damage section).

### **Repairs**

If there is something in your room or building that is in need of repair, speak to your RA or AC/RD/GA. S/he will submit a maintenance request which notifies the maintenance staff of the needed repair. Repairs are handled on a priority basis with safety and security repairs taking precedence. In the event that a maintenance problem is not promptly resolved, it should be brought to the attention of your AC/RD/GA. Continuing unresolved problems should be reported to the Office of Residence Life. Students will need to notify the staff that the College has permission to enter the room when they are not present for routine, requested repairs.

### **Room Decorating and Personalization**

Students are encouraged to personalize their room/suite/apartment/Town House as long as it does not cause any damage. All personalization projects must be removed at the time of check-out. Any subsequent damage will be billed accordingly. When in doubt, students should seek permission from the residence life staff before beginning any personalization project.

### **Sustainability**

All students are expected to comply with all College policies and regulations in regards to recycling. Students are also required to use compact florescent light (CFL) bulbs in all fixtures within the room/suite/townhouse. Students are asked to use Energy Star or energy efficient appliances within the room/suite/townhouse/apartment.

### **Waste Disposal**

Students are responsible for the proper disposal of garbage and waste according to published procedures. This includes, but is not limited to recycling, batteries, computers, printer cartridges, broken glass, medical waste, needles, etc. Central areas are provided in each residential area for this purpose. Personal waste from rooms should not be discarded in bathrooms. Special receptacles for medical waste and needles are available through Student Health Services.