

University Village Resident Handbook

University Village residents are expected to conduct themselves in a manner appropriate to an academic community living environment. Students must abide by the policies and procedures in the terms and conditions of *The Housing License & Agreement/The University Village Housing License & Agreement*, *The University Village Resident Handbook*, as well as by the Fredonia's *Student Handbook* and the *On-Campus Living Guide*.

The University Village Townhouses

This Village is designed to house 196 full-time SUNY Fredonia students. There are three layouts available, one-level, two-level, and three-level; with each designed for four students in private bedrooms that share a living room, kitchen and two bathrooms. See [Appendix F](#) for Village Map

The University Village Staff

The University Village is staffed by the Townhouse Coordinator, and Desk Attendant staff.

- The Townhouse Coordinator is a full-time live-in professional staff member of the University and Residence Life Staff with a Master's degree and experience leading and managing. The Townhouse Coordinator oversees the entire operation of The University Village, including but not limited to supervision of student staff, Desk Attendant staff; monitoring of community standards including policy enforcement; educational and activity programming; facilities management; emergency response.
- Desk Attendants staff the front desk in the University Village Commons Building. They provide information, answer the phone, receive and distribute mail for residents and more.

For Village assistance see [Appendix H](#) a list of phone numbers

For Quick-Link on-line assistance see [Appendix I](#)

GENERAL UNIVERSITY VILLAGE INFORMATION

Access/Keys

All University Village townhouses are locked 24 hours per day. Card Access to each townhouse is restricted to assigned residents. Residents gain access to their townhouse unit using their SUNY Fredonia ID. A key will be given to the individual bedroom within each townhouse to the assigned resident at check in. This key will also give them access to their designated mailbox, located in the Village Center building. Unauthorized duplication of keys is prohibited. Residents who violate these policies may be charged for lock replacements. Residents are prohibited from using, or having in their possession, keys or identification cards which have not been assigned to them by the University. Also, residents shall not give their ID or bedroom key to anyone.

Address

All mail should be addressed in the following manner:

Student's Name
Unit name and #
University Village
Fredonia, NY 14063

If you are ordering on line and the site does not acknowledge this address try;

Student's Name
280 Central Ave.
Unit name and #
Fredonia, NY 14063

Air Conditioning/Heating

The University Village townhouses are equipped with air conditioning. The cooling system is operable during early fall, late spring and through the summer. Exactly when campus cooling systems are turned on and off is weather-dependent; Facilities Maintenance & Operations staff will make this determination on a seasonal basis. For instruction on use see **Appendix B & Appendix C**

Alterations to the Townhouse

Students shall make no alterations to the townhouse in which they reside. This includes but is not limited to: altering living space for recreational purposes; painting; removal, disconnection or installation of fixtures, furniture, equipment, or appliances. Furniture must be left in the rooms or townhouse to which it has been assigned. Students who move furniture from assigned areas will be billed for the return of the furniture to its assigned area.

Curtains should be labeled "fire resistant" under code *NFPA 701*, and only tension curtain rods may be used.

Appliances

Each townhouse is equipped with a stove/oven, dishwasher, microwave, refrigerator, washer and dryer. User manuals for all appliances may be found on the residence life website.

Assignment Process

Eligible full-time rising senior and rising junior students who wish to live in The University Village townhouses for the upcoming academic year may participate in the campus-wide housing selection process held each spring. The selection process is based on class standing using earned academic credits. Students must have earned 60 credits prior to moving into the townhouses. Preference will be given to groups of students wishing to reside together, regardless of gender, followed by students wishing to select individually. Residence Life will randomly assign...vacancies...transfers...etc...

Priority Order: *(utilizing the current system which gives priority to seniority; spaces will be held for incoming transfers/graduate students)*

- Full Townhouse Groupings
 - 4 rising seniors (89 credits)
 - 3 rising seniors, 1 rising junior (60 Credits)
 - 2 rising seniors, 2 rising juniors
 - 1 rising senior, 3 rising juniors
 - 4 rising juniors

- Partial Townhouse Groupings
 - 3 rising seniors
 - 2 rising seniors, 1 rising junior
 - 1 rising senior, 2 rising juniors
 - 3 rising juniors

Bicycle Storage

Bicycles should be stored in bike racks located within the village complex under stairwell of each building. Bicycles may not be stored within individual townhouses or bedrooms, chained to railings, trees, stairwells, public areas, loading docks, or anywhere that would hamper exits during an emergency. Bicycles in violation of these codes may be removed from the premises for safety reasons.

Breaks

The Village remains open during Thanksgiving and Spring Breaks as well as the fall to spring semester break. Village residents who plan to stay during the above listed breaks must notify the Townhouse Coordinator for staffing and emergency purposes.

Campus Shuttle Bus

The Campus Shuttle Bus will have two pickup/drop-off locations; one directly in front of the Village Center building and one in Lot 8A. The campus shuttle will make frequent routine stops throughout the day.

Cleaning

Each assigned resident shall be individually and jointly responsible for cleaning and maintaining the assigned bedroom and townhouse, including the kitchen, bathrooms & shared living space. All townhouses are equipped with a broom, dust pan, and snow shovel; these items are property of the College and are included on the *Townhouse Inventory & Condition Record (TCR)* and shall remain in the townhouse. Residents are expected to provide all needed cleaning supplies.

Each townhouse has an uncarpeted entry area located at the front entrance of the unit. One of the purposes of this feature is to minimize the amount of dirt tracked into the units from the outside by providing an area for residents and guests to remove and store their shoes. Proper use of this entryway will prolong the lifespan of townhouse furnishings (i.e., carpet, flooring, furniture). It will also make clean-up easier!

If a townhouse bedroom becomes vacant during the academic year or summer, University Facilities staff will be authorized to clean and prepare the empty space for residency. If the townhouse is still occupied, advance notice will be given.

Coed Living

The University Village is SUNY Fredonia's first residential location offering coed living units. Due to the uniqueness of coed living, residents must complete the *University Village Preference Form* prior to taking occupancy. This form gives the option for placement based on gender and explains how Residence Life will fill vacancies that arise in the townhouses.

Communication

The primary means of communication by the University Village Staff will be through the residents' university Fredonia.edu email address. It is important that residents check their account frequently so that important information is not missed.

Conflicts

The University Village is intended to be a more independent living environment than traditional residence halls. This environment will assist students in developing mature relationships and communication skills. As such, it is the expectation that conflicts between two or more individuals should first be handled between said individuals before involving University Village Staff. Such circumstances may include, but are not limited to townhouse mate conflicts and noise complaints. The University Village Staff is available to the residents as resources in remedying and/or mediating conflicts between individuals. Staff can be contacted through the Village Office.

Cooking

The University Village townhouses are equipped with full kitchens and as such, offer residents the opportunity to prepare all of their meals. Residents may purchase a meal plan through FSA but are not required to do so. For many residents, utilizing and caring for a kitchen will be a new experience. This includes learning kitchen safety; more specifically, cleanliness and fire safety are of prime importance. For instruction on use of the exhaust fan above stove see **Appendix A**

See "Cooking Fires" below for more information.

Cooking Fires

NEVER LEAVE COOKING UNATTENDED. One can be so busy juggling all one's responsibilities that it's easy to forget that something is cooking on the stovetop or in the oven. **NEVER** leave the kitchen area or the townhouse when something is cooking, either in the oven or on top of the stove. Burned food smoke can and does set off smoke detectors. Follow reheating directions and food preparation recommended cooking times and stay close by.

There are different types of fires that can occur in the kitchen - - some more serious than others.

- ***Grease Fires***

Typically the most dangerous kitchen fire is a grease fire. A grease fire occurs when oil, butter or other greases are heated so highly that they ignite. This type of fire can cause open flames that can extend to kitchen cabinets or other items very quickly. If a grease fire is small and **ONLY** if you are confident you can extinguish it, turn off the burner and smother the fire with a metal pan lid. Make sure the lid will cover the whole fire. Never, ever, use water to extinguish grease, oil or fat fires because water can precipitate splattering that can cause burns or scalds and spread the fire. Do not attempt to carry the pan from a grease fire outside. The pan will become too hot and the fire will easily spread. If a grease fire should occur, do not risk getting burned, even to turn off the burner. Evacuate immediately and activate the fire alarm to notify others.

- *Oven Fires*
Oven fires occur inside the oven. Close the oven door and turn off the heat source. The oven fire usually suffocates. Do not take a burning dish out of the oven. Keep stovetop, oven, and microwave oven clean. Accumulated grease and food in drip pans and cooking surfaces can cause smoke the next time the appliance is used.
- *Dry Cooking Fires*
Dry cooking fires typically occur on the stovetop if the moisture burns off the pan and the food (or empty pan) is left to scorch and burn. This type of fire will cause a lot of heat and can damage the surrounding area with smoke. This type of fire is prevented by never leaving your cooking unattended and by turning off the burner when food is finished cooking.
- *Microwave Fires*
Microwave fires can occur when food is left to cook in the microwave for too long a period of time. **NEVER use aluminum foil or put pots and pans in the microwave.** Be careful of travel mugs – aluminum mugs cannot be microwaved. Aluminum will cause a microwave fire. In the event of a fire in a microwave, keep the door closed and unplug or turn off the microwave. **DO NOT** remove a burning object from the microwave. Keep the microwave door closed, and evacuate the building, pulling the alarm on the way out.

Always follow the following guidelines to prevent fire or burn related injury:

- Use padded oven mitts when handling hot pots, pans, and baking dishes.
- Heat oil slowly over moderate heat.
- Never pour butter or oil on top of something cooking in the broiler. The broiler operates at very high heat and will ignite the grease, causing a fire.
- Unplug small appliances such as the coffeepot or toaster when they are not in use.
- Turn off the oven or stovetop as soon as you have finished cooking.
- Double check that the oven and stovetop are OFF before leaving the townhouse.
- Do not store outdoor barbecue items in your apartment such as grills, charcoal or lighter fluid.
- If a fire occurs that is out of your control, **EVACUATE AND PULL THE ALARM.** Never risk harm to yourself or to others. The safety of your life and the lives of your fellow students is more important than any material possessions that may be lost in a fire.
- Lastly, if you hear the fire alarm, always evacuate the building immediately and report to designated area.

Courtesy & Respectfulness

While the University Village is an independent living environment it is important that mutual respect for one's neighbors is maintained. In particular, Courtesy Hours are in effect at all times. The University Village Staff encourages residents to address noise/respect issues with their neighbors with the expectation that reasonable requests be complied. If a problem persists, then contact the appropriate staff member for assistance.

Damage

Residents are responsible for damage to or loss of University property and will be billed by the Office of Residence Life. This may include excessive cleaning or misuse of facilities (e.g., odors, smoke, garbage, marks on walls, etc.). An attempt will be made to identify students responsible for loss or damages. Failure to identify responsible individual(s) will result in an equal assessment to all residents associated with the townhouse.

Electrical Load

The following guidelines have been developed to prevent the overloading of electrical circuits which can create a life threatening hazard.

- Power strips that are UL listed with a fuse or breaker that trips when overloaded are the only acceptable forms of extension cords. Power strips must be plugged into a wall receptacle and may not be joined together to extend their reach.
- If an appliance requires grounding (three pronged plug), only grounded power strips shall be used.
- The power strip may not pass through wall openings, doorways, partitions, or under rugs. It also may not be spliced, tied in knots, wrapped around metal fixtures, or draped over pipes.
- Heavy load appliances must be plugged directly into permanent outlets by the cord attached to the appliance.
- Multiple outlet adapters, exclusive of power strips permitted above, are not permitted.

Fire Safety

Fire safety in the townhouses is a serious issue due to the population density and the potential for injury and loss that could occur as a result of a fire. The University and Residence Life have established policies and procedures to reduce fire hazards and comply with state fire codes. When the alarm sounds residents should report to the primary meeting location as instructed by Village Staff.

See [Appendix G](#)

Front Desk

The Village Front Desk is located on the first floor of the Village Center Building. The Desk is staffed by Desk Attendants under the supervision of the Townhouse Coordinator. Hours of Operation will be posted.

Furnishings & Equipment

Each University Village Townhouse resident is responsible for the furniture, fixtures, furnishings, appliances, and equipment provided by the University, and may not remove these items from the townhouse at any time or any reason without express authorization from University Village Staff. The following is a list of furniture/equipment provided in each townhouse:

Living Room Includes:

- (1) Three seat couch
- (2) One seat chairs
- (1) End table
- (1) Coffee table

Kitchen/Dining Room Includes:

- one & three Level Townhouse – (4) Stools for Countertop Dining
- two-Level Townhouse – (1) Round Dining Table & (4) Chairs

Each Bedroom Includes:

- Full Size Bed with Mattress (54x80)
- 2- two drawer under bed dressers
- Desk with Shelf Carrel and Desk Chair
- 1- two drawer night stand
- Closet

Miscellaneous in each townhouse:

- Two Bathrooms
- Washer & Dryer (for use by assigned residents only)
- All Utilities
- Full size refrigerator
- Stove/Oven with Microwave
- Shower curtains
- Air Conditioning
- Garbage bins/wastepaper baskets (one per bedroom, kitchen, and bathrooms)
- University Cable system
- University wired and wireless internet
- Sprinkler system
- Carpeting in bedrooms
- broom, dust pan, and snow shovel

Grills

Grills are not permitted in University Village.

Health & Safety Inspections

Scheduled inspections will occur throughout the year. Residents will receive more specific information regarding actual dates of inspection at least 48 hours prior. University Village and Environmental Health and Safety staff will inspect general health and safety of the townhouses including fire extinguishers, A,B,C. Note: Fire extinguishers are required to be inspected monthly per NYS Fire Code. Residents of the townhouse will be advised of any fire safety and health problems and the required remedy.

Laundry

Each townhouse unit includes a washer and dryer. Use of the laundry machines is restricted to the assigned residents of each townhouse. We suggest the use of laundry bags for your finer, more delicate items. This will help prevent them from getting lodged in the machine drains. Any maintenance concerns should be reported through maintenance request.

Liability/Insuring Personal Property

While every effort is made to provide a healthy and safe environment, the University assumes no responsibility for the personal property of students. This includes damage, loss, theft, fire, water damage, flooding or personal injury. Students concerned over personal property are encouraged to obtain liability insurance to cover any losses. Residents should review their family's homeowner/renter insurance policy to determine coverage needs. The University does not carry insurance on residents or on their property. Residents are urged to provide for the security of their belongings by locking their rooms.

Light Bulbs

The University Village complex is completely outfitted with Compact Fluorescent light bulbs (CFLs). For replacement of bulbs in all fixed lights in the townhouse, you must submit a maintenance request online.

Lock-outs

As an independent living facility, staff may not be available at all times to perform lockouts. Residents are encouraged to carry their Fredcard and bedroom key at all times since there may be a significant delay in finding a staff member. Residents who have locked themselves out of their room and/or townhouse should contact staff in the Village Center Building for assistance.

Mail

There is daily USPS mail delivery directly to the Village Center Building. At the beginning of residency each resident is assigned a numbered mailbox. In order to ensure proper delivery, residents should have all correspondence addressed as listed above in address section.

Residents must notify correspondence, magazine and newspaper companies six weeks before leaving school for the summer or for extended periods with change of address to ensure timely forwarding.

Maintenance

All residents have a responsibility to help maintain the cleanliness of townhouses and grounds, and will be expected to clean up after themselves in townhouses and bedrooms, as well as in public areas. A broom, dust pan, and snow shovel are provided in each townhouse. Regular maintenance and/or painting by College personnel and/or contractors may be scheduled in rooms and townhouses while facilities are occupied. For non-emergency repairs, advance notice will be given.

If the bedroom, bathroom, kitchen or living area needs some type of reasonable repair complete a Maintenance Request Form.

(Be aware that completing a maintenance request form online gives a member of the maintenance staff permission to enter your townhouse to make the necessary repairs.)

For more immediate concerns, (i.e. burst water pipe, electrical outage, etc.) contact Townhouse Coordinator, RD on call, or University Police. If necessary, repair work in student townhouses may be scheduled to occur during breaks. Advance notice will be given to residents, except in the case of emergency repairs.

Maximum Occupancy

Maximum occupancy of each townhouse shall be no more than 2 guests per assigned resident, with a maximum of 12 individuals including the residents. Maximum occupancy numbers are meant to reflect temporary (no more than 24 hours) occupancy only.

In addition to the statement above, residents are not permitted to host parties or large gatherings in their townhouse at any time. Gatherings seen as disruptive to the community or as a health hazard will be dispersed; regardless of gathering size.

Medical Emergencies

The University Police Department provides security for the SUNY Fredonia Campus. In the event of a medical emergency, contact the University Police Department, x3333, from any on-campus phone or 716-673-3333 from a cellular phone.

Painting

Townhouses are painted on a regularly scheduled basis. Students are prohibited from painting bedrooms, bathrooms or shared living spaces within the townhouse. The University reserves the right to authorize painting of townhouses, while occupied and/or partially occupied, as deemed appropriate.

Parking

There are parking spaces available to townhouse residents, on a first come, first served basis. These spaces are located in Lots 9D, 8A (row along softball field fence) and 28. Please see the Townhouse Coordinator for a unique University Village parking decal to add to the University parking sticker.

Students may not do car maintenance on the grounds of the Complex.

Pets

Fish are the only pets allowed in the townhouses. Tanks cannot exceed 10 gallons.

Prohibited Items

Pets, waterbeds, Jacuzzis, hot tubs, weights & weight benches, grills, weapons, wireless routers, space heaters, smoking, candles, incense, etc. as identified.

Recycling and Trash

University Village residents are expected to remove recyclables and trash on a regular basis. Recycling and trash dumpsters are provided. This should be happening on a regular basis, weekly if not more frequently, for health and sanitary reasons. Trash must be taken directly to the dumpsters provided, do not leave on porch or on ground around the dumpsters. We do not want to attract animals and pest. Do not let trash accumulate in townhouse. See [Appendix E](#) for recycling instructions and [Appendix F](#) for location of trash dumpsters

Retention Pond

Swimming or other activities in the University Village Retention Ponds are strictly prohibited.

Room/Building Changes

Each University Village resident is assigned to a specific bedroom within a townhouse. Each resident is responsible for the condition of their assigned bedroom and its furnishings, as well as the condition of the townhouse as a whole. Residents who wish to change bedroom and/or townhouse assignments should contact the Townhouse Coordinator, who may or may not approve the requested change depending upon space availability. Unauthorized room or townhouse changes will not absolve a resident of responsibility for condition of their assigned bedroom and townhouse.

Safety & Security

University Village townhouses are locked 24 hours per-day and assigned residents have access by using their SUNY Fredonia ID. Card access to each townhouse is restricted to assigned residents. Propping of entry doors is prohibited due to the security risk it imposes to everyone within the townhouse.

Snow Removal

A snow shovel is provided in each townhouse. Residents are responsible for clearing snow from each outside entrance to the main sidewalk. University facilities staff is responsible for clearing main sidewalks, stairways, Village Center Building entrances, exits and roadways.

Sustainability

In keeping with the University's Sustainability Initiative and the American College & University Presidents' Climate Commitment, The University Village was designed and constructed to be LEED-Certified at the GOLD level. LEED, developed by the U. S. Green Building Council, is an internationally recognized certification system that provides "third-party verification that a building or community was designed and built using strategies aimed at improving performance across all the metrics that matter most: energy savings, water efficiency, CO₂ emissions reduction, improved indoor environmental quality, and stewardship of resources and sensitivity to their impacts." See www.usgbc.org/leed for more information about LEED.

Television

Each townhouse living area and bedroom is wired for campus cable service. Please refer to the FSA website for specific information on the service provided.

Townhouse Inspections

The University reserves the right to inspect townhouses for safety, sanitary, security and maintenance purposes (with 24 hour notice). In all cases where the health, safety or welfare of a person may be in danger or in cases where University property is jeopardized, duly authorized staff may enter a townhouse or room immediately and without notice.

Townhouse Inventory & Condition Records

Whenever a resident moves into a room/townhouse, the condition of that room/townhouse is determined by the resident and Townhouse Coordinator. The information is recorded on the *Townhouse Inventory & Condition Record (TCR)*. It is the responsibility of the resident to thoroughly examine and note the condition of all listed items. The resident's signature on the inventory form indicates agreement with the stated condition of each item; and any deterioration in the condition of the room, beyond normal wear and tear, is the financial responsibility of the resident. Inspections for townhouse damages are conducted, when possible, before residents vacate the townhouse. Residents are encouraged to review the TCR carefully before authorizing it by signature. See **Appendix D**

University Village Center Building

The Village Center Building is the community center for The Village and includes the Townhouse Coordinator office, services and common space for residents to use. University Village residents will have card access to the Village Center building during the hours of operation listed below.

- *Hours of Resident Access*
As posted
- *Services*
 - Townhouse Coordinator Office
 - Front Desk – hours of operation will be posted
 - Resident mailboxes
 - Meeting areas
 - Quiet study lounge
 - Fireplace
 - Recreation room
- *Use of Space/Reservations*
 - During the academic year, reservations are handled by the Townhouse Coordinator.
 - Those wishing to reserve space should contact the Townhouse Coordinator via the Village Front Desk.

University Village Meetings

There may be instances, particularly at the start of each semester, in which the Townhouse Coordinator needs to communicate with University Village residents as a group. Students assigned to the University Village must attend these announced meetings that will take place in the Village Center building.

Vacancies

Should a vacancy occur the following actions may be taken:

1. Residents will have the opportunity to identify an eligible and appropriate replacement.
2. If the remaining residents are unable to do so the Office of Residence Life shall:
 - a) assign eligible resident(s) in the event that vacancies remain or
 - b) relocate those residents who are affected by the change

The Office of Residence Life reserves the right to reassign residents, maintain townhouses at their assigned occupancy by filling vacancies and adjust the occupancy of townhouses as needed.

Visitors/Guests

Each student is assigned to a bedroom within an individual townhouse and is the only person permitted to reside in that housing assignment. Parents and guests under the age of 17 may visit with proper supervision, but **cannot** spend the night. The only exception will be during special events - i.e., Little Siblings Weekend, restricted to Little Siblings 6 to 14 years of age. The host is responsible for the conduct of guests. Overnight guests typically should not stay more than three consecutive nights in a calendar month and should be limited to two guests as stated in *Maximum Occupancy* section. Cohabitation is not permitted at any time. Having guests is a privilege so consideration of townhouse mates must be observed. Any longer length of stay must be approved by Townhouse Coordinator.

What to Bring

Kitchen & Cooking Supplies, Cookbook, Plastic Wrap, Aluminum Foil, Toilet paper, Plunger, Cleaning Supplies, Vacuum Cleaner, Dust Cloths, Ironing Board, Garbage Bags, Boot Tray

WiFi

Each townhouse is equipped with wireless internet as well as hard-wire connections in each bedroom in the townhouse. The SUNY Fredonia Networks (wired/wireless) are primarily meant for academic use. It is highly recommended that all campus wireless network users utilize the FREDsecure service for online financial services (i.e. banking), online shopping and any official campus e-service (ANGEL, FredMail, Your Connection, etc.). No routers!

The SUNY Fredonia wireless service complements our high speed wired Ethernet service and is not meant to be a substitute. As such, all students, staff/faculty and guests that reside in the residence halls have a dedicated high speed Ethernet port available to them in their individual rooms. This high speed Ethernet port is recommended for use if you are using applications that utilize large amounts of bandwidth (i.e. streaming video, gaming, video conferencing and large file transactions). Ethernet cables can be purchased at the FSA bookstore and other stores in the area.

All network users are bound by the SUNY Fredonia Computer and Network Usage Policy, found here: www.fredonia.edu/Helpdesk/netpolicy.asp

For more information please go to www.fredonia.edu/resnet, email resnet@fredonia.edu, or call 673-3668. The ResNet Office is located in 154 McGinnies Hall.

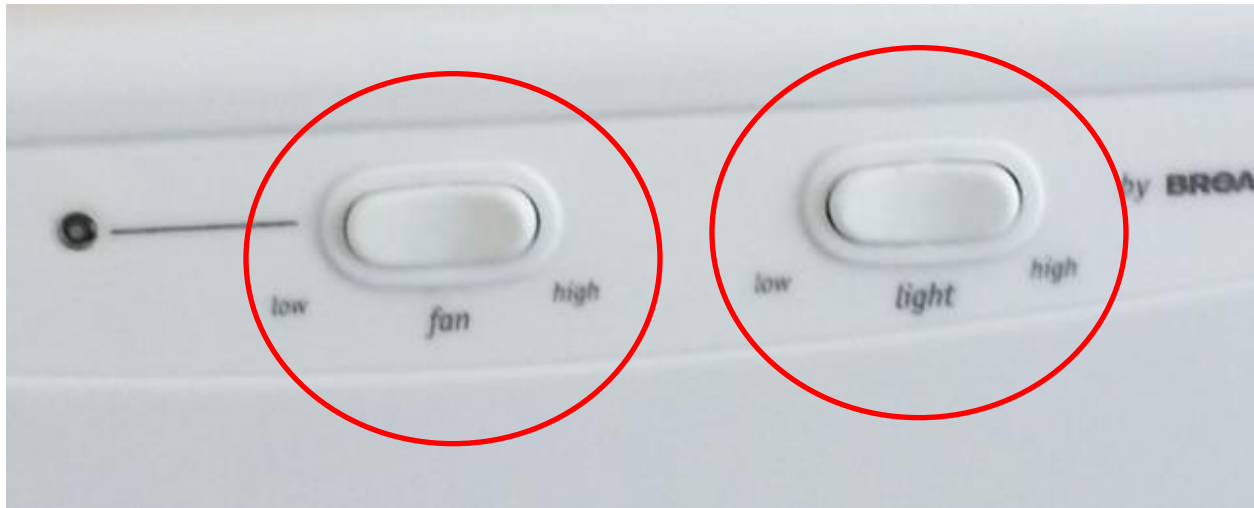
Some Helpful Tips for Independent Living:

1. Work with your townhouse mates and decide who is going to bring which supplies so as not to duplicate efforts. It is a good idea for people to buy specific things and label them instead of splitting them up to four ways. This way each person owns something at the end of the year instead of one-fourth of everything.
2. Coordinate who is going to go shopping, who is going to cook, if sharing food is appropriate or not, which things are okay to share and which are not. Pooling resources can be very helpful. Perhaps sharing spices, milk and bread, but labeling anything that is personal or for a specific event. It is also helpful to create a shopping list as a townhouse and go together. Consider having a "family dinner" night with a rotating chef.
3. Cleaning responsibilities are often a struggle for townhouse residents. No one comes into the townhouse to clean it throughout the year. Create a chore chart or a schedule for which person will do which chores and how frequently they should be done. You may choose to have one responsibility all year (cleaning the bathroom every two weeks), rotate (one week it's take out the garbage, another week vacuum, a third clean the bathroom), or take care of it individually (everyone is responsible for their own mess). Talk about ways to hold your townhouse mates accountable in case responsibilities are neglected.
4. The primary deterrent to preventing pests is to keep the kitchen clean, remove the garbage, and proper storage of food. This should not be neglected.

Appendix A

Kitchen Exhaust Fan Operation

To operate the exhaust fan unit above your stove top two items must be on; the switch to the side wall by the stove and the switch on the exhaust fan itself. To test which switch controls your exhaust fan turn on the light or fan and then flip the switch on either side wall of the stove.



Appendix B

Heating and Toe Kick Heater

Heating and cooling in the townhouses is accomplished by the use of valances heating/cooling units and radiant ceiling panels, as seen in pictures below. These are controlled by thermostats on the wall near where they are installed. The valance units will heat or cool depending on the outdoor temperature, change over from heating to cooling is controlled by computer, the occupant can only set thermostat at the desired temperature. The radiant ceiling panels are heat only.



valance heating/cooling unit



radiant heating panel

Appendix C

Toe-Kick Heating in Kitchen Areas

In the kitchen there is additional heat supplied by a toe-kick heater, as seen in pictures below. There is a slight difference in types by style of townhouse; one-story, two-story, and three-story.

One-story style



toe kick heater and thermostat

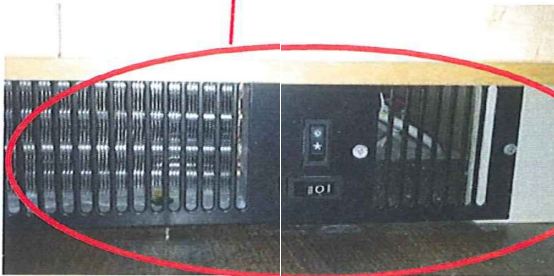


This is the face of the toe kick heater the top rocker switch should have the sun icon selected for heat the lower rocker switch controls fan speed

Two-story Style



Toe kick heater thermostat

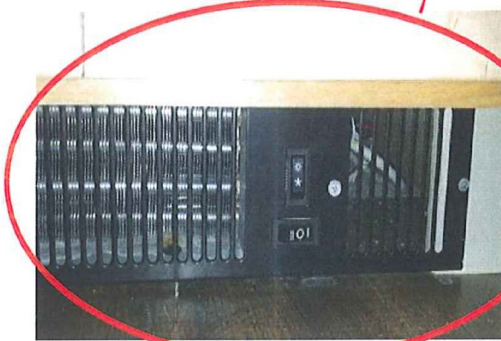


This is the face of the toe kick heater the top rocker switch should have the sun icon selected for heating the lower rocker switch selects fan speed

Three-story Style



toe kick heater
location



This is the face of
the toe kick heater
the top rocker
switch should have
the sun icon
selected for
heating the lower
rocker switch
controls the fan
speed

Common Area

Building:	Room #:	Room/Mail Key Issued Date:		
Name:	F#:			
Resident Check-In Signature:	Date:	Resident Check-Out Signature:		
Resident Check-In Signature:	Date:	Resident Check-Out Signature:		
Resident Check-In Signature:	Date:	Resident Check-Out Signature:		
Resident Check-In Signature:	Date:	Resident Check-Out Signature:		
Staff Check-In Signature:	Date:	Staff Check-Out Signature:		
Contents of the Room	Check-In	Check-Out	Final Condition	Charges
1- Good Condition	Completed by Staff,	Completed by Staff,	Completed by Complex Director & Facilities Dept.	Billed to Resident
2- Average Condition	Confirmed by Resident	Confirmed by Resident.		
3- Needs to be Addressed	List any existing damage.	List any new damages		
Shared Items				
Living Area:				
Chair(s)	1 2 3	1 2 3		
Loveseat	1 2 3	1 2 3		
Coffee Table	1 2 3	1 2 3		
Side Table	1 2 3	1 2 3		
Ceiling	1 2 3	1 2 3		
Floor	1 2 3	1 2 3		
Electrical Fixtures	1 2 3	1 2 3		
Kitchen Area:				
Table	1 2 3 NA	1 2 3 NA		
Chairs	1 2 3 NA	1 2 3 NA		
Counter Stools	1 2 3 NA	1 2 3 NA		
Microwave	1 2 3	1 2 3		
Stove/Oven	1 2 3	1 2 3		
Refrigerator	1 2 3	1 2 3		
Sink/Faucet	1 2 3	1 2 3		
Counters	1 2 3	1 2 3		
Cabinet doors/shelves	1 2 3	1 2 3		
Floor	1 2 3	1 2 3		
Ceiling	1 2 3	1 2 3		
Waste Bin	1 2 3	1 2 3		
Electrical Fixtures	1 2 3	1 2 3		
Recycle Bin				

Bathroom:				
Toilet	1 2 3	1 2 3		
Sink/Faucet	1 2 3	1 2 3		
Shower	1 2 3	1 2 3		
Ceiling	1 2 3	1 2 3		
Floor	1 2 3	1 2 3		
Electrical Fixtures	1 2 3	1 2 3		
Waste Bin				
Laundry:				
Washer	1 2 3	1 2 3		
Dryer	1 2 3	1 2 3		
Ceiling	1 2 3	1 2 3		
Floor	1 2 3	1 2 3		
	1 2 3	1 2 3		
Hallway:				
Walls (North)	1 2 3	1 2 3		
(South)	1 2 3	1 2 3		
(East)	1 2 3	1 2 3		
(West)	1 2 3	1 2 3		
Ceiling	1 2 3	1 2 3	Misc. Charge(s)	
Floor	1 2 3	1 2 3	Key Charge	
Electrical Fixtures	1 2 3	1 2 3	Cleaning Charge(s)	
Snow Shovel			Individual Items Charge(s)	
Broom & Dust Pan			Shared Item Charge(s)	
WiFi Access Points (3)				
Comments:			TOTAL CHARGES:	\$

Appendix E

WHAT CAN BE RECYCLED

COMBINED RECYCLING

Simply place all acceptable items in the recycle bin

- Plastics #1-7 (#'s marked in the recycle logo)
- Glass Bottles and Jars (all colors)
- Aluminum and Tin Cans – Food or Beverage Containers
- Aluminum Foils, Pie Plates, Roaster Pans
- Gift Wrapping Paper (except the metallic style)
- Office Paper, Colored Paper, Card Stock, Post-it Notes
- Newspaper and all Inserts
- Clean Paper Towels, Napkins and Plates
- Envelopes (manila and regular)
- File Folders
- Telephone Books
- Magazines, Catalogs, Junk Mail
- Soft Covered Books
- Hard Covered Books with Cover Removed
- Flattened Box Board (cereal, gift, shoe boxes, etc.)
- Clean Cardboard (with the corrugated wafer in the middle)
- Moving Boxes, Banker Boxes, Shipping Boxes



All items must be rinsed ~ Boxes must be broken down

WASTE ITEMS

- Food Waste, Pizza Boxes, Styrofoam, Ceramics
- Plastic Cups, Plates or Utensils if soiled
- Paper Towels, Plates or Napkins if soiled

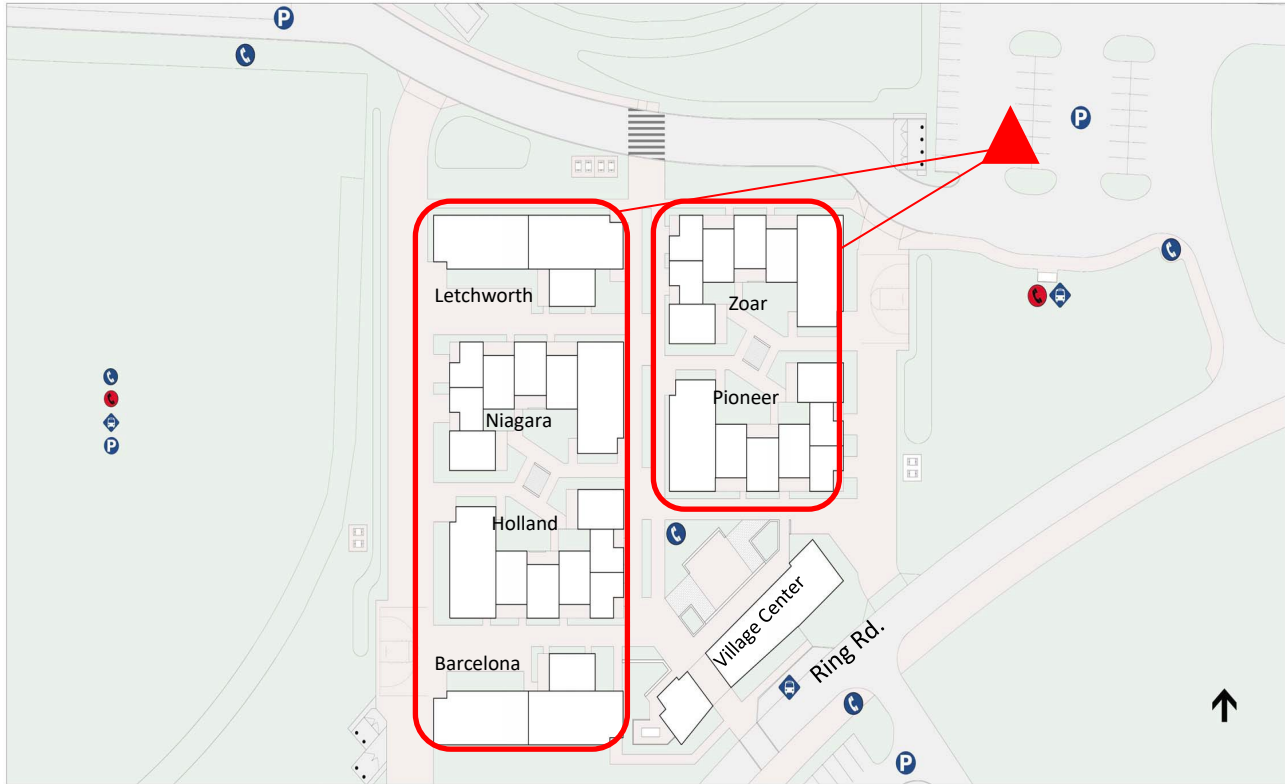
Plastic Grocery Bags should be returned to the store

These items must not be mixed with recyclables



Appendix G

Primary meeting location for fire drills/alarms



Fire Evacuation - Residents

When the fire alarm sounds, everyone **must** vacate the building via the nearest entrance according to prescribed procedures and report to a central location as determined by established guidelines and communicated by residence life staff. The following is standard procedure for evacuation for all students, whether a drill or actual fire:

- A. Everyone must vacate the building.
- B. Upon leaving, attempt to:
 1. close all windows
 2. turn lights off
 3. close all doors
- C. Vacate through the nearest exit and convene at a predetermined location.
- D. Unless otherwise directed, occupants may reenter when all alarms and flashing lights have been reset.

Location of Fire Equipment

Each townhouse is provided with fire equipment. Make certain that you know where it is located and how to operate the extinguishers. Periodic checks are made by Environmental Health and Safety personnel to assure equipment is in proper working order.

Setting of Alarms

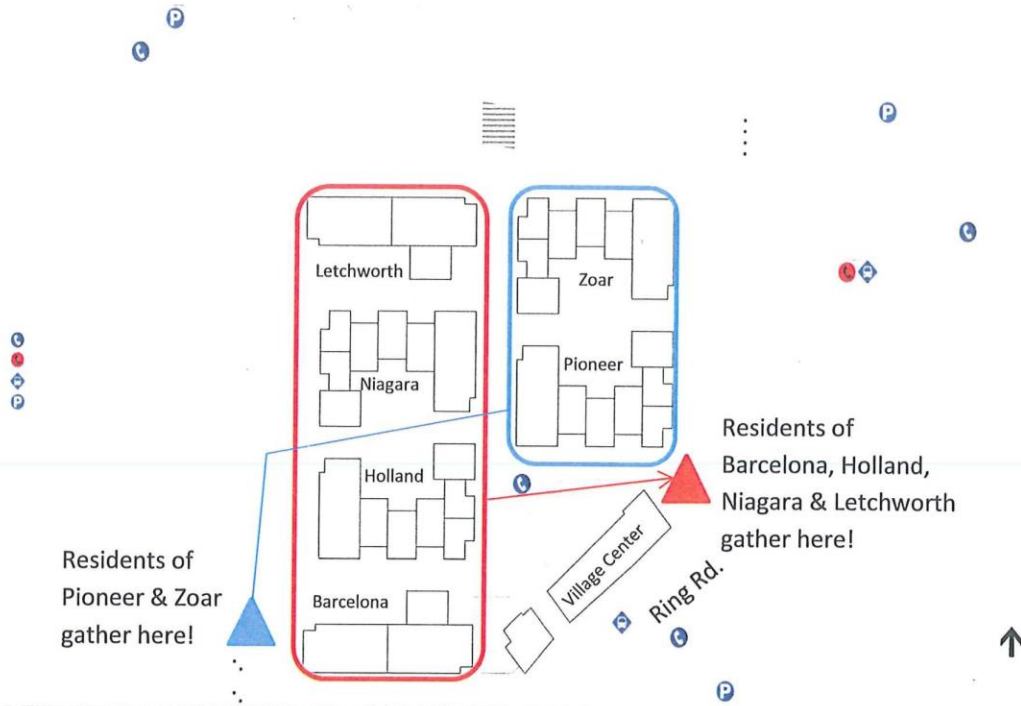
The setting of a false alarm is a misdemeanor, punishable by arrest, fine and/or imprisonment (see the following quote from NYS Penal Law, Section 1424):

Any person who shall willfully give any false alarm of fire or who shall willfully tamper, meddle or interfere with any station or signal box of any telegraph, telephone, or radio false alarm system, or auxiliary fire appliances; or who shall willfully break, injure, destroy, or disturb any of the wires, cables, ducts, poles, or any auxiliary fire appliance shall be guilty of a misdemeanor, punishable by imprisonment for not more than one year or by fine of not more than one thousand dollars, or by both such fine and imprisonment.

<u>Campus Building</u>	<u>Primary Location</u>	<u>Inclement Weather Location</u>
Barcelona UV	Lot 8 Park & Ride	Village Center 1st Floor
Holland UV	Lot 8 Park & Ride	Village Center 1st Floor
Niagara UV	Lot 8 Park & Ride	Village Center 1st Floor
Letchworth UV	Lot 8 Park & Ride	Village Center 1st Floor
Pioneer UV	Lot 8 Park & Ride	Village Center 1st Floor
Zoar UV	Lot 8 Park & Ride	Village Center 1st Floor

Appendix G

Primary Meeting Locations for Fire Drills/Alarms



Fire Evacuation - Residents

When the fire alarm sounds, everyone must vacate the building via the nearest entrance according to prescribed procedures and report to a central location as determined by established guidelines and communicated by residence life staff. The following is standard procedure for evacuation for all students, whether a drill or actual fire:

- A. Everyone must vacate the building.
- B. Upon leaving, attempt to:
 1. close all windows
 2. turn lights off
 3. close all doors
- C. Vacate through the nearest exit and convene at a predetermined location.
- D. Unless otherwise directed, occupants may reenter when all alarms and flashing lights have been reset.

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<u>Campus Building</u>	<u>Primary Location</u>	<u>Secondary Location</u>
Barcelona UV	East End Of Village Center	Village Center 1st Floor
Holland UV	East End Of Village Center	Village Center 1st Floor
Niagara UV	East End Of Village Center	Village Center 1st Floor
Letchworth UV	East End Of Village Center	Village Center 1st Floor
Pioneer UV	West End of Barcelona	Village Center 1st Floor
Zoar UV	West End of Barcelona	Village Center 1st Floor

Appendix H

For Assistance

Village TH Coordinator 673-4981
Village Center Desk 673-4982

After Hours Assistance:

RD on Duty side A 679-8524
(we are side A, if no response call side B)
RD on Duty side B 673-5024
University Police 673-3333

Weekdays During Business Hours:

Office of Residence Life 673-3341
ResNet Office 673-3668

During breaks in the academic year the coverage will be limited, you may need to try various numbers.

Appendix I

Links for quick-reference

Maintenance Requests:

<http://www.fredonia.edu/facilities/WorkRequest.asp>

click [Maintenance Work Request](#) (under icons)

Television Cable Service:

<http://www.Fsa.fredonia.edu/CableTV/AboutCableTV.aspx>

Lost Key Request:

<https://docs.google.com/a/fredonia.edu/forms/d/1AAtul5WoNoQ5inmrqkrFgHi9zGOI9dUzb7JBX4oDynA/viewform>

Appliance Use & Care Guides:

http://www.fredonia.edu/reslife/Townhouse_Guides.asp