

# Maintaining Facilities

## Damages

### Damages to Assigned Bedrooms

Restitution for damages to one's room or furnishings will be taken from the \$300 security deposit, and any additional costs will be charged outright to the student's account. Upon check-out, or when a resident has been found to vacate his or her room, the condition of the room and its contents will be compared to the conditions documented in the Room Condition Form that was completed when the resident assumed occupancy of the unit. Anything other than regular wear and tear will be charged to the student's account. This might include damages to walls, broken desk or dresser drawers, torn or stained mattresses or draperies, burn marks, broken windows or mirrors, carpet stains, smoke and other odors, etc. Additionally, missing items, i.e. trash cans, lamps, mattresses, chairs, will be charged to the student's account. Damages identified during the semester may be charged to a resident's student account at the time the damages are discovered.

### Damages to Common Areas Within Units

For damages to common areas within the living unit, such as to apartment living rooms, kitchens, halls, and bathrooms, as well to suite entryways and bathrooms, the residents will be questioned and the resident responsible for the damages will be charged. If the staff is unable to determine responsibility, the replacement or repair costs will be split between all residents of the suite or apartment and assessed accordingly. Residents are responsible for the behavior of their guests, so damages caused by non-residents will be charged to the resident who was hosting the individual(s) who caused the damage. Residents are encouraged to report such damages to Student Housing staff when they occur.

### Damages to Exterior Spaces

Any resident found to be responsible for damages to or defacement of common areas such as lobbies, porches, the exterior of buildings, or any structures or grounds on university property will be charged costs accordingly.

### Resident Communal Responsibility

All residents of a unit are responsible for the condition of common area furnishings, including carpet, vinyl flooring, walls, cabinets, and doors. As tenants, residents are responsible for notification of needed repairs and damages in their assigned unit. Failure to report repairs or damage that results in a problem or issue continuing and causing further damage (ex: water leaks) may result in the assigned resident(s) being charged for repair costs that result from neglect.

## Damage Fees

### John Pugh Hall Bedroom Furniture

Replacement Item	Fee
Bed Frame (Not Including Dresser)	\$800
Dresser	\$1,000
Desk	\$600
Desk Chair	\$250
Desk Chair Cushion	\$100
Wardrobe	\$700
Mattress	\$250

### Apartment and Banfield Hall Bedroom Furniture

Replacement Item	Fee
Bed Frame	\$500
Dresser	\$400
Desk	\$250
Desk Chair	\$150

<b>Replacement Item</b>	<b>Fee</b>
Desk Hutch	\$250
Bookshelf	\$180
Mattress	\$250

#### Apartment Communal Area Furniture

<b>Replacement Item</b>	<b>Fee</b>
Sofa	\$1,600
Loveseat	\$1,200
Chair	\$800
Coffee Table	\$150
End Table	\$100
Bookshelf	\$250
Tall Lamp	\$100
Short Lamp	\$50
Dining Table	\$300
Dining Chair	\$75

#### Facility Components

<b>Replacement Item</b>	<b>Fee</b>
Window Screen	\$100
Carpet Square	\$50

#### Appliances

<b>Replacement Item</b>	<b>Fee</b>
Refrigerator	\$750
Range	\$600
Range Hood	\$200
Microwave	\$100
Communal Washer/Dryer	\$1,500

#### Housing Communal Area Furniture

<b>Replacement Item</b>	<b>Fee</b>
Commercial-Grade Lounge Sofa	\$2,000
Commercial-Grade Lounge Loveseat	\$1,600

<b>Replacement Item</b>	<b>Fee</b>
Commercial-Grade Lounge Chair	\$1,000
Commercial-Grade Lounge Bench	\$1,000
Tall Cafe Table	\$800
Tall Cafe Chair	\$200
Commercial-Grade Coffee Table	\$800
Commercial-Grade End Table	\$250
John Pugh Hall Glass Door	\$2,000
Housing Lodge Sofa	\$1,500
Housing Lodge Live-Edge Table	\$700
Housing Lodge Coffee Table	\$300
Housing Lodge End Table	\$200
Housing Lodge Stool	\$150
Housing Lodge Bookshelf	\$250
Classroom Chair	\$150
Bean Bag	\$200
Ping Pong Table	\$500

### **Staff Access to Residential Units**

The Residence Life Staff respects the privacy of its residents; however, there are situations that may warrant staff entry into units, including maintenance and repair work, as well as reasonable suspicion of behaviors that may be considered violations of the terms of the Housing Agreement.

### **Right of Staff Re-Entry**

UAS Residence Life Staff respects the privacy of its resident yet reserves the right to re-enter and take possession of the accommodations upon breach of the terms of the Housing Agreement. Authorized university staff may enter the rental unit, with notice, during reasonable hours to provide efficient services, repairs, improvements or for general inspection. The Housing Maintenance Coordinator or Facilities Services staff may enter the unit to attend to any work orders that were submitted by one of the residents, granting permission for University personnel to enter the premises for that explicit purpose.

### **Work Order Completion**

The Housing Maintenance Coordinator or Facilities Services staff may enter the unit to attend to any work orders that were submitted by one of the residents, granting permission for University personnel to enter the premises for that explicit purpose.

### **Unannounced Entry**

Authorized Residence Life Staff or Facilities Services personnel may enter the accommodations without notice when necessary for the safety of the student or other occupants of housing units, for the purpose of emergency maintenance services or emergency safety inspections, or when there is reason to believe that the terms and conditions of the Housing Agreement are being violated and the residents are not willingly granting the staff entrance after they have announced themselves and their intention to enter. To protect student privacy, staff shall never enter student residences except for the reasons listed above.

### **Room Searches**

Any search of a student room or apartment, beyond a minimally intrusive alcohol search conducted by Resident Advisors (RAs) in the presence of the resident(s), will be carried out only with reasonable cause and with explicit authorization of a professional staff member. Should such a search be necessary, an attempt will be made to have the resident present at the time of the search. If the resident is not present, he/she will be informed of the action as soon as possible following the search. Common areas and general space searches may be conducted by Resident Advisors (RAs) with the residents' assistance in their presence,

and any more detailed or invasive searches, especially if the resident of the unit cannot be reached or notified before the search must commence, will be conducted only by Student Housing professional staff designee in the presence of a second staff member. Students who do not cooperate with staff exercising the right of re-entry may be reported to the Juneau Police Department, who will likely respond by conducting a police search or forced entry into the unit.

### **Staff Entry Process**

When entering a unit, either with prior notice given to residents or without (see indication of unannounced entry above), university staff will knock and announce themselves multiple times prior to entering. If not met at the door by the resident(s), staff will continue to announce themselves upon entering the unit.

Please note that staff may not respond to verbal consent from the resident to "come in" and will likely wait at the door until the resident opens the door. This is done to avoid any miscommunication as it can be very hard to clearly hear a verbal response from behind a closed door.

### **Renter's Insurance**

The University does not assume any responsibility for loss or damage of personal property as a result of theft, vandalism, and/or natural disaster. It is highly recommended that each student have some type of insurance to cover personal belongings while living in the Housing community as rates are reasonably affordable. Residents may be covered on their parent's homeowner insurance policy or may want to purchase separate insurance, commonly referred to as "renter's insurance"

## **Policies for Within Housing Units**

### **Permitted Appliances**

The following equipment may be brought into residence hall rooms or apartments:

- **Heat-producing appliances** without exposed heating elements are permitted. These include:
  - Irons
  - Electric blankets
  - Hair curlers & hair dryers
  - Coffee-makers, hot pots, popcorn poppers, George Foreman grills, air fryers, toasters, electric kettles, electric woks, and griddles. These items may only be used on approved flat surfaces in kitchens and bathroom counters, or on other stable, flat, non-flammable surfaces such as tables, countertops, or similar structures.
- **Mini Fridge:** One refrigerator is permitted in each student bedroom if it is no more than five cubic feet in size and draws no more than 1.7 amps. These units are intended for limited storage of snack items, medicines, etc.
- **Secondary Freezer/Refrigerator:** In the apartments, a single deep freezer or an additional refrigerator may be placed in the storage room only.
- **Washer/Dryer:** Residents in two-bedroom apartments – Aurora, Bear, Coho, and Deer Buildings, are allowed to hook up a washer and dryer in the storage room within their apartments, so long as the appliances are in safe, operable order. Regular maintenance and lint removal is expected to reduce fire risk. These appliances must be removed upon vacating. As these appliances could yield serious damage if they were to malfunction, residents may want to consider renter's insurance.

### **Bed Bunking and Lofting**

For safety purposes, only furniture that has been designed for elevation or lofting, i.e. Banfield Hall beds, should be bunked, with use of proper tools and staff support. Only Banfield Hall beds are designed and available for bunking/lofting. The use of concrete blocks or any other materials for the purpose of elevating and/or stacking unit furniture are prohibited.

There are a limited number of bunking/lofting materials and those will be assigned on a first-requested, first-served basis after move-in to Housing.

Staff assistance will be provided for setup of a bunking or loft kit. It is the residents responsibility to take down a provided bunk/loft kit and place items in the appropriate location upon check-out or departure.

### **Ceilings**

Items should not be hung from or attached to ceilings. Residents may not mount anything across ceilings, even if the physical mount points are on walls. It is especially important not to tamper with sprinkler heads as the damages associated with inadvertently setting those off could be very costly and any damage caused would be the financial responsibility of the resident. Always keep at least 18 inches from sprinkler heads.

### **Decoration Restrictions**

While students are permitted and encouraged to decorate their personal space in a way that is reflective of their personality, interests, and self-expression, **decorations** that may be offensive or obscene may not be displayed in an area that others can see without entering the personal living space of the roommate or neighbor. For instance, materials or images that may be offensive to others should be kept on walls or surfaces within bedrooms rather than being displayed on doors and walls that can be seen in the hallway or in the common living areas of the apartment or suite. Additionally, such materials should not be displayed in windows or on exterior doors or hallway bulletin boards that subject passersby to the images or material. Students should be

aware that offensive materials made visible to others may make for an uncomfortable or hostile living environment, and might even constitute harassment. Ultimately, Student Housing staff may remove such materials that are readily visible to others, or ask residents to do so. Residents are also expected to keep **decorations** portraying drug and alcohol use or advertisements from being visible outside their unit. This means that beer and alcohol merchandising material, as well as posters depicting marijuana or any such related materials, should not be displayed in windows or on exterior doors or walls. Likewise, alcohol bottles are not to be used as **decorations**, displayed in window sills or atop refrigerators and shelves. Empty bottles should be recycled and removed from the apartment in a timely fashion after the alcohol has been consumed. Residents under the age of 21 found to have alcohol bottles in their suites or apartments, even if the items are displayed only as **decoration**, will be disciplined for an alcohol offense, as possession of empty containers still violates the Alcohol Policy. See Alcohol Policy.

### **Mounting to Walls**

Nails, screws, plant hooks, or anything that embeds itself into the wall or surface may not be put into the walls. Students should refrain from using duct, transparent, double-sided, or packaging tape, etc., as they may damage the paint and leave adhesive residue, which will result in charges for repair to the damaged area. Scotch tape works well for affixing photos and small posters to walls and doors. Products such as 3M's Command Adhesive hooks work well for mounting bulletin boards, banners, etc., and are non-marring and easily removable. To install posters, pictures, etc., removable adhesive putty is recommended. Please note that while thumbtacks are not prohibited, damage (holes) caused by thumbtacks are not considered to be reasonable and accepted wear and tear and such repairs (labor and materials) will be charged to the resident(s) responsible.

### **Room Modification**

Residents may not structurally alter their rental units in any way. Cosmetic alterations should consist entirely of approved **decorations** as permitted in the preceding section of this handbook. Students may not paint the walls or cabinetry, hang wallpaper or decorative borders, or remove or change fixtures such as overhead lights or appliances. Students may not construct walls or partitions within the unit. Bolts and hooks may not be used to secure personal furnishings to walls, floors, or ceilings.

### **Furnishings**

#### **University Provided Furniture**

Furniture located in units may be moved within the suite or apartment in which it is located so long as no damage results from its movement and the furniture is being used according to its intended purpose. Furniture designed for and initially placed into bedrooms can be moved within that assigned bedroom space, but not elsewhere within the suite or apartment. Residents will be fully accountable for the condition of the room and furnishings within their room during their period of occupancy.

#### **Personal Furnishings**

Residents may bring in additional furnishings so long as items are removed upon departure. At no time should common area furnishings be taken into resident units. Examples of this might include residence hall common area furniture being pulled into a suite or apartment living area furnishings, meant for all residents use, being moved to one resident's bedroom.

### **Thermostats**

Fuel oil for heating is the most expensive utility cost for the Housing community. Furniture should be placed 6-12 inches away from radiators (present in Banfield Hall and apartment units) to allow for heat circulation within the unit. Residents are asked to refrain from leaving windows open during the winter months as it makes temperature regulation difficult for the system and may cause pipes to freeze. Residents experiencing difficulties maintaining a comfortable room temperature should submit a work order at Housing Desk locations. Student Housing staff can assist with these issues and offer other tips for maintaining unit temperature.

### **Windows**

Window **decorations** cannot cover more than 10% of the window and must be in compliance with existing Porches and Facility Exteriors and the Campus Posting Policy. Exterior facing **decorations** are considered part of the facility exterior as this is visible to the public. Residents are not permitted to remove the screens from their residence hall room, apartment, or common area windows. Screens can be easily damaged by removal and residents will be responsible for replacement or repair costs of damaged or missing screens. There will be an automatic fine of \$25 if any screen is found removed from a window. The cost for screen replacement is \$100, which will be charged to the resident's account. If a resident finds a window screen to be missing they should submit a work order to have them replaced. Additionally, windows should only be used as a point of exit of a unit in the case of emergency purposes only.

## **Policies for Housing Communal Areas**

### **Laundry Rooms**

Laundry rooms are located on the ground-level floor of the Housing Lodge, on the first floor of Banfield Hall, and on the second floor of John Pugh Hall. NOTE: Only Residence Hall residents will have access to Residence Hall laundry facilities. Residents are discouraged from leaving their personal items unattended during the laundry cycle. Student Housing is not responsible for items lost, stolen, or damaged during the laundry process, and residents are discouraged from leaving their items unattended. Additionally, security cameras are constantly recording in the laundry rooms. Items left in the laundry rooms should be reported to Residence Life Staff for removal.

### **Kitchen Communal Use in Residence Halls**

Our Residence Hall kitchens are available for resident use only. Residents should clean up after themselves immediately as these kitchens are shared with 80 to 120 other residents. The Student Housing custodial staff will not clean up personal messes in this area. Staff reserves the right to restrict access to the kitchen when lack of cleaning becomes a continual, persistent problem. Cleaning up one's own mess quickly to allow others access is a communal living obligation.

### **Elevator Safety**

An elevator has been provided for use within Banfield Hall and the John Pugh Residence Hall. Anyone found tampering with or vandalizing this elevator may be subject to restitution and conduct action. Misuse or abuse of the elevator is also prohibited. Only authorized personnel are allowed in the elevator shaft. If personal items are dropped into the shaft or misuse results in repairs, the resident(s) responsible may be billed for their retrieval or repair costs. Costs associated with maintenance call-outs due to misuse of the elevators (including jumping in elevators) will be charged to student accounts for those found responsible.

### **Public Postings and Art in Public Places**

Public postings, including art, advertisements, or promotional materials, may not be hung in any common area, public place, or outdoor space without the approval of Student Housing staff.

### **Bulletin Boards**

A communal posting bulletin board is located in the Housing Lodge close to the stairwell. All postings must be approved by the Housing Desk locations before posting. Bulletin boards are scattered throughout the Housing community and are changed out monthly by Resident Advisors (RAs), per staff approval. Vandalizing these boards may lead to disciplinary action.

### **Sidewalk Chalking and Window Painting**

Individuals or groups wishing to place chalked messages on sidewalks or cement walls, or use window paint on glass areas, must request permission of Student Housing staff. Failure to do so will result in the persons or organization responsible being charged for the cost of removal of the messages and possible judicial action.

### **Flyers, Etc.**

University-related event and student organization flyers must be approved for posting by Student Housing staff. Group leaders or program coordinators may submit their flyers to the Housing Lodge Desk or John Pugh Hall Desk for approval. Postings found elsewhere that have not been approved will be removed and disposed of. Flyers may not be posted on glass doors, where they might cover fire alarms, smoke detectors, etc. Postings that are not University-related are restricted to the designated communal posting board, upon approval.

Additional information can be found in the [UAS Campus Posting Policy](#).

## **Policies for Facility Exteriors**

### **Grills**

Apartment residents may use personal grills outside of their unit provided they abide the following safety guidelines. Charcoal grills, smokers, or any gasoline or liquefied petroleum gas-fired stove or similar device should be used safely - no less than 15 feet from any structure, including roof overhangs. Electric grills are exempt from this distance requirement; however, please note that smoke allowed to enter into the unit from the porch area may set off the fire sensors in the entry areas.

### **Pavilion Policies**

The Pavilion in Student Housing has two charcoal grills that can be used at any time for cooking. Residents must provide their own charcoal and supervise the grill at all times when it is in use and take the proper measures to ensure that the fire is put out properly when finished. The Pavilion is also subject to Housing's quiet and courtesy hours.

### **Hammocks**

Hammocks are allowed on campus with the following restrictions:

- Hammocks when in use outdoors must be securely hung with appropriate mounting hardware (i.e. straps)
- Hammocks when in use indoors may be hung using only a hammock stand.
- When using hammocks at a raised location (i.e. the Housing Pavilion), they may not be hung between two poles in such a way that someone could experience a significant fall. Instead, hang the hammock so that it hangs no more than 6 feet off the ground or other surface.
- Hammocks may not be utilized on fire escapes, in accordance with the Roof and Exterior Elevated Surfaces policy.
- Camping or sleeping overnight in hammocks is not permitted outdoors at Student Housing.

### **Porches and Facility Exteriors**

To maintain a neat and aesthetic appearance within student housing and to prevent clutter from creating fire code violations and to promote a safe evacuation path, Student Housing limits the amount and type of personal belongings that may be stored on porches, on the grounds, and on facility exteriors. Porch items are limited to planting containers, BBQ grills, all-weather outdoor

seating, and seasonal **decorations** (including miniature light strands). Bicycles, children's toys, garbage, tires and auto parts, and other such items may not be left on porches, alongside the buildings, in the parking lot, or on the grounds. Additionally, at no time should any of the University-owned interior furnishings, including chairs, be left on porches or on the grounds.

Residents may not alter landscaping or create flowerbeds or gardens outside their apartments or elsewhere on the grounds.

### **Roof and Exterior Elevated Surfaces**

The regulations regarding fire safety and use of exterior elevated surfaces of campus buildings are very serious and explicit. Entering surfaces such as roofs, fire escapes, terraces, balconies or ledges above the first floor is strictly prohibited, except in emergencies. Similarly, climbing up the side of the pavilion, balconies, or fire escapes by means other than the intended staircases meant for safe access is prohibited. The University will take disciplinary action on a first offense, possibly including the imposition of a fine.