

Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω

# FRATERNITY & SORORITY LIFE

BROWNSTONE HOUSE  
HANDBOOK  
2016 HANDBOOK: SECTION SEVEN

OFFICE OF RESIDENTIAL LIFE | FRATERNITY & SORORITY LIFE  
Α Β Γ Δ Ε Ζ Η Θ Ι Κ Λ Μ Ν Ξ Ο Π Ρ Σ Τ Υ Φ Χ Ψ Ω

*Fraternity & Sorority Life Handbook, Section Seven: Brownstone House, 0*

## GENERAL HOUSING DUTIES OF THE RA

As the RA, you've taken on the task of managing your chapter facility, coordinating day-to-day maintenance, and working with chapter members and alumni to create processes to maintain your living environment. The care and safety of fraternity and sorority facilities relies heavily on the partnership between alumni, students, and University staff. While specific duties may vary depending on the group, some basic housing responsibilities of the RA may include:

- Together with the chapter president, responsible for overseeing Chapter Residence Expectations and ensuring standards are met.
- Serve as chapter liaison with the University/Housing Corporation to address housing issues.
  - Develop internal means for chapter to report maintenance concerns
  - Develop internal procedure for reporting needed supplies
- Develop concrete plan for facility upkeep, involving all member participation, including:
  - Recycling practices
  - Weekly cleaning responsibilities for all members
  - General cleaning practices for all members
- Work with chapter officers to implement enforcement of: house rules & move-in/out procedures.
- Attend campus housing information sessions that address brownstone housing issues.
- Work with the Residence Hall Associate Director for Fraternity & Sorority Life for scheduled fire and facility inspections.
- Provide continuous fire/facility safety information and training to residents
- Develop system of rewards for members who go above and beyond caring for chapter facility.
- Prepare annual member survey to identify chapter's highest priorities for housing needs.
- Work with University staff/house corporation board to ensure facility meets all health and fire codes.
- Post "to do" list outlining each member's obligation to help keep the facility clean.
- Oversee room selection process and managing the summer occupancy process.
- Ensure facility is closed properly for all vacations.
- Communicate and enforce facility, University, city, state, and federal rules and regulations.
- Conduct occupancy reports at start of each semester and be aware of housing occupancy at all times
- Conduct monthly walk through and report maintenance concerns
- Train successor

Whatever your specific duties include, communication and decision making are key to the successful management of your chapter residence. Some guidelines for house management success are to:

- Set clear goals and priorities.
- Understand your role and continue to gain knowledge about house management.
- Be familiar with life-safety expectations/standards, basic building codes, and licensing procedures.
- Maintain clear communication with residents and alumni.
- Communicate applicable rules and regulations in a consistent and timely manner to the residents.
- Stay organized and maintain important records.
- Lead by example!

## CHAPTER RESIDENCE EXPECTATIONS

The assignment of a brownstone by the University to a Chapter is regarded as a privilege. In order to maintain this privilege the Chapter Residence Expectations were developed. These are standards by which the Office of Residential Life- Fraternity & Sorority Life agrees that a fraternity or sorority may reside in University-owned property. These expectations are a part of the Fraternity & Sorority Recognition Policy. Failure to meet these expectations may result in a change in Recognition Status. The Chapter Residence Expectations may be amended, rescinded, or superseded at any time by action of the Office of Residential Life-Fraternity & Sorority Life.

### **I. Terms of Chapter Residence Expectations**

- A. The Chapter Residence Expectations are in effect from July 1<sup>st</sup> of the current year to June 30<sup>th</sup> of the following year.
- B. Housing privileges shall automatically terminate at any time the Chapter is removed from official recognition by the University, or at any time the group fails to fully meet any of the expectations.
- C. The Chapter Residence is assigned, when available, to chapters as residences for one calendar year. The assignment of a chapter residence to a Chapter may be reviewed and renewed annually. See Section VII for procedures.
- D. Failure to demonstrate fulfillment of the expectations and/or the procedures outlined in the expectations may result in a hearing with the IGC Judicial Board. The IGC Judicial Board will then recommend appropriate sanctions to the Associate Associate Director for Fraternity & Sorority Life or designee which may include a recommendation of Loss of Housing.
- E. The officers of the Chapter are responsible for assuring that residents understand and abide by all local, state and federal laws, University policies and offer full cooperation in the investigation of violations and enforcement of any disciplinary measures authorized by any University official. The officers and members have a specific duty to report all violations of law and University policies that occur in or around the chapter residence to the appropriate University officials. The chapter president is the student in charge for the chapter regarding situations or activities in the brownstone.
- F. Residents of the brownstone shall abide by all Columbia Housing policies, procedures and signed housing agreement regarding assignment to campus housing and will meet all payment deadlines as outlined in the Guide to Living, the Terms & Conditions of the place of residence, and website.
- G. The Chapter shall promptly pay all bills incurred for the purchase, repair, and improvement of its own equipment and events or activities sponsored by the Chapter. All financial obligations of the Chapter to Columbia Housing and Residential Life must be paid in full prior to the renewal of housing privileges. Failure of financial responsibility shall result in cancellation of housing privileges.
- H. The Associate Associate Director for Fraternity & Sorority Life or designee shall resolve all cases related to matters of interpretation and procedures for implementation of these expectations.
- I. Failure to abide by the terms of the Chapter Residence Expectations and the procedures may result in immediate termination of housing privileges.

### **II. Qualifications for Chapter Residence**

- A. Only nationally chartered fraternities and sororities are eligible to apply for a chapter residence.
- B. The Chapter must meet the qualifications of Full Recognition with the Office of Residential Life-Fraternity & Sorority Life.
- C. The chapter must be in good standing with the University, emphasize the advancement of scholastic achievement of members, promote educational programming and adopt no policies that conflict with University policies or procedures.
- D. The Chapter must maintain a 2.5 GPA every semester as determined by Fraternity & Sorority Life using membership rosters provided by the chapter.

### **III. Building and Furnishings**

- A. General Policies
  1. Residents are responsible for their guests and must abide by the Guests & Visitor policy as outlined in the Guide to Living.
  2. Access to the roof of the Chapter Residence is strictly forbidden.

3. The Chapter is responsible for ensuring the cleanliness of the kitchen and dining area, as defined by Columbia Housing and Facilities Management.
  4. Columbia Housing and Residential Life may access the property to conduct Fire Safety checks of common areas and student rooms during interim and break periods.
  5. At the discretion of Columbia Housing and Residential Life may access the property to conduct walkthroughs of common areas and student rooms.
  6. At the end of the academic year, the Chapter is responsible for leaving the residence in a clean and orderly condition, as defined in the checkout procedure.
  7. The Chapter is responsible for the proper protection and care of University property in and around the chapter residence and shall be billed for the replacement/repair of damaged University property, other than normal wear and tear, as judged necessary by the appropriate University officials. The University shall not be responsible for loss or damage to property or personal effects belonging to the Chapter, its members, residents of the house or guests.
  8. The Chapter leadership is responsible for ensuring attendance at any function or activity does not exceed the maximum occupancy posted.
  9. Personal property may not be stored in the residence during the summer or interim sessions. Non-residents may not store personal property in the residence at any time.
- B. Exterior of Building**
1. No cables or satellite dishes can be affixed to the façade of the building. Chapter Residences are already properly wired for service with Time Warner Cable. The chapter is responsible for contracting and paying for service with Time Warner Cable.
  2. Exterior signage identifying the Chapter is to be provided by the University.
- C. Common Area Furnishings**
1. The chapter is responsible for supplying its own common area furniture.
  2. Purchase, repair, maintenance, replacement and insurance of common area furniture is not the responsibility of the University, it is the responsibility of the Chapter.
  3. Chapter residence common areas must comply with all fire safety regulations as outlined in the Guide to Living. This prohibits halogen lamps, candles, unapproved extension cords, and other potential fire safety hazards. University officials may inspect common areas for these items at any time.
  4. The University strongly encourages each chapter to insure Chapter property.
- D. University Issued Furnishings**
1. The university will supply furniture for each bedroom.
  2. At the end of the academic year, each resident is responsible for ensuring all university furniture is present in the bedroom.
- E. Expectations of the University**
1. The University shall provide utilities, general custodial and maintenance services, major kitchen appliances, local telephone service, and fire safety equipment.
  2. All equipment and furnishings are subject to repair and replacement policies for University residences.

#### **IV. Student Occupancy**

The ultimate responsibility for ensuring full occupancy, as designated by the stated occupancy, lies with the Chapter.

##### **A. Occupancy**

1. Capacity of a chapter residence is defined as the maximum number of students housed in a given residence as designated by Columbia Housing.
2. Columbia Housing determines singles and doubles of the brownstone annually.
3. The chapter must maintain 100% occupancy throughout the year.
4. The University reserves the right to assess a fine to cover the lost revenue from vacancies in the Chapter residence unit.

**B. Assignment of Students to the Chapter Residence**

1. The Chapter is responsible for maintaining its required occupancy at all times.
2. RAs must submit the Fall Semester roster to Columbia Housing and Fraternity & Sorority Life in the manner and period designated in the spring semester. Failure to submit a roster to Housing on time may result in Housing Probation.
3. 100% of the persons listed on the Chapter Residence roster must be affiliated members or new/associate members of the Chapter. In the event of extenuating circumstances please contact the Associate Director for Fraternity & Sorority Life.
4. 100% of the persons listed on the Chapter Residence roster must be registered as a full-time degree candidate at Columbia College, Fu Foundation School of Engineering and Applied Science or Barnard College for an approved program of academic work as determined by the school in which the student is enrolled with guaranteed housing.
  - Sorority residences must adhere to the Columbia-Barnard exchange ratio. This ratio is determined by Columbia Housing and is NOT negotiable.
5. To ensure full occupancy for the Fall semester, a waiting list should be generated with 4-6 people listed. All students listed on a waiting list must have applied and be eligible for on-campus housing. The wait list must be submitted to Fraternity & Sorority Life with the Fall housing roster. It is the responsibility of the Chapter to ensure that the waiting list consist of persons who understand their commitment to live in the residence and will comply when notice of transfer to the Chapter Residence is received.
6. Additions and/or changes to the housing roster may be made until such time as Columbia Housing establishes a closing date. Once the housing roster is submitted in the manner and period designated to Columbia Housing, the Chapter President, RA, and the designated Chapter Advisor will be the only people authorized to make adjustments to the roster.
7. In the event that the roster is inadequate to meet the required Fall Semester occupancy by the designated date, or it is inadequate as of the opening of Spring Semester, Columbia Housing reserves the right to: 1) assign any student to fill vacancies, 2) require members placed either in a single or alone in double rooms to move in with other members to free up beds for non-members.
8. Any non-member assigned by Columbia Housing will be permitted to live in the chapter residence for the entire year. Non-members will have the use of all common areas (laundry, kitchen).
9. In mid-April, the chapter should hold a meeting with all residents living in the Chapter Residence the following academic year. At this meeting the RA should discuss Community Standards, chapter policies, resident responsibilities, and other important information.
10. The University reserves the right to reassign any member of the Chapter to other residence hall space upon resignation or disaffiliation from the Chapter. The Chapter is responsible for ensuring that all residents of the Chapter Residence are aware of this policy.
11. First year students who are members of the Chapter will not be allowed to reside in the Chapter Residence during their first year at Columbia University.
12. The Chapter is responsible for notifying all residents that the individual housing agreement is for a full academic year. The terms of the contract supersedes any agreements the Chapter may have with its members regarding requirements to live in the Chapter Residence.
13. The Chapter is responsible for ensuring that all residents are aware of the clauses contained in this policy that may impact them.
14. Organization presidents who are CC, SEAS or Barnard students must live in the Chapter's designated residence during his/her term. This policy may be appealed to the Associate Director for Fraternity & Sorority Life and Leadership Development.

**C. Spring Vacancies**

1. Residents are responsible for notifying Columbia Housing of cancellation of contract.
2. Cancellation notice must be filed with Columbia Housing by December 1<sup>st</sup>.
3. The chapter is responsible for filling any vacancies within two (2) weeks of the start of classes.

4. The updated housing roster for the Spring Semester must be filed with Columbia Housing and Fraternity & Sorority Life at the end of the Fall Semester on the date specified by Columbia Housing.
- D. Summer Occupancy**
1. Chapter residences are closed for the summer term by the Office of Residential Life and/or Columbia Housing.
- E. Interim Housing**
1. ALL Chapter Residences will be vacated during the interim periods surrounding the Summer term.
  2. Interim Housing is available on campus. Brownstone residents must apply for interim housing according to the policies and procedures of Columbia Housing.
  3. All appropriate fees for interim housing apply.
  4. Graduating Seniors are NOT eligible for interim housing.
  5. Residents may not store any items in rooms during the interim period.
  6. Graduating Seniors are NOT eligible for interim housing.
- F. Opening & Closing**
1. Residents of Chapter Residences must adhere to all check-in and check-out dates and policies as determined by Columbia Housing.
  2. Residents of Chapter Residences must follow proper check-in and check-out procedures as outlined by Columbia Housing. Failure to adhere to these procedures may result in financial penalties.
  3. Passing of keys is strictly prohibited.
  4. University owned furniture present at check-in must be present at check-out.
  5. The chapter is responsible cleaning all common areas and backyard prior to closing the residence at the end of the academic year. Failure to properly clean these areas will result in the assessment of a cleaning fee.
  6. RAs are required to attend a comprehensive walk-through of the residence with Columbia Housing and Residential Life staff prior to check-in and upon the conclusion of check-out.
  7. Chapters will be billed for any damages assessed at check-out.
  8. The university does not accept liability for any lost, stolen, or damaged property stored over the summer.

## **V. RA**

- A. An RA must participate in the Fraternity and Sorority Life RA Selection Process, occurring in the Fall semester.
- B. The RA must live in the Chapter Residence.
- C. The RA must serve on the academic year calendar.
- D. The RA will serve as a primary liaison between the Office of Residential Life, Columbia Housing, and the Chapter in meeting the requirements outlined in the Expectations.
- E. The RA must attend all required trainings and meetings. Failure to do so may result in Housing Probation.
- F. The RA is the first to arrive in the Chapter Residence and the last to leave during the academic year. Thus, at the conclusion of the Spring semester the RA will remain through Senior Check- Out. For the Fall will need to arrive and check in no later than the date specified by Columbia Housing. Specific dates will be established at RA meetings hosted by Columbia Housing/Residential Life.
- G. The RA is expected to respond to all communication from University officers within a 24 hour period.
- H. The following must be submitted with these Expectations:
  1. RA Statement and Understanding of Agreements Form
  2. A description of RA duties specific to the chapter and congruent with the expectations of the RA Statement and Understanding of Agreements Form.
  3. An accountability system to address failure to fulfill responsibilities

## **VI. Housing Probation**

- A. The Associate Director for Fraternity & Sorority Life and Leadership Development or designee reserves the right to place a chapter on Housing Probation at any time for failure to meet the requirements of the Chapter Residence Expectations. The length of this probationary period will vary based on the nature of the failure to comply.
- B. If at any time during the probationary period, the Chapter is found to be in non-compliance with the terms of these Expectations, the Chapter may be required to appear before the IGC Judicial Board to explain the circumstances of the non-compliance. The IGC Judicial Board will make recommendations to the Associate Director for Fraternity & Sorority Life and Leadership Development regarding the noncompliance. This may include loss of housing.
- C. In the event that allegations of chapter misconduct violate the University Policy and/or the Chapter Residence Expectations, the Office of Residential Life-Fraternity & Sorority Life may choose to resolve the matter independent of the IGC Judicial Board process.
- D. If a Chapter is placed on Housing Probation three times within a five-year period, the fourth offense may result in the IGC Judicial Board submitting a recommendation of Loss of Housing to the Director of Residential Life.
- E. The advisor and affiliated national organization will be notified by the Associate Director for Fraternity & Sorority Life and Leadership Development or designee at any time that a Chapter is placed on Housing Probation.

## **ROSTERS & SWIPE ACCESS**

RAs are responsible for submitting Housing Rosters and Swipe Access rosters by the designated deadline established by Residential Life-Fraternity & Sorority Life and Columbia Housing. These items should be submitted to the Assistant Manager of Columbia Housing and Associate Director for Fraternity & Sorority Life.

RAs are responsible for upholding the Early Arrival expectations given to all student in residence arriving prior to returning students' move in day each fall. RAs are expected to move in only on or after their approved check-in date and are expected not to provide access to any other residents or members prior to each student's approved check-in as determined by Columbia Housing. Swipe access records or incidents reports indicating that residents and members have engaged in unapproved occupancy or moving in prior to their check-in date will result in disciplinary action for the chapter and individuals.

Swipe access will not be granted or updated until the appropriate information is submitted. Fall swipe access rosters are due on July 1<sup>st</sup> each summer. Spring swipe access rosters are due 1 week prior to the start of classes in January. Please allow one month for processing Spring semester changes. Swipe access is only updated two times per year following submission of these swipe rosters. New initiates will be granted access the semester following their initiation. Swipe access rosters that are not submitted prior to these timelines will not be updated in the card system.

## **SUMMER CLOSINGS**

### **Closing Chapter Residences**

**All chapter residences are closed for the summer terms. Access to closed residences during the summer is prohibited.**

Summer closing is effective as of Senior Check-Out (unless otherwise designated by Columbia Housing) and will remain closed until the RA returns for the fall semester. No member of the organization will be granted

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access to the building during the summer. No exceptions. Any person accessing a brownstone without proper authorization will be referred to Dean's Discipline.

### **Common Areas**

Only items present throughout the academic year are to remain in the common areas during the summer. All other items will be discarded.

## **SUMMER CLOSING PROCEDURES**

The procedures are subject to change. Notice of changes will be provided at the RA Closing Meeting hosted annually by Residential Life and Columbia Housing.

### **I. General Information**

#### **Community Responsibility**

It is everyone's responsibility to leave the chapter house in the same manner as when you arrived. Please take your trash downstairs to the trash rooms or outside to the dumpsters. Do not leave anything (food, dish soap, detergent, etc.) in your room or suite. For things that you do not want, please remember to Give and Go Green.

#### **Check-Out Dates and Times**

**Non-Seniors** must vacate their rooms within 24 hours after the last exam or by 12:00 noon on the date specified by Columbia Housing whichever is sooner.

**Seniors** must vacate their room by 12:00pm the day after Commencement Day.

*If you do not Check-Out by the scheduled time of 12:00 noon, you will be charged a late Check-Out fee of \$100 for the first hour and \$50 for each additional hour. This INCLUDES a late Check-Out through the Express Check-Out Box. Columbia Housing employees will be collecting the Check-Out envelopes at 12:00 noon, and any envelopes submitted to the Express Check-Out Box past 12:00 noon will be considered late and subject to late fees.*

**Interim Boarders** will receive direct communication from Housing regarding move date and summer room assignment.

#### **Disposing of Large Items**

Chapters may bring their trash to a dumpster at 114<sup>th</sup> and Broadway Avenue, immediately behind Carman and Lerner Halls. The dumpster will be at this location on dates specified by Columbia Housing. The dumpster is accessible at all times. If trash is left in a room or suite, or on the floor, Common Area Damage will be billed every time Facilities is forced to remove the trash.

#### **Summer Brownstone Closing**

All chapter residences will be closed for the summer. Closing is as of Senior Check-Out (unless otherwise designated by Columbia Housing) and will remain closed until the RA returns for the fall semester. No member of the organization will be granted access to the building during the summer. No exceptions. Any person accessing a brownstone without proper authorization will be referred to Dean's Discipline.

### **II. Prior to Check-Out**

#### **Common Areas & Backyards**

The chapter is responsible for cleaning all common areas. Common areas include chapter rooms, kitchens, laundry room, basement, storage rooms, etc. Failure to clean common areas will result in a cleaning fee assessed

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by Housing. Common areas cannot be used as storage space. Items not present during the pre-closing walkthrough will be discarded.

Backyards cannot be used by the chapter with advanced permission from the Office of Fraternity and Sorority Life.

Please use **Closing Cleaning Checklist** to ensure all areas are address and to avoid cleaning charges.

### **Removal of all Air Conditioning Units & B-B-Q Grills**

All air conditioning units must be removed from bedroom windows. Units should be discarded properly or taken home. B-B-Q grills are no longer permitted and must be discarded.

### **Preparing Your Room for Check-Out**

- Your room must be in the same condition you found it when you first moved in.
- Pack all your belongings.
- Throw out all garbage in the trash room or the dumpsters placed around campus.
- Recycle appropriate items.
- Vacuuming/sweeping is required. Each person leaving a suite should vacuum/sweep the common area.
- If the condition of a room or suite requires additional cleaning, you will be charged a housekeeping fee.
- Cleaning includes your door; remove all posters/dry erase boards and the tape behind them. Otherwise, it could result in an additional charge.

## **III. During Check Out**

### **Keys and Check-Out Envelopes**

- All keys are collected through your Check-Out Envelope and will be returned to Columbia Housing by the student through the Express Check-Out box at Broadway Hall or at the Hartley Hall Hospitality Desk.
- Each resident must inform their RA when they plan to leave the house.
- RAs must contact Frances Gonzalez in 118 Hartley to let her know if a student has not moved out on time by:
  - Noon on May 13 for non-seniors
  - Noon on May 18 for seniors
- Brownstones with swipe access will be deactivated on the date of check-out.

### **Check-Out Information**

If you do not vacate your room and Check-Out by the scheduled time of 12:00 noon, you will be charged a late Check-Out fee of \$100 for the first hour and \$50 for each additional hour. Any residents who are remaining in their rooms after 12:00 noon will be subject to these same late fees.

You will be recorded as having checked-out only after:

- All keys issued to you at Check-In have been returned by the student. The student that fails to return their room key(s), will be charged \$10 for each unreturned key and \$50 for a lock change.
- Each resident must return a signed Check-out envelope to the Columbia Housing in order to be considered checked-out.
- If you have any questions, please contact Columbia Housing by sending an email to [housing@columbia.edu](mailto:housing@columbia.edu) or calling the Hartley Hospitality Desk at 212.854.2779.

### **Moving Bins**

#### **Availability**

- Moving bins are available at the Hartley Hospitality Desk 24 hours each day. They will also be available in the lobbies of Broadway, Carman, Hartley and Schapiro, as well as the East Campus rear entrance.
- In the event of rain, they will be distributed from inside the buildings. At peak Check-Out times there can be a wait for a bin.

- Please consider this possible delay when planning your move. Bins **WILL NOT** be rented during Class Day ceremonies and Commencement.
- At peak Check-Out times, there can be a wait for a bin. Please consider this possible delay when planning your move.

#### **Procedures**

- To rent a bin, residents must display a valid Columbia University ID Card.
- Rental is free for the first two hours and \$10 per additional hour. The maximum charge for bins is \$250.
- There is a charge of \$250 for lost or unreturned bins. All charges will be billed to your student account.
- Students who have already checked-out may no longer rent bins.

#### **Trash**

Dispose of items properly before leaving, as garbage removal prevents pest problems. For your convenience, large plastic bags are available from your super.

When disposing trash, please use the following guidelines:

- Dispose of all bottles, cans, plastics, and newspapers in the recycling receptacles on your floor.
- Do not use the plastic garbage bags provided by Columbia Housing for packing your belongings. ***You will risk having your belongings mistakenly discarded as trash.***
- Leave your room in clean condition to avoid being charged. Remove bagged trash from your room.
- If there is trash in your room after you leave you will be charged an extra cleaning fee.

#### **Final Points**

- Please take extra security precautions. Many people will be coming in and out of the building; it will be easy for thefts to occur. Lock your door when you leave. Do not leave belongings unattended.
- 24 Hour Quiet Hours start on the Monday following the last day of classes at 11:00pm and will remain in effect until 8:00am on underclassmen move-out. Please be respectful of others' finals.
- If you are waiting for a ride that is delayed on move-out day, you will need to wait in the ground floor foyer/lobby with all your belongings after 12:00 noon.
- Good luck on finals and HAVE A GREAT SUMMER!

#### **IV. Post Check Out**

##### **Final Walk Through of House**

Every RA will conduct a final walk-through of the house with Residential Life, Columbia Housing and Facilities on the day after Commencement. Every room will be entered and an inventory of furniture will be done. Damages and cleaning needs will be documented. A schedule of the walk throughs will be distributed at a later date. If you have a preference or if the house is completely empty prior to Commencement please notify Residential Life to schedule an early walk through.

##### **Interim Housing**

Interim housing will be in the brownstone until Summer Check-In (to be determined by Columbia Housing). **NO EXCEPTIONS OR EXTENSIONS!** All brownstones closing for the summer will have an additional walk-through conducted by staff after check-out of the RA.

**NO ACTIVITIES** will be allowed during the interim period!!! Any activity will result in disciplinary action.

##### **Storage Room**

There is no storage in the brownstones. Chapters that want to utilize summer storage spaces should work with their advisor to identify an off-campus storage vendor.

## Your Room and Common Area

RAs must walk through each room and report any noticeable damages or unusual conditions for each room, including any of the conditions listed below.

Residents are financially responsible for any damages, missing items, or unsatisfactory conditions in their rooms. Financial responsibility for areas other than individual student rooms will be assigned to the smallest definable group (i.e. suitemates sharing a common area). Residents will be charged for costs including, but not limited to:

- Replacing or repairing furnishings, appliances, or fixtures that have been altered or removed without express written approval from Columbia Housing. This includes items removed from personal rooms, suite common areas, floor and building lounges, and other residence hall spaces.
- Returning furnishings, appliances, or fixtures to their proper locations.
- Additional cleaning of common area appliances, rugs, floors, or furnishings after Check-Out.
- Taking corrective action when residents do not maintain satisfactory housekeeping, sanitation, and safety standards.
- Repairing and restoring beyond normal wear and tear.
- Replacing or restoring fire equipment or other safety devices.
- Removing abandoned bulk items such as furniture or cement blocks.
- The charge for repair, restoration, or corrective action will equal the costs of material and labor. The charge for items lost, stolen, or destroyed will equal the cost of replacement. The minimum common area damage charge is \$10 per resident.

Here are some common charges:

ITEM	CHARGE
Cleaning of Room/Suite	\$140 per person
Mattress	\$200
Bed Frame	\$225
Room Furniture	\$450
Suite Furniture	\$450
Disassembled Units	\$145
Sheetrock Damage (wall)	\$300 per wall
Plaster Damage (wall)	\$300 per wall
Repainting (wall)	\$300 per wall
Locks	\$50
Carpeting (8' x 10')	\$600
Broken Window	\$175
Broken Door	\$600
Television	\$500
Broken Jacks	\$450

**Was damage caused to your room or suite by someone other than you?** *It is your responsibility to get written documentation from your roommate(s)/suite(s) for any specific damages they caused in your room or suite. The Associate Director for Fraternity & Sorority Life must receive this documentation prior to Closing Day (see dates above). All damages not identified in writing prior to this day will result in both roommate(s)/suite(s) being charged equally for any costs.*

## **V. Fall Check-In**

- Residents are prohibited to access the brownstone until their official move-in date. Any person found in the chapter residence without authorization will be referred to Dean's Discipline.
- Any resident with access to the chapter residence allowing unauthorized persons to enter will be referred to Dean's Discipline.
- Swipe access will not be activated for non-residents until the first day of classes

## **GENERAL CHAPTER RESIDENCE POLICIES**

All policies stated in the Guide to Living are applicable in the brownstones. It is the responsibility of the RA to ensure residents are educated and all policies adhered to. The policies stated below are in addition to those listed in the Guide to Living.

### **I. Cleaning Services**

For University-owned facilities staff is assigned to provide basic cleaning services. Common rooms, shared bathrooms, hallways, trash removal, and mopping of common areas are basic services provided on a regular basis. This DOES NOT include washing dishes or cleaning obstructed countertops. If your chapter residence is not being maintained please contact Columbia Housing. Cleaning schedules will be posted by facilities staff.

### **II. Trash Removal**

#### **A. Unacceptable Items for Trashcans**

Any type of chemicals, paint, car batteries, hazardous waste, refrigerators, tires, used oil, propane tanks. These items should be disposed of according to label on the item.

#### **B. Area around the Trashcans & Sidewalks**

- Keep the area tidy around the trash cans
- The staff needs a clear shot at the front of the container to place it on the curb. If the truck comes and the trash is not placed on the curb they will leave. This delays the pick-up to another day.
- DO NOT PLACE ANYTHING OUT ON THE SIDEWALKS! Please inform your super that you need large items disposed of i.e. cardboard boxes, furniture, etc.

The residents are responsible for disposing of trash in the proper receptacles. Trash is removed from each chapter residence on the following days of the week:

**MONDAY, WEDNESDAY and FRIDAY**

Large items are removed on the following days of the week:

**MONDAY, WEDNESDAY and FRIDAY**

\*Only six items at a time will be removed. Example: 6 sofas or 6 refrigerators without doors\*

\*\*Contact the brownstone Superintendent for large item removal\*\*

### **III. Recycling**

All fraternities/sororities or privately owned housing, must participate in both Columbia University and New York City recycling programs:

All fraternities and sororities in brownstones and residence halls must participate in the following CU recycling programs:

- White paper recycling

- Returnable can and bottle collection for the homeless
- Newspaper recycling
- Upcoming programs including cardboard and scrap metal recycling

Privately-owned Housing- All fraternities and sororities in privately-owned housing must comply with NYC Recycling Programs which include curbside pick-up of newspaper, magazine, and cardboard. The residents are responsible for proper removal of recyclable waste. Any groups which do not comply with these laws may be severely fined by the NYC Sanitation Department.

**\*\*Recycling is picked up on FRIDAYS ONLY\*\***

#### **IV. Exterminator**

Exterminators visit the chapter residences once a month. If your residence needs additional service please talk to your porter.

#### **V. Columbia University Noise Policy**

Occupation of a chapter residence is a *privilege* that is accompanied, however, by the responsibility or respecting the needs and rights of neighbors who may or may not be part of the college community.

Organizations in off-campus housing should be particularly sensitive when addressing complaints from the community about disturbances such as noise.

The purpose of the following policy is to provide a clear definition of noise and related violations and how to anticipate them.

##### **A. Noise**

There should be no loud noises emanating from the house, its doorsteps, backyard, or the sidewalk, at any time of the day, evening or night, but especially between 10p.m. and 8a.m. *This includes, but is not limited to, screaming and shouting, amplified music loud enough to be heard outside the house, speakers facing out of windows, speakers or bands on the roof or singing as well as any other disturbances loud enough to be heard outside.*

##### **B. Sound Reduction**

Chapters should take all measures to reduce sound emanating from houses during regular activities and parties. This includes, but is not limited to, closing all windows and doors, sound-proofing music practice rooms, and placing speakers away from windows.

##### **C. Backyards**

Use of backyards is permitted with advanced permission from the Office of Fraternity and Sorority Life, provided that the noise is not excessive (i.e. no amplified music, screaming). In addition, there should be no noise of any kind after 10pm (this includes private and open parties). Basketball hoops are not permitted on University owned buildings.

#### **VI. Rooftops of University-Owned Residences**

The use of rooftops for parties or any other reason is **STRICTLY FORBIDDEN** by the NYC building code. No one is allowed on the roof at any time for any reason-except for emergency exit without the permission from Housing.

#### **VII. Fireworks**

The possession or use of fireworks in the house or on the roof is **prohibited**.

#### **VIII. Letter Painting**

In accordance with New York City law, the painting of Fraternity/Sorority letters on the paved streets (i.e. 113<sup>th</sup>, 114<sup>th</sup>, and 115<sup>th</sup> and so on) is strictly prohibited. Any organization found to violate this policy will face the penalties of the IGC Judicial Board and may be subject to legal penalties as well.

## **IX. Air Conditioning and Space Heaters**

For safety reasons, window-unit and portable air conditioners are not permitted in any residence hall or brownstone. If an air conditioning unit is discovered in your room, your unit will be confiscated and you will be subject to fines and Dean's Discipline. If you require a space heater, you may request one from the Hospitality Desk. All requests are considered but not guaranteed. You may not provide your own space heater. AC Units found in rooms will be removed.

## **GENERAL CLEANING SERVICES PROVIDED BY UNIVERSITY**

### **Daily Activities (Mon thru Fri)**

- Remove trash from bathrooms and designated areas.
- Fill dispenser with toilet tissue.
- Report maintenance and custodial deficiencies.
- Sweep sidewalk.
- Remove trash from building on designated pick up days.

### **Common Areas, Corridors and Stairwells (Twice per week)**

- Sweep all entrances, steps and exit areas.
- Empty all waste baskets and other trash receptacles to designated areas.
- Dust all areas within hand high reach to include window sills, walls, and edges.
- Spot clean glass on entrance doors.
- Spot clean all doors, frames and light switches.
- Sweep and damp mop stairwells.

### **Bathrooms (Twice per week)**

- Wash, sanitize and dry all bowls, seats, wash basins, and mirrors.
- Scrub and wash showers, faceplates, shower knobs and soap dishes.
- Sweep, mop and sanitize floors.
- Dust all sills, partitions, ledges, vents, and exposed piping.
- Wash all partitions.

### **Laundry Rooms (Twice per week)**

- Sweep and mop floor.
- Dust and wipe vents, doors, ledges, and equipment.

### **Kitchens (Twice per week)**

- Clean and wipe down appliances, counter tops, and all surfaces.
- Dust ledges, window sills, vents and shelves
- Clean inside and outside of microwave oven.
- Sweep and wet mop floor.
- Wash and spot clean glass surfaces.

## **WHO YOU WILL SEE IN YOUR RESIDENCE**

### **I. Facilities Staff**

On a daily basis you will see the porter and superintendent of your building. These staff members will be dressed in Columbia University issued uniforms. They perform day to day services in the chapter residence.

### **II. Contractors**

The University may need to hire contractors to address specific issue in the residence. Contractors will not be in Columbia University issued uniforms however, will be accompanied by staff. You will receive notification from

Housing prior to contracts entering the residence and a notice will be placed on your front door. If this does not occur please contact:

**Danielle Martin**

Manager, Hospitality Desk  
212-854-2779  
Ddl2122@columbia.edu

**Afshan Nawaz**

Assistant Manager, Hospitality Desk  
an2521@columbia.edu

**III. University Administrators**

Every week a group of administrators representing Columbia Housing, Residential Life and Undergraduate Residence Hall Facilities walk the chapter residences. These routine walk-throughs are a time for administrators address any facility related issues.

## THE PUBLIC RELATIONS APPROACH

We can positively promote the Columbia University experience through the maintenance and appearance of our facilities. When the campus and surrounding community see stoops and backyards cluttered with cans, bottles, trash, and debris, a quick judgment is often made about the facility's residents and the Greek community in general. The Greek areas have a prominent location on campus, and, good or bad, the condition of our homes communicate a great deal to the campus and surrounding community.

Consider the following questions:

- Do our facilities communicate pride in our organizations?
- Do our facilities communicate that we are responsible neighbors in the New York City/Morningside Heights community?
- Does our facility positively reflect on the Greek community and College?

## GENERAL MAINTENANCE SUGGESTIONS

**Washing Machines:**

- Maintenance by university staff. Call the Hospitality Desk for assistance.
- Keep interior clean
- Check washer water fill hoses for cracks, blisters, corroded fittings, and leaks

**Clothes Dryers:**

- Clean lint after every load
- Periodically, clean exhaust hose that leads to exterior of house
- Periodically, clean lint and fabric sheets from behind dryers.
- Pick up clothes around laundry room

**Dishwashers:**

- Never wash anything other than dishes in your dishwasher.
- Dishwashers should be run at least once per week to keep seals moist.
- Periodically wipe area around seals to prevent soap scum buildup.

**Microwaves:**

- Check output efficiency annually (or when needed) – For 600 – 1000 watt microwave ovens, place an 8-ounce cup on water in the oven and operate the unit on high for 3 minutes. The water should be boiling.

- Don't attempt to repair microwave yourself
- Microwaves should be run on a separate electrical circuit to allow for most effective operating

**Refrigerators and Freezers:**

- Empty and clean drain pan (when cleaning condenser coils)
- Keep perimeter door gasket clean
- Keep food compartment between 34-40 degrees and freezer compartment at 0 degrees

**Range/Oven:**

- Keep range top and oven clean
- Periodically check oven-door gasket - should be soft/pliable
- In a gas range, inspect the pilot flame – flame should be sharp blue cone approximately 1/4 inch

**Garbage Disposals:**

- Clean disposal by putting ice cubes and ¼ cup of white vinegar into unit and operating it with no running water. When it sounds like the ice cubes are gone, slowly run cold water.
- Keep cooking grease, coffee grounds, hair and soap scum out of the drain

**Plumbing/Bathrooms:**

- If any of your appliances develop a leak call the Hospitality Desk
- Check bathtub and shower caulking monthly and request improvements promptly as needed
- Do not throw food trash in the bathroom

**Doors, Doorknobs, and Locks:**

- If door doesn't shut securely, check to see if hinges can be adjusted to allow for closing. Hinges can be bent to correct the swing angle of the door.
- Adjusting strike plate can help door close securely

**Trash:**

- Keep lid to trash container closed at all times
- Keep trash picked up from outside of trash container

## GENERAL SAFETY SUGGESTIONS

Consider the following suggestions in mind as you work to lower the possibility of an accident in your house. Keep in mind that safety tips are only effective if they are shared with the members of your organization. \*

- Educate ALL members about facility rules, policies, and safety procedures
- Post guidelines and tips in visible areas (by community phones, exits, bathrooms, kitchen, etc.)
- Verify safety systems (smoke detectors, alarms, fire extinguishers, exit signs, lighting) are checked on regular basis
- Make sure exit signs are visible and in place
- Make sure emergency lights and batteries are working and charged
- Keep stairways clear of debris and lighted at all times
- Close doors that open to a stairway at all times
- Keep exit ways to fire escapes free of debris and maintain access to exit windows.
- Do not allow candles of any kind in the house.
- Submit maintenance requests for broken plaster immediately.
- Never store gasoline or propane inside your house.
- Do not use the boiler room or other mechanical room for storage, especially anything combustible.
- Make sure combustion air inlet for boiler isn't blocked - could result in carbon monoxide poisoning
- Post the locations of all utility shutoffs in case of flood, electrical fire, etc.
- Do not hang anything from the sprinkler system as it will interfere with the spray pattern of the sprinkler head. Sprinkler may go off.
- Never run wires under a rug, through doorways, windows or any place a wire can get pinched and short circuit.



- Have fire extinguishers checked annually.

\* Information provided by the Massachusetts Institute of Technology

## FIRE SAFETY

Every year college and university students experience a growing number of fire related emergencies. In the majority of cases where fire fatalities occurred on college campuses, alcohol was a factor. The leading causes of fire injuries on college campuses are cooking, careless smoking, and candles. Some causes of house fires include:

- Improper use of 911 notification systems delays emergency response.
- Student apathy. Many are unaware that fire is a risk or threat in the environment.
- Evacuation efforts are hindered since fire alarms are often ignored.
- Building evacuations are delayed due to lack of preparation and planning.
- Vandalized and improperly maintained smoke alarms and fire alarm systems inhibit early detection of fires.
- Misuse of cooking appliances, overloaded electrical circuits and extension cords increase the risk of fires.

## FIRE PREVENTION TIPS

### Electrical Safety:

- Replace or repair electrical devices with loose cords
- Avoid running extension cords across doorways or under carpets.
- DON'T OVERLOAD EXTENSION CORDS.
- Be sure extension cords are properly rated and used only temporarily.
- Don't use an electrical outlet or switch if the protective cover is ajar, cracked, or missing.
- Place lamps on level surfaces, away from things that can burn. Avoid Halogen lamps.
- Use bulbs that match the lamp's recommended wattage.

### Cooking:

- Cook only where rules allow.
- Keep the kitchen clean and uncluttered.
- Unplug unused electrical appliances
- Never leave cooking unattended.

### Smoking:

- Smoke only where rules allow.
- Use large, deep, non-tip ashtrays.
- Don't smoke in bed.
- It is risky to smoke when you have been drinking or when you are drowsy.

## KITCHEN SAFETY

Below are a few guidelines that will reduce your chances of having health and safety incidents in the kitchen.

- Wash your hands before working in the kitchen. Also, wash your hands at regular intervals as necessary while you work. Keep nails clean to prevent the spread of germs. Cover any cuts with

waterproof dressings. Change the dressings when work in the kitchen is finished. Remove any jewelry that might get in the way and tie back hair.

- In the event of a power outage, foods stored in the refrigerator and freezer will stay fresh for a period of time if the doors are left closed. A full, tightly packed freezer will stay frozen for 48 hours if the door is closed. A partially filled freezer will last for 24 hours. Any cooked foods that thaw should be eaten immediately or thrown away. Uncooked food that still has ice crystals on it or is still cold (40 degrees F) can be safely refrozen.
- Keep foods either hot or cold. The bacteria that cause spoilage and food poisoning grow best when food is lukewarm. Be especially careful with raw poultry, seafood and foods with a base of eggs, such as mayonnaise or egg salad.
- Make sure the temperature in your refrigerator is 40 degrees or under.
- Never leave cooking unattended. If you must leave the kitchen for some reason, turn the heat off.
- If you spill something on the floor, clean it up. Keep a mop or such handy for this purpose.
- Clean any grease build-up from the stove, oven & exhaust fan regularly. Cooking grease & oil ignite easily & burn rapidly. Never use grills of any type in the house.
- Don't store volatiles such as cleaning fluids, gasoline, and kerosene near food.
- Pesticides such as bug killers, roach poison and rodent bait should be considered dangerous. Store carefully, and not in the kitchen.
- Drain cleaners, bleaches and strong acids can be dangerous.
- Properly clean dishes and utensils. The dishwasher hot water should be at least 180 degrees F.

## HOME SECURITY

Review the following to help secure your facility and educate members on home security.

### **Secure Your Space!**

Close the door behind you, lock your doors and windows, and do not share your door code or loan your key.

### **Close it Behind You!**

Do not allow unknown people to enter your chapter house behind you, and, do not prop your doors open.

### **Locks only work if you use them!**

### **Space for Everything!**

Do not leave your identification, wallets, jewelry, and other valuables in plain view. Find a safe place to store your belongings.

### **Identify Your Property!**

Encourage members to mark valuables with identifiable marks and take inventory of property.

## GENERAL EVACUATION PROCEDURES

When evacuating your facility:

- Stay calm; do not rush and do not panic.
- Safely stop your work.

- Gather your personal belongings if it is safe to do so. (Reminder: take prescription medications out with you if at all possible; it may be hours before you are allowed back in the building.)
- Use the nearest safe stairs and proceed to the nearest exit. Proceed across the street from your house and report to your RA.
- Wait for any instructions from emergency responders.

Do not re-enter the building until you have been instructed to do so by the emergency responders.

## RA 2016-2017 CALENDAR

<b>August 19-August 26</b>	<b>RA Training</b>
<b>September 3</b>	<b>Upperclass Move-In</b>
<b>September 6</b>	<b>Fall 2016 House Access Roster Due</b>
<b>October (dates TBD)</b>	<b>FSL RA Selection</b>
<b>November 16</b>	<b>Spring 2017 House Rosters Due</b>
<b>December 1</b>	<b>Spring 2017 House Access Rosters Due</b>
<b>December 23</b>	<b>Fall Checkout</b>
<b>January 11-13</b>	<b>Winter Recharge Training</b>
<b>February 15</b>	<b>Fall 2017 House Rosters Due</b>
<b>April 23</b>	<b>Spring Orientation</b>
<b>May 13</b>	<b>Non-Senior Move-Out</b>
<b>May 18</b>	<b>Senior Move-Out</b>
<b>May 19</b>	<b>RA Move Out</b>

<b>IMPORTANT REMINDERS</b>	
<b>Trash Removal</b>	Monday, Wednesday, Friday
<b>Large Item Trash Removal</b>	Monday, Wednesday, Friday

<b>Recycling</b>	Fridays ONLY
<b>Exterminator</b>	Once a Month
<b>Scheduled Walkthrough Date</b>	Will be emailed to you

## RA RESOURCES

### **I. General Housing Helpful Contacts**

Customer Service Center 212-854-2775  
112 Hartley Hall

Hospitality Desk (24hr Assistance) 212-854-2779  
Hartley Lobby

General Inquiries [Housing@columbia.edu](mailto:Housing@columbia.edu)

Maintenance Requests <http://www.facil.columbia.edu/Services/>

### **II. Who to Contact**

For issues regarding roster submissions, room changes, check-in & check-out information please contact:

**Frances Gonzalez**

Assistant Manager, Student and Guest Accommodations  
118 Hartley Hall  
(212) 854-8134  
[fg2153@columbia.edu](mailto:fg2153@columbia.edu)

For follow up to maintained request already submitted or special chapter residence facilities issues please contact:

**Danielle Martin**

Manager, Hospitality Desk  
212-854-2779  
Ddl2122@columbia.edu

**Afshan Nawaz**

Assistant Manager, Hospitality Desk  
an2521@columbia.edu

For general help in any area of house management please contact:

**Yvonne Pitts**

Residence Hall Director for Fraternity & Sorority Life  
515D Lerner Hall  
212-854-4196  
[ylp2103@columbia.edu](mailto:ylp2103@columbia.edu)

## HOUSE MANAGER NOTES