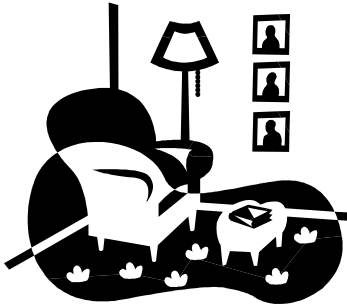


GUIDE TO APARTMENT LIVING AT RMU



Guide to Apartment Living at Robert Morris University

Lexington and Concord Halls were designed to provide upper-class students with a residential lifestyle more compatible with their needs for privacy and independence. This living arrangement is unique on our campus. The following pages will acquaint you with the policies and expectations for living in the apartments.

Residence Life Staff

Resident Assistants reside on the second and fourth floor of Lexington and first, third, and fifth floors of Concord, and serve to facilitate harmony within the community. Through interaction and programming, RAs will work with the residents to better prepare them for life after Robert Morris. Housekeeping staff will be present regularly to ensure the cleanliness of lobby areas.

Building Features

Bulletin Boards

Bulletin boards have been placed throughout Lexington and Concord Halls. Residents will be responsible for checking these boards for pertinent information being posted by the staff.

Floor Lobbies & Conference Rooms

In Lexington Hall, each floor lobby is furnished with comfortable furniture for studying as well as socializing. On the first floor, in addition to the lobby area, there is a guest bathroom and a conference room. Recognized student organizations can reserve the conference room by contacting the Office of Residence Life.

In Concord Hall, each floor has a designated study lounge furnished with tables and comfortable chairs. These lounges are ideal locations for study group meetings or individual work.

Laundry Rooms

Laundry rooms are located in both Concord and in Lexington Halls on each floor. The washers and dryers are available for student use free of charge.

Apartment Features

Bathrooms

Each apartment has a double bathroom. To maximize the use of this facility, the shower stall, commode and sink are separated into individual rooms with doors. This way, three or four people may be using the bathroom facility at the same time. Apartment mates will negotiate bathroom use and cleanliness as part of their apartment living agreement.

Bedroom Furnishings

Each room has a desk, mobile drawer unit, desk chair, bed and 80" mattress, dresser unit and mini blinds. The beds have adjustable rails so the student can easily select the height.

The desk was designed for computer use. The furniture, if moved during the semester, must be returned to its original placement prior to moving out of the room. Lofts, bed flipping and waterbeds are prohibited.

Common Living Room

All members of the apartment share the living room. It is furnished with a sofa, coffee table, club chair, end table and barstools. As part of a common living space, the furniture is to be shared by all and must remain in the living room. Upon checking out, students must return all furniture to its original placement.

Kitchen Appliances

The residents will share a full size refrigerator, stove, dishwasher, garbage disposal and microwave oven. These appliances have been provided for your convenience. All residents are encouraged to thoroughly review proper operation of the appliances and observe safety precautions when operating appliances. Damage to the appliances as a result of improper operation or neglect will result in fees assessed to the apartment residents for repair or replacement. No other microwaves or refrigerators are permitted in the apartment.

Telephone/Internet/Cable

In Lexington, each apartment will have one telephone line located in the common area, which all roommates will share. In Concord, each bedroom will have its own telephone line.

In both Lexington and Concord, there will be an individual Ethernet line and cable port in each bedroom. Students must provide their own television cable cords. An additional television cable port is provided in the living room for the shared use of all residents.

Storage Room

Each apartment has a storage room for the convenience of the residents. Residents of the apartment share the storage space throughout the term of the housing contract.

Thermostat

There is one thermostat in each apartment that controls the heating and air conditioning in the individual unit. Apartment mates should agree upon a comfortable temperature. To avoid freezing the units during warm weather months, the thermostat should be set at 68 degrees and on 'auto'. During the cold weather months, the thermostat should be set between 68 and 72 degrees.

Safety Equipment

Fire Safety

Fire extinguishers are provided near the entrance to each stairwell on every floor. Each kitchen is equipped with an ABC chemical extinguisher located under the sink. Each apartment is also equipped with a sprinkler system and smoke detectors. If the smoke detector alarm sounds, notify the Residence Life staff immediately. Note: Do not damage or hang anything from the sprinkler heads as this could create a serious fire hazard.

Keys / Card Access

Upon moving into the apartments, every student must check-in with the Office of Residence Life. Students living in Lexington or Concord will receive an Apartment/Room key upon arrival at Robert Morris. A student's Freedom Card will also be programmed to permit building entry. If a student's keys or Freedom Card are lost or stolen, the loss should be reported to Residence Life immediately. If a resident loses his/her key they will be charged a flat rate of \$75 for replacement. If a student loses his/her Freedom Card it should be replaced immediately through the Freedom Card Office and brought to the Office of Residence Life to be programmed for appropriate building access. All charges will be deducted from the student's damage deposit. If the student fails to return the building key and/or the room key to Residence Life at the end of the semester or before withdrawing from housing for any reason, the same fees will apply.

Students are forbidden to have any University key or access card duplicated commercially. Possession of an unauthorized access card, key or duplicate key could subject the student to immediate suspension from the University. In addition, keys and access cards are non-transferable. Students transferring keys or access cards will be subject to disciplinary action in accordance with the University Judicial System.

Doors should be locked when students are not in their rooms. The University assumes no responsibility for the loss or theft of property. However, all such losses should be reported to Residence Life and to Campus Police immediately so that every attempt can be made to recover the property.

It is against University policy to prop open residence hall entry doors. It is against, local, state and federal regulations to prop open a fire-rated door. For the protection of apartment residents, the outside doors of Lexington and Concord Halls are alarmed. Any time the doors are propped open, the alarm will sound and notify RMU Public Safety automatically.

Peep Holes

The front door of each apartment in both Lexington and Concord Halls is equipped with a peephole. As a safety precaution, we encourage you to utilize this before opening the exterior door.

Windows

Latches have been installed on apartment windows in both Lexington and Concord Halls to restrict the window from opening all the way to deny unwanted access. When you are not in your room, please close and lock your windows.

Cleaning Your Apartment

Apartment Cleaning Guide

The following information serves as a guide and is designed to assist you while cleaning your apartment during your stay and before you leave. Keep in mind that regular cleaning is required for the proper upkeep of your living area. Failure to clean your apartment can lead to permanent stains and damage that may be billed to you by Facilities Management at the close of the academic year. We encourage apartment residents to develop a regular cleaning schedule to divide the labor equitably among apartment residents.

- **Bathroom**
Rubber gloves should be worn before any housekeeping occurs when using chemicals. When cleaning your bathroom, use disinfectant bathroom cleaner to clean your sink, shower and other bathroom fixtures. Read the directions on the containers for proper use. Sponges should be used to clean these areas. Glass cleaner should be used for mirrors and glass. The floor should be done last. The floor should be swept then moped with a multi-purpose solution.
- **Carpet**
Carpeted areas in Lexington Hall should be vacuumed once a week. Contact your Resident Assistant for access to vacuums
- **Doors**
Any marks on room and outside doors should be cleaned immediately to avoid permanent damage and any associated charges. Window cleaner should be used with a sponge.
- **Microwave, Refrigerator and Kitchen Appliances**
Glass cleaner will remove most stains from the microwave without scratching. Commercially available, general kitchen cleaners are recommended for use on the refrigerator and for cleaning stove top surfaces. Oven cleaner or mild soap and a sponge are recommended for use in the oven. Cleaning will be made easier if a regular schedule is followed. Excessive build-up may cause damage to equipment and create a safety hazard.
- **Walls**
Marks on walls should be cleaned with mild soap and a sponge. Do not over soak because the walls are constructed of sheetrock, which could be damaged by too much moisture.

Cleaning Supplies

Each apartment resident is responsible for maintaining the apartment and providing their own cleaning supplies. We recommend that these supplies include a mop, bucket, sponges, trash liners, dust pan and broom, rubber gloves, a toilet brush, and cleaners such as DOW scrubbing bubbles, window cleaner, furniture polish, etc. All supplies are safe if used correctly.

Policies and Regulations

All students at Robert Morris University are responsible for the policies and regulations as published in the Guide to Residence Living, Residence Life Housing Contract Terms of Agreement, Code of Student Conduct, University Judicial System Handbook and/or as posted on the Robert Morris University web site. The policies and regulations listed below are supplemental to published policies and in no way supersede or limit published policies except as expressly stated below.

Alcohol Policy

In the privacy of their room, with the door closed and no minors present, residents 21 years or older are allowed to possess, consume, and be in the presence of alcohol. If everyone in an apartment is 21 or older, you will be extended the privilege of consuming alcohol in the privacy of your common living room area with the front door closed and no minors present.

Residents of each apartment will discuss these guidelines in their Apartment Agreement. Alcohol may be stored in the kitchen refrigerator if at least one of the residents is 21 years of age.

Apartment Agreement

To help facilitate communication within each apartment and to avoid potential disagreements, residents within the apartment are expected to complete an Apartment Agreement. Within the first two weeks of living together, residents will discuss topics such as guests and visitors, cleaning, noise, food/supply purchases and other common issues and responsibilities. Upon arrival of a new roommate, residents will need to re-negotiate the terms of this agreement. A copy of the Apartment Agreement will be provided by your Resident Assistant.

Appliances

The electrical capacity in the apartments cannot accommodate additional microwaves, refrigerators or heating/cooling units. These appliances are not permitted. Please consult the Guide to Residence Living for specific information regarding the use of appliances in residence. Toasters, coffeepots and other cooking appliances are permitted but should be used with extreme caution.

Capacity

In keeping with fire codes and for your safety, you will be allowed to have a maximum of 24 occupants in an apartment at any given time. This allows for 2 people per bedroom and 16 people per living area at any given time. The numbers have been determined by size of the structure and to facilitate egress in case of emergencies.

Health & Safety Inspections

Consistent with existing procedures, the staff will regularly test fire-safety systems and inspect apartments for acceptable health and safety conditions. Students may be advised to amend their cleaning schedules, should they be considered to threaten health or safety within the apartment or building. Students failing to comply with directives issued at inspection will face relocation from the hall and disciplinary action.

Occupancy

During the course of the academic year, vacancies may occur in the apartment units. The first priority in using these vacancies will be to assign students who are on the wait list for the apartments. Wherever possible or reasonable, apartments losing a roommate will have five (5) days to request a roommate who meets eligibility requirements or roommates from another apartment with vacancies. When aware of a vacancy, students should contact their Area Coordinator and advise them of preferences. All assignments and room changes are at the discretion of the Director of Residence Life. Residence Life reserves the right to assign students to vacancies within the residence halls. No room changes are permitted without the approval of Residence Life.

Trash Removal

Students are responsible for taking their trash to designated trash sites in each apartment building. Students should place the garbage in an appropriate bag, tie the bag and take it to the refuse area. All trash must be deposited in the proper container to prevent health and safety risks.

Walls, Ceiling and Window Trim

Students may not:

1. Use nails, screws, bolts or any other materials that will damage these areas.
2. Paint any part of the room
3. Hang anything from the ceiling or the sprinkler system.
4. Install any unauthorized fixtures (i.e. shelves, hooks, planters).

If you have any questions as to whether or not an item will be allowed, please be sure to check with the Residence Life Staff before installation.