



***SARATOGA TOWNHOUSE
HANDBOOK!***

Welcome to Saratoga Terrace!

Some of the Little Things You Should Know About Living in the Townhouses

Many of you have chosen to live in the townhouses in order to have an experience of independent living. In order to facilitate this experience, we are providing you with this information in order to ensure a successful year. Our staff is excited to welcome you and eager to assist you in finding the resources you may need.

While we hope that you will come to feel at home in your townhouse, please know that you must “fill your townhouse.” For example, if, from fall to spring, you lose a housemate to graduation, you will be asked who you would like to move into that space. If you do not provide Residence Life with the name of someone who will be moving in within the timeframe specified, ***another student will be placed there***, and you will be notified about their move in.

2012-2013 Residence Life Staff:

Area Coordinator

Caroline Whelan: 585.245.5766, whelan@geneseo.edu

Townhouse RAs

Delfin Iglesia, Unit 19, dai2@geneseo.edu

Erin Steinwachs, Unit 10, eas23@geneseo.edu

Evan Palmer, Unit 3, ejp2@geneseo.edu

Important Phone Numbers:

RA On Duty: 585-245-6167

University Police: 585-245-5651

Townhouse Area Coordinator, Caroline Whelan: 585-245-5766

CIT Help Desk: 585-245-5588

Maintenance: 585-245-5661

Residence Life Office: 585-245-5726

What to Bring:

Kitchen Supplies, Microwave, Cookbook, Saran Wrap, Foil, Shower Curtain, Bathroom Carpet, Toilet Paper, Plunger, Cleaning Supplies, Vacuum Cleaner, Dust Cloths, Lamps (Living Room and Bed Room), Light Bulbs, Waste Baskets (Each Room and Bathroom), Ironing Board, Large Kitchen Trash Bin, Garbage Bags, Boot Tray

Resources Provided:

Sink, Dishwasher, Full Stove, Refrigerator, Couch, two Chairs, one Coffeetable, one Endtable, Kitchen Table and four or five Chairs, Twin Bed and Mattress in each bedroom, Desk and Desk Chair in each bedroom, Dresser in each bedroom, Plastic Shovel and Salt, Printing Facilities in Saratoga Great Room, Laundry in Great Room, Two Bike Storage Areas

Some Helpful Tips for Independent Living:

1. Work with your housemates and decide who is going to bring which supplies so as not to duplicate efforts. It is a good idea for people to buy specific things and label them instead of splitting them four or five ways. This way each housemate owns something at the end of the year instead of one-fourth or one-fifth of everything.
2. Talk with your housemates and coordinate who is going to go shopping, who is going to cook, if sharing food is appropriate or not, which things are okay to share and which are not. Pooling resources can be very helpful. Perhaps sharing spices and milk and bread, but labeling anything that is personal or for a specific event. It is also helpful to create a shopping list as a townhouse and go together for some house bonding. Consider having a “family dinner” night with a rotating chef.

3. Cleaning responsibilities are often a struggle for townhouse residents. No one comes in to your townhouse to clean it throughout the year. Create a chore chart or a schedule for which housemate will do which chores and how frequently they should be done. You may choose to have one responsibility all year (cleaning the middle floor bathroom every two weeks), rotate (one week it's take out the garbage, another week vacuum, a third clean the bathroom), or take care of it individually (everyone is responsible for their own mess). Talk about ways to hold your housemates accountable in case responsibilities are neglected.

Maintenance Protocol:

For maintenance concerns (ie. leaky roofs, broken or damaged items not caused by personal abuse) use the following website: **go.geneseo.edu/workorder**. You can also call the Facilities Services (585.245.5661) during regular business hours, Monday through Friday from 8:00a.m. to 3:30p.m. If this is an emergency, please call the RA on Duty Thursday through Saturday (585.245.6167) or University Police Sunday through Wednesday (585.245.5651) after regular office hours.

Here are some steps you should take before calling maintenance:

1. Electrical outlets, etc.

For all electrical problems, check your breaker box first (located in one of your storage rooms). You do not want to dispatch maintenance if the problem can be fixed with the flip of a switch! Check/ change light bulbs if necessary. If you are experiencing problems with your computer connection, please contact CIT (585.245.5588).

2. Toilets

The toilets in Saratoga utilize approximately one gallon of water less than the Residence Halls. Therefore, be cautious about the amount of paper you place in them. NOTHING besides toilet paper should be flushed down the toilet. This will help prevent any clogging. Do not call maintenance to plunge your toilet unless you think it is a mechanical problem.

3. Thermostat

The (+) sign indicates warmer temperatures and the (-) sign indicates cooler temperatures. If you are experiencing problems (i.e. lack of heat or cool air) please be sure to notify the RA on Duty or Maintenance as soon as possible!

4. Fire Extinguishers

Fire extinguishers are under the kitchen sinks. They are checked at least once per year. For proper maintenance, you will be receiving additional information.

Trash Disposal and Recycling:

All trash must be placed in large garbage bags and sealed (**DO NOT** use small plastic bags, such as Wal-Mart or Wegmans bags). This will help alleviate the possibility of attracting rodents that like to linger around trash areas. Trash must be disposed of between Units 28 and 29 or Units 36 and 37. Please be sure to place trash in the large trash receptacles. Do not leave it on the ground. **SUGGESTION: Purchase a large trash bin/ liners for your kitchen area so you do not have to drop off trash on a daily basis.**

Please be sure to clean and rinse recyclable items before disposing of them. Recycling bins are available in the trash areas between Units 28 and 29 and Units 36 and 37.

Policies and Procedures:

1. Alcohol

Possession of alcoholic beverages by persons under the age of 21 is prohibited on the Geneseo campus. Persons 21 years of age and over may possess alcoholic beverages in their own unit. Alcohol may not be consumed in exterior areas of the townhouses. As a consideration, please refrain from placing alcoholic paraphernalia, such as: bottles, shot glasses, etc. in window sills or areas highly visible to outside pedestrians.

2. Lockouts

Your ID card is your key. If it is lost or stolen, you will be charged for a new ID. If you are locked out of your townhouse (but did not lose your card) please find one of the RAs. If you have lost your ID card during business hours please report to CAS immediately to receive a replacement card. If it is after hours, please call the RA on Duty or report to UP for a temporary card!

3. Decorating

If you intend to hang items in your townhouse, it would be most beneficial to use small pins or tacks. Other materials such as fun tac, masking tape or other heavy adhesives may stain the walls or strip the paint. This will help avoid damage billing at the end of the year!

4. Pets

No pets other than fish or turtles (in aquariums not exceeding 10 gallons) are permitted.

5. Fire Alarms

Each occupant should be familiar with the fire regulations and equipment in the unit. If an alarm sounds, evacuation is necessary. Tampering with fire equipment and/or noncompliance with fire regulations may result in disciplinary action. Any damage due to misuse of fire equipment will be billed to the occupants of the unit. The fire alarm will test itself at random intervals; the emergency lights will come on and then turn off.

6. Chalking

Chalking the walls or walks is prohibited.

In an effort to be more sustainable, please see the recipes below!

Eco-Friendly Household Cleaners

Mix together:

1 teaspoon liquid soap (castile, peppermint)

1 teaspoon borax

Squeeze of lemon

1 qt. warm water

OR

¼ cup baking soda

½ cup borax

½ cup vinegar

1 gallon water

For surfaces that need scouring, try moist salt or baking soda and a green scouring pad.

Window Cleaner

Mix together:

2 teaspoon vinegar

1 quart warm water

OR

2 tablespoon borax

3 cup water

Rub dry with newspaper to avoid streaking.

Disinfectant

Mix together:

¼ cup borax

½ gallon hot water