



SARATOGA TOWNHOUSE HANDBOOK 2013-14



Welcome to Saratoga Terrace!

Living in the Townhouses

Many of you have chosen to live in the townhouses because you are ready for independent living. The information in this brief guide should help you have 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 if a townhouse resident leaves, the Residence Life department may fill that room at any time. If you have a friend to pull into the space, that person will receive priority in filling the townhouse. 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. Every effort will be made to notify townhouse residents when a new resident is moving in. Residence Life will not convert a single-sex townhouse into a gender-neutral townhouse without residents' permission.

2013-14 Residence Life Staff:

Your Residence Director is Stephanie Haynes. You can reach her at haynes@geneseo.edu or 585 245-5745.

Townhouse RAs:

- Dan Palmateer, Townhouse 33 (dpp5@geneseo.edu)
- Nathan Trombley, Townhouse 17 (net2@geneseo.edu)

Important Phone Numbers:

- **Townhouse RA On Duty: 585 447-3656.** You may call this number any evening of the week. When you leave a voice message, make sure to state your name clearly and indicate what townhouse you live in. Explain your need or problem. If work needs to be done in your townhouse, always indicate whether you give permission for workers to enter the townhouse while you are away. If you prefer to be present, you must be available between 8:00 a.m. and 3:00 p.m., Monday through Friday.
- If you are experiencing an emergency—power outage, flooding, sewage, fire, etc.—call University Police immediately. **The UPD emergency number is 585 245-5222.**
- Non-emergency University Police: 585-245-5651
- CIT Help Desk: 585-245-5588
- Facilities Services: 585-245-5661
- Residence Life Office: 585-245-5726

What to Bring:

This list was developed by former townhouse residents: 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.

NOTE: Although your bathrooms will have toilet paper at the beginning of the term, townhouse residents subsequently supply their own toilet paper (put it on your shopping list!).

Resources provided with your townhouse: Sink, dishwasher, full stove, refrigerator, couch, two chairs, one coffee table, one end table, 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 individuals to buy and share small appliances, etc. instead of buying everything in common (hint: label each item you buy). 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 of regular tasks and how frequently they should be done. You may choose to have one responsibility all year (cleaning the middle floor bathroom every week), 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. Remember, at the end of the year, all townhouse residents will be charged if extra cleaning or repairs are needed in the spaces you share commonly.

Maintenance Protocol:

For maintenance concerns (e.g., leaky roofs, plumbing problems, heat problems, pest-control, broken or damaged items not caused by personal abuse) use the following website:

<http://go.geneseo.edu/workorder> or call the RA on Duty and leave a message.

If you need to follow-up on a maintenance request directly with Facilities Services, you can reach their dispatch office at 585 245-5661 during regular business hours, Monday through Friday from 8:00 a.m. to 3:30 p.m. You might call Facilities Services, for example, to supply a zone engineer additional information about your concern or to clarify your availability if you want to be present when a repair is done.

Do you need to file a request?

Here are some areas you may be able to address on your own. Never hesitate to contact your townhouse RAs, however, if you are uncomfortable handling any concerns in your townhouse.

Electrical outlets, etc.

For all electrical problems, check your breaker box first (located in one of your storage rooms). You do not need 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). For cable TV concerns, contact CAS (<http://www.geneseo.edu/cas/cable>)

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 file a work order to have a maintenance worker plunge your toilet if you are unable to address a clog. If your bathroom floods from your toilet, please call for emergency service.

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!

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. Take out your trash regularly, and be sure to place trash in the large trash receptacles. **Never leave trash bags on the ground.** If a bin is overflowing, please use a different receptacle. 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.

Snow removal

You are responsible for clearing snow immediately in front of your townhouse. Please use the shovels and salt provided (additional salt and shovels are stored in the bicycle sheds). The College will plow the common walkways. Please let your Residence Director know if you or a member of your townhouse has a temporary or permanent mobility restriction and needs assistance clearing walks.

Policies and Procedures:

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.

Lockouts

Your ID card is your key. If it is lost or stolen, you will be charged for a replacement ID. If you are locked out of your townhouse (but did not lose your card) please contact one of the RAs. If you have lost your ID card during business hours, please report the loss to CAS immediately and request a replacement card. If it is after hours, please call the RA on Duty to be let into your townhouse and purchase a new card the following business day.

Decorating

If you intend to hang items in your townhouse, 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!

Pets

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

Chalking

Chalking the walls or walks is prohibited. You are responsible for all areas in front and of your townhouse. Please wash off any chalk on vertical surfaces or you will be charged for its removal—whether or not you put it there.

Fire Alarms

Each occupant should be familiar with the fire regulations and equipment in the unit. If an alarm sounds, everyone in the townhouse must evacuate. If a smoke alarm goes off in one townhouse, alarms will also sound in neighboring townhouses. Again, everyone must evacuate. Fires spread quickly between connected units.

Tampering with fire equipment and/or noncompliance with fire regulations are criminal offenses. Minimally, this will 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 may come on and then turn off. Residents must evacuate only when an alarm sounds.

NOTE: if you are Deaf or hard of hearing, please contact your Residence Director to ensure that your townhouse has alternative alarms (strobe lights) or to inquire about any other safety equipment.

Sustainability and Environmentalism

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 in 1 quart of warm water OR 1/4 cup baking soda 1/2 cup borax 1/2 cup vinegar to 1 gallon of 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 tablespoons borax to 3 cups of water. Rub dry with newspaper to avoid streaking.

Disinfectant

Mix together: 1/4 cup borax 1/2 gallon hot water