



Georgia Institute of Technology Department of Housing Guide to Community Living 2017-2018

Table of Contents

<u>Campus Services, Department of Housing, and Residence Life Statements</u>	3
<u>Community Living</u>	4
<u>Where Can I Get Help?</u>	4
<u>Information for a Successful Residential Experience</u>	5
<u>Technology Services</u>	8
<u>Safety and Security Tips</u>	10
<u>Housing Conduct Process Overview</u>	12
<u>Residence Hall Community Policies</u>	18
<u>Facility Services Guide</u>	22
<u>Our Staff</u>	23
<u>Reporting Problems</u>	23
<u>Planning and Starting Work</u>	25
<u>Selected Facilities Topics and Services</u>	26
<u>Resident Satisfaction</u>	26
<u>For Your Health</u>	30
<u>Energy Conservation</u>	30
<u>Recycling, Sustainability and the Environment</u>	31
<u>Security and You</u>	31
<u>Insurance Claims</u>	32
<u>Mobile Mini Storage Containers</u>	32

Campus Services Mission Statement

Campus Services facilitates the creation of a vibrant learn, live, work, play community and enhances the quality of campus life for students, faculty, staff and guests through the delivery of extraordinary services, programs and facilities.

We support the strategic direction of Georgia Tech and foster an atmosphere of collaboration with the Institute and its global partners. We seek to set the standards for excellence on the campus and in the country by continuously refining and improving Campus Services in a market driven environment.

Our diverse departments support the well-being of students, encourage students to develop personal responsibility as consumers, citizens and leaders, and assist in creating an environment that fosters academic success.

Campus Services provides legendary customer service for the campus community by attracting and retaining world-class talent. We develop dynamic leaders and apply innovative, efficient solutions to complex problems. As conscientious stewards, we attract the necessary resources for future growth and development to enhance the excellence of education and research at Georgia Tech.

Department of Housing Mission Statement

The Department of Housing offers quality, safe, well-maintained residential facilities.

We encourage, promote, and facilitate customer focused programs and services which attract students to our facilities and to Georgia Tech.

We provide physical, programmatic, and technological systems to enhance the quality of life on campus, to support the academic needs of resident students and to complement the academic goals of the Institute.

Residence Life Vision Statement

As Residence Life, we commit to the creation of environments in alignment with the Institute's values by facilitating purposeful opportunities for residents to live, learn, work, and play. Such environments, and their activities, will motivate students to serve as Georgia Tech leaders in society. The residential experience provides a powerful laboratory where students can grow in the area of civic responsibility.

Residence Life Educational Priority: *Civic Responsibility*

Through their experience in Georgia Tech residence halls, students will learn how to become an involved member of their surrounding community by exploring how they can contribute to the issues affecting themselves and greater society.

Commitment to Diversity

Diversity is a community value at Georgia Institute of Technology and students can benefit from our increasingly diverse environment. Inclusion, equity, diversity, and justice are the core of our academic mission. Tech aspires to be an Institute that embraces and leverages diversity in all its forms and pursues excellence.

Community Living

Where Can I Get Help?

Where to Get Help

The Department of Housing organizes itself into four residential communities. They are the East Community, the North Avenue Apartments Community, the West Community, and the North Community. Each one has a Community Office where administrative functions occur.

The East Community (ECHO) has traditional, suite, and apartment-style residence halls in addition to First-Year Experience residence halls. The East Community Housing Office is located in Field Residence Hall at 711 Techwood Dr. and is open from 8:00am until 8:00pm, Monday through Friday. The First-Year Experience Office is located in Field residence Hall on the ground level. The buildings in this area are below:

- Suites and Apartments: Harris Hall, Fourth Street East, Hayes House, Stein House, and Goldin House.
- First-Year Experience: Glenn, Cloudman, Towers, Harrison, Howell, Smith, Brown, Field, Matheson, Perry, Hopkins, and Hanson Halls.
- Address: 711 Techwood Dr. Atlanta, GA 30332

The North Avenue Apartments Community (NANO) consists of apartment-style residence halls. The North Avenue Apartments Housing Office is located in the North Avenue Apartments North Building at 120 North Avenue, and is open from 8:00am until midnight, Monday through Friday; and 10am – midnight on Saturdays and Sundays. The buildings in this area are below:

- Apartments: North Avenue Apartments North, South, East, and West
- Address: 120 North Ave. Atlanta, GA 30332

The West Community (WCHO) has traditional, suite, and apartment-style residence halls and First-Year Experience residence halls. The West Community Housing Office is located next to Fulmer Residence Hall at 871 McMillan St. N.W., and is open from 8:00am until 8:00 pm, Monday through Friday. The buildings in this area are below:

- Apartments: Zbar Apartments., Maulding Apartments, Nelson-Shell Apartments, Eighth Street Apartments, Center Street Apartments., and Crecine Hall
- Traditional and Suites: Woodruff North and South and Fulmer Halls.
- First-Year Experience: Armstrong, Caldwell, Fitten, Freeman, Folk, Hefner, and Montag Halls
- Address: 871 McMillan St. N.W. Atlanta, GA 30332

The North Community (NCHO) consists of family and graduate apartment-style housing. The North community Housing Office is located in the Graduate Living Center at 301 Tenth St. N.W., and is open from 8:00am until 8:00pm, Monday through Friday and 10:00am until 5:00pm Saturday and Sunday for mail and packages. The buildings in this community are below:

- Graduate Living Center
- Tenth and Home Apartments
- Address: 301 Tenth St. N.W. Atlanta, GA 30332

Community Staff

There is a full complement of staff available in each community to provide support for residents. The following is a list of those staff members and their roles:

Associate and Assistant Directors (AD) for Community Areas are professional staff members who are responsible for Community Offices, facility management, and supervision of the Area managers and Hall Directors.

Community Office Managers are professional staff members who manage the Community Offices, including supervising student staff and maintaining the administrative functions for the office.

Area Managers (AM) are professional staff members who supervise Hall Directors. They are also responsible for facility management, support and crisis response for residents, and serve as Housing Conduct Administrators for the Housing Department.

Hall Directors (HD) are professional staff members who live in the residence halls and assume responsibility for the operation of a residence hall. This includes supervising student staff, advising and counseling individuals and groups, managing crisis, enforcing Residence Hall Community Policies, and serve as Housing Conduct Administrators for the Department of Housing.

Coordinator for Leadership and Advising – This professional staff member is responsible for providing guidance to professional staff on Hall Council advising and is the designated advisor for the Residence Hall Association (RHA). This staff member also oversees leadership programming within Residence Life.

Coordinator for Student Staff Training and Development – This professional staff member is responsible for providing guidance on student staff selection, training, and development.

Community Supervisors are full-time employees who oversee custodial services and maintenance of the residence halls. They handle work requests, facility cleaning, and conduct periodic maintenance inspections.

Office Assistants (OAs) are students who work in community offices and are supervised by Community Office Managers. They are responsible for day-to-day administrative responsibilities in the community offices during business hours.

Peer Leaders (PL) and Resident Advisors (RAs) are student staff members (SSMs) who live with a designated group of residents in traditional, suite-style, family, and apartment buildings. They are responsible for the management of their halls and buildings, including advising and counseling individuals and groups, planning programs, enforcing hall policies, and managing administrative functions.

Information for a Successful Residential Experience

Room and Apartment Configuration

Residents and their roommate(s) may configure the beds in four ways depending on the building and its furniture: low, medium, high, and bunked. For specific information on each configuration, the approved configurations for residence halls, and information on how to request a configuration change, please review the information on **Lofts** in this document. Some rooms may have different configuration due to design differences and renovations. All rooms have the same compliment of furniture and residents are encouraged to organize their room in a comfortable arrangement as long as it is safe and does not cause damage to the room, is not a fire/life/safety violation, or a health hazard. Student staff members are available to help residents determine the best way to arrange the room. Below are some items residents can consider for their space in order to feel comfortable while maintaining a safe environment:

- Rearrange the furniture
- Bring a carpet or a rug
- Hang posters and wall decorations with removable putty or tape that won't damage the walls
- Bring a computer/laptop and television
- Students can bring fans, humidifiers/dehumidifiers, and air purifiers

It is not permitted for residents to do the following in their room/apartment:

- Remove a window screen
- Block exits, windows, vents, or AC unit
- Construct/erect lofts
- Paint or panel walls
- Make holes in walls
- Use halogen lamps
- Set up/store a waterbed
- Remove assigned furniture from the bedroom and/or apartment
- Store gas or battery operated vehicle (dockless vehicle, hovercraft, hoverboard, moped, etc)

When a resident moves into her/his room, a student staff member will complete a room inventory form. If there are any damages or missing items, the resident shall ensure they are documented on this form. The resident is responsible for any damage(s) or missing furniture not documented on the report at the time of checking out of their assignment.

Traditional, suite-style, and apartment residents have paid for only a part of the living space. If at any time a resident is without a roommate or an apartment mate, the room, common areas, kitchen, and bathroom areas must be ready for someone else to move in. Students often move throughout the academic year, which means that at no time during the semester may personal belongings take up more than one resident's space of the furniture or floor space in a traditional room or more than a reasonable amount of the common area space in apartment kitchens, bathrooms, living room, and other areas.

Lofts

Lofts may not be constructed or erected in any residence hall room. However, most rooms do contain beds that can be arranged in multiple configurations. A description of the different configurations approved for each residence hall can be found at the Department of Housing's website under Room Specifications <http://housing.gatech.edu/room-specifications>. In general, traditional and suite-style beds will allow multiple configurations while beds in apartments do not. Housing Facility Staff should perform all bed reconfigurations. To request a reconfiguration, complete a Maintenance Request online at: <http://housing.gatech.edu/residents-maintenance-request> or contact the Housing Facilities Work Center at 404.894.0520.

Bed Rails

Bed rails must be used on all beds that are adjusted higher than forty-four (44) inches to the top of the mattress. Students and parents are not permitted to remove bed rails while the beds are in any position higher than forty-four (44) inches. Students are also expected to keep the bed rails in their room or apartment. Students will be charged for any missing bed rails. Students signing their contract agree to a waiver of liability as a condition of raising the bed.

Roommate Success

Roommates generally come to college with different values, beliefs, and customs. Differences can be exciting, but they can also offer new challenges with interpersonal skills. Building a foundation of open communication can enhance roommate success. Roommates are encouraged to begin the roommate relationship by becoming acquainted with each other before roommate contracts are created. Some of the goals of sharing a space are to create an atmosphere where both roommate's personal and academic needs can be met, and it is nice if a friendship can develop as well. Residents should keep in mind that roommates/suitemates/apartment mates are not going to be the same. It is important to communicate, adjust, and compromise throughout the roommate relationship.

Roommate Agreements

Roommate agreements may be utilized by Residence Life staff to help facilitate community living. This can be done at the beginning of the academic year or anytime throughout the year. All roommates will discuss and come to an agreement of the conditions for the document. The conditions of the agreement are expected to be honored. A violation of the conditions for the agreement may result in a referral to the student conduct process.

Room Search

The Department of Housing reserves the right to search a student's room. Such a search will occur only after clearly specifying the reason for the search and the objects or information that is sought. In addition, the Director of Residence Life for the Department of Housing, or their designee, must agree that there is justifiable cause for the search and give approval for such an action. Law enforcement officials may also legally search private residential living areas after presenting a court order or duly ordered search warrant to the Director of Residence Life for the Department of Housing or their designee, or if given permission to search by the resident.

Room Entrance

Authorized Institute personnel may enter student rooms for health and safety inspections, for maintenance purposes, in the event of an emergency that jeopardizes the well-being of the occupant or other students, or to maintain a quiet environment where residents may sleep and study. The Assistant Vice President of Housing or their designee may also enter rooms

when a reasonable belief exists that the room is being used for an illegal purpose or for a purpose that would interfere with conduct action and/or personal safety.

Storage of Personal Items

Storage space for personal items or Housing furniture is not available in the residence halls. It is expected that residents will keep their Housing-issued furniture in their rooms/apartments. Removal of Housing-issued furniture will result in fines and conduct proceedings for residents.

Insurance

The Georgia Tech Department of Housing does not provide insurance for personal belongings while residents live in the residence halls or apartments. Residents are encouraged to research individual and/or family personal property insurance to make sure that it covers personal belongings while living in the residence halls. If it does not, residents are encouraged to purchase renter's insurance.

Collective Liability

Residents are responsible for the condition of their room and any shared spaces. The Residence Life staff works hard to attribute damage and vandalism charges to the individuals responsible, but when it cannot, all members of an apartment, suite, room, hall, or building may be charged equally for any damages. It is the Department of Housing's hope that residents will provide information to Housing staff to assign these charges to the individual(s) responsible. There are no appeals of a collective liability charge.

Tobacco-Free Policy

Georgia Tech is a tobacco-free campus in adoption of the Georgia Board of Regents' tobacco and Smoke-Free Campus Policy. The goal of this policy is to protect and improve the health, comfort, and environment of students, employees and any persons occupying University System of Georgia (USG) campuses. Georgia Tech supports healthy lifestyles but understands that using tobacco is a personal choice. The Tobacco-Free Campus Policy does not require students to quit using tobacco; however, the policy does prohibit students from using all forms of tobacco, including: cigarettes, cigars, chewing tobacco, snuff, pipe tobacco, e-cigarettes, etc., on all USG property. All Georgia Tech residence halls have been smoke-free for more than ten years. This new tobacco-free policy does not change this and makes smoking anywhere on USG property a violation of policy. Residents are encouraged to support each other in a positive, non-confrontational manner as the campus transitions to a tobacco-free campus.

Pets

The only pets allowed within the residential facilities are fish in aquariums with a capacity no larger than 10 gallons. If an individual is found to have a pet within the facilities, they will be responsible for necessary cleaning involved to remove animal hair and smells from the premises. Residents who violate the pet policy will be referred to the student conduct process. This policy does not apply to approved emotional support and service animals.

Emotional Support Animals

The Department of Housing has created a procedure that allows residents to seek approval for an emotional support animal. Before an Emotional Support Animal can move into Georgia Institute of Technology Department of Housing with a person with a disability, the Student must self-identify and provide the appropriate documentation to Georgia Institute of Technology's Office of Disability Services. The Student must also complete the "Accommodation Request due to a Disability" step in the online Housing application.

For more information on the process and requirements, please see the Assistance Animal procedure at: http://housing.gatech.edu/sites/default/files/documents/policies/assistance_animal_policy1017.pdf

Bicycle Storage

Below are several options for storage of bicycles in and around Housing buildings:

- Some residence halls have bicycle storage rooms inside the building. Student staff members can provide residents with the closest bicycle storage area to a specific residence hall.
- Bicycle storage racks are located near various residence halls throughout campus.
- Securing bicycles to hand rails at any location can impede the safe evacuation of areas and is prohibited. In addition, bicycles are not to be secured to trees, lamp posts or any landscape/hardscape location.
- All students will need to remove their bicycles on or before May 06, 2018. If a resident leaves Georgia Tech Housing during the middle of the academic year, they should remember to take their bicycle.
- End of Spring Semester—All students will need to remove their bicycles. If you are leaving Georgia Tech Housing for next semester, do not forget to take your bike with you. All remaining bicycles will be removed and confiscated from all storage rooms, lockers, and racks.

Motorcycles, Mopeds, and other Combustible Vehicles

These vehicles must be parked in those areas designated by Parking and Transportation. Violations could result in ticketing and/or removal.

Technology Services

General Information

The Wreck Techs are your free technology support resource available to all Georgia Tech Housing residents. Our student residential technology advisors serve as your central point of contact for all of your technology needs within the residence halls. This includes IT services affecting the internet, TV, personal computers, and supporting technical services. Our staff will also assist you with connecting all of your networkable consumer electronics to the Georgia Tech network including gaming systems, smart phones, tablets, and streaming devices. Everything you need to know about our services including detailed connection guides for many popular devices can be found at our website at <http://wrecktechs.gatech.edu>.

What to Bring – Technology

- A personal laptop as specified in the student computer ownership guidelines (<http://sco.gatech.edu>)
- Cat5e or Cat6 Ethernet cable to connect your computer to the wired network port in your room.
- A router (wireless disabled) if you want to connect multiple devices to the wired port in your room.
- RG-6 quad shield coax cable to connect your television to the cable jack in your room/common area.

Network

Wireless Internet

The Georgia Tech wireless network is available throughout all residence halls. Connecting to “EduRoam” should be used for most computing devices including laptops and smart phones/tablets. To connect, select the wireless network named “EduRoam” and enter your GT username followed by @gatech.edu (i.e. gburdell3@gatech.edu) and password when prompted. You can use these credentials to connect at any of the hundreds of universities worldwide that support the EduRoam network. For devices not compatible with WPA2 Enterprise Encryption, including gaming systems and streaming devices, Georgia Tech provides a wireless network named “GTother”. For more information about how to connect most popular devices to this network, please visit <http://wrecktechs.gatech.edu/internet-access>. Please note that residents should not attempt to repair or tamper with wireless access points or wired network ports in the residence halls.

Wired Internet

For the fastest and most reliable internet on campus, residents may connect their computer or gaming system to the wired data port in their room. To connect to the wired internet, insert an Ethernet cable from the data port on the wall to your device or Ethernet adapter. Visit <https://start.gatech.edu> and follow the registration instructions and the device will now be able to connect to any data port on campus. Each resident may register up to five devices to the wired network at a given time. **Important Note:** The network and phone jacks in your rooms are physically identical. It is very common for people to accidentally connect their computer to the phone jack during move-in. In general, the bottom or right jack is reserved for network service and the top or left jack is reserved for telephone service.

Responsible Computing

Security Policies

Responsible participation in leading academic research network places a few requirements on individual users. For the comprehensive Georgia Tech computer and network usage policy please visit <http://policies.gatech.edu/computer-and-network-usage-and-security>

Anti-Virus Protection

In addition to the guidelines provided in the usage policy, users of the residential wired and wireless networks are strongly encouraged to download and install FREE anti-virus software necessary to prevent computer virus and malware infections. The Wreck Techs and the Office of Information Technology can provide recommendations for FREE Anti-Virus software. You can see these suggestions on our website, <http://wrecktechs.gatech.edu/anti-virus>. If you are having trouble with your computers performance, the Wreck Techs are here to help! Stop by one of our locations with your device or submit a help request through our website.

Wireless Routers

OIT policy explicitly prohibits the use of the wireless broadcasting function of personal routers. If you wish to connect multiple devices to the wired network in your room, you may use a router. However, you must ensure that the wireless or radio broadcasting feature is turned off. The wireless signal from personal routers or other devices may interrupt GT wifi services to residents in the area and will also cause security concerns. For more information on wireless etiquette and disabling a wireless signal, please visit <http://wrecktechs.gatech.edu/wireless-broadcasting>

Television

For information on getting connected, channel lineups, and TV compatibility, please visit <http://wrecktechs.gatech.edu/cable-tv>. If you are still having problems after following these guides, please contact us through our website.

Printing

Residents may bring personal desktop printers to their rooms. However, The Wreck Techs do not support the connection of wireless printers to the Georgia Tech network as they are insecure and will disrupt GT wifi to surrounding residents. If you have a wireless printer, please disable the wireless signal and connect your computer directly to the printer using the USB cable provided with your printer. To provide a more convenient solution to residents, The Wreck Techs have recently partnered with OIT Printing Services to bring print release stations closer to the residence halls. All students are provided a weekly allotment of free printing to any print release station on campus!. For more information about printing and printing locations, please visit <http://wrecktechs.gatech.edu/printers>

Telephone

Landline telephone service is available by AT&T at a charge to any student wishing to order a telephone line. Please refer to the Wreck Techs website <http://wrecktechs.gatech.edu/telephone> for additional information.

Emergency telephones are located on the exterior of the entrance doors to the residence halls and on freestanding pedestals in centralized locations throughout the Housing areas. These telephones provide direct auto dialing (Red Button) to the Georgia Tech Police Department operations center and the phones will allow ten digit local calls. This provides a convenience for anyone who is in the area of a residence hall. If any student encounters a non-operational phone, please

notify GTPD by sending an email to epphones@police.gatech.edu.

Contact Us!

The Wreck Techs recently opened two brand new office locations on each side of campus to provide a convenient location for IT support near your residence hall! Feel free to stop by with your devices and we will be available to help during our normal office hours. For the most up to date hours, locations, and methods of contact, please visit our homepage at <http://wrecktechs.gatech.edu> or call us at 404-894-0044.

East Campus Office – Brittain Rec (Behind Brittain Rec Community Restaurant)

West Campus Office – Curran Parking Deck (Next to WingZone and Westside Market)

Stay up to date with outages, upgrades, and news by following us on Social Media!

Facebook – [/GTWreckTechs](#)

Twitter - [@GTWreckTechs](#)

Reddit - [/u/GTWreckTechs](#)

Safety and Security Tips

In an effort to make this experience a positive one for students, the Department of Housing takes steps to ensure that certain needs are met, among them the need for safety and security. These steps include keeping exterior doors locked 24-hours a day and making sure that a student staff member (Resident Advisor or Peer Leader) is on duty in each area when the community offices are closed.. Even though Georgia Tech takes these precautionary steps, there are additional steps residents should take to remain safe on campus. In order to have more effective results when it comes to combating crime in the halls, residents must take proactive steps to ensure their security. Developing safety habits from the moment a resident arrives on campus can help alleviate problems and lower the risk of being a victim. Below are some suggested steps the Department of Housing recommends residents take.

- **Lock Doors and Carry Keys at All Times.** Residents should do this when leaving the hall, visiting a neighbor on the floor, or going to the study lounge.
- **Loaner Keys are Available at Community Offices.** Loaner keys may be checked out for no more than three days, up to three times per semester. Students who do not return their loaner key or check out a loaner key more than three times a semester will be charged a lock change fee and the locks for their room will be changed.
- **Do Not Prop Open Exterior Doors Or Allow Them To Be Propped Open.** When residents anticipate a guest/visitor coming over, they should wait inside the lobby or at an entrance door for the guest/visitor to arrive. The guest/visitor should always be escorted by the resident who granted access to the building. Those who can do harm in the residence halls may look like or even be a student, so do not let someone inside who is not a resident of the building.
- **Know Emergency Exits for Buildings.** Some buildings have Emergency Exit Only doors and gates within the stairwells. These doors and gates are to be used only in the case of a true emergency. These doors are alarmed and most are under video surveillance. Any student or guest/visitor caught using these doors improperly may be referred to the student conduct process and/or removed from Housing.
- **Protect Your Property.** Items such as laptops, smart phones, and tablet devices are the most commonly stolen items on campus. Theft only takes a moment while your back is turned, and is completely avoidable. Never leave your valuables unattended or unsecured.
- **Keep a Record and Register Your Bicycle, Laptop, and Other Electronics.** Engraving services are available free of charge from the Georgia Tech Police Department. Taking these steps can be helpful in identifying valuables if stolen and recovered anywhere in the USA. More information can be found at www.police.gatech.edu/registration.
- **Do Not Walk Alone At Night.** The Georgia Tech Parking office operates the Stingerette Escort service at night. Call for a safe ride and spend a few minutes waiting.

- **Download LiveSafe to your mobile phone.** The Georgia Tech Police Department strongly recommends downloading the LiveSafe app from the Apple Store or Google Play. It is a free safety tool that provides a quick and convenient way to communicate with GTPD through text, photo and video to GTPD. It also provides access to emergency phone numbers, permits you to use location sharing with friends and family and offers security alerts and access to important resources.
- **Register for Free Crime Prevention Classes.** The Georgia Tech Police Department offers a variety of free classes to help reduce crime and create a safer environment. Classes include Citizens Response to Active Shooter Events, Self Defense, Personal Safety 101, and more. Class offerings and registration can be found at www.police.gatech.edu/crime-prevention/safety-programs
- **Protect Items Such As Credit And ATM Cards.** Residents should not write personal pin number on any credit or debit card. It helps to keep credit cards, cash, and checks in a safe place out of sight in rooms/apartments.
- **Report Thefts.** If a resident has a valuable stolen, the first thing s/he should do is file a report with the Georgia Tech Police Department. Contact GTPD by phone (404.894.2500) as soon as the theft is discovered. The victim should give them the serial numbers and copies of pictures taken of your valuables, or let them know that the items are registered with them. We also recommend that the victim contact her/his student staff member who can then fill out an incident report which will be kept on file with the Department of Housing.
- **Do Not Leave Clothes Unattended In The Laundry Room For An Extended Period Of Time.** Because students will be sharing a laundry facility with others, the potential for having someone accidentally pick up clothes that do not belong to them is fairly high. Use the online system to check laundry's progress online.

Taking the aforementioned steps may reduce the chances of crime occurring in the residence halls. Deterrents to crime work when all residents take the initiative and responsibility to put them into practice. For up-to-date information, check out the website for safety at <http://housing.gatech.edu/safety>.

FIRE SAFETY

Georgia Tech Department of Housing is required by law to have periodic evacuation drills in each of its facilities. The Georgia Tech Fire Marshall and Department of Housing will administer a fire drill once per semester. When the fire alarm sounds, all building occupants are required by law to evacuate the building. All individuals are to proceed to the evacuation point for the building. All evacuation locations may be found at <http://housing.gatech.edu/emergency-evacuation-plans>. When the alarm is silenced and Department of Housing staff or the Georgia Tech Police gives the safety clearance, residents may re-enter the building. Students who do not vacate will be referred to the student conduct process. Any student who knowingly or accidentally causes a fire will be referred to the student conduct process. Interior doors in common areas, stairwells and hallways are normally in place as added fire protection to slow the spread of any fires. Propping these doors open for any reason is not allowed by anyone. Securing bicycles to hand rails at any location can impede the safe evacuation of areas and is prohibited. ***It is against Federal and State laws to interfere with life and safety features. Destroying fire exit signs, fire alarm boxes and other safety items could lead to a minimum of one year and up to a ten-year jail sentence and other fines.***

Sprinklers

Sprinkler heads must not be tampered with, or used as a means to hang personal items. Some facilities are equipped with sprinkler systems that will extinguish most major fires. These sprinklers disperse 250 gallons of water per minute. Residents may end up flooding a room and many others at the same time. Residents are encouraged to review the information in the **Insurance** section of this document as Georgia Tech is not responsible for any loss a resident may incur as a result of negligence. A resident who knowingly or accidentally causes a sprinkler to activate may be referred to the student conduct process.

Life Safety Checks

During each semester, staff will be checking rooms to make sure there are no fire or safety hazards. Here are some of the policies that must be adhered to:

- Halogen-torchiere lights are prohibited.
- Refrigerators must be plugged directly into the wall.
- All multiple outlet units must have a surge protector.
- Nothing can hang from the overhead lights, sprinkler heads, or pipes or be attached to the ceiling.
- There can be only one major appliance (such as refrigerator, television, computer, microwave) per receptacle plug.
- Extension cords cannot be used.
- No cords may be run under carpet.
- Open element hot plates are not allowed.
- Cleanliness of room will be checked for health hazards.
- Candles and incense burners are not allowed.
- Store gas or battery operated vehicle (dockless vehicle, hovercraft, hoverboard, moped, etc)

Sexual Misconduct

Georgia Tech is committed to maintaining a learning environment that is safe and fosters the dignity, respect, and worth of students, faculty, and staff. The Institute and the Department of Housing take sexual violence very seriously. The Student Sexual Misconduct Policy addresses student-related concerns of sexual assault and sexual misconduct, sexual harassment, stalking, intimate partner and dating violence. These types of behavior place the learning environment and safety of students at risk and impact the residential community negatively. Students who are found responsible for such behavior in the residential environment will be at risk for the cancellation of their Housing contract. For more information on the Institute's Student Sexual Misconduct Policy, visit the [Office of Student Integrity Website](#).

The Department of Housing encourages survivors to seek support and report sexual and relationship violence. Health Initiatives has two confidential Victim-Survivor Advocates who can inform students of their options for support, including academic accommodations and/or reporting. For assistance, call the Victim-Survivor Advocates at 404.384.4451 or 404.385.4464. Students can report sexual misconduct to the Georgia Tech Police Department, the Office of Student Integrity and/or the Institute's Title IX Coordinator. Additional confidential support is available for students through the Counseling Center, physicians and psychiatrists at Stamps Health Services. VOICE is Georgia Tech's sexual violence prevention and response initiative based in Health Initiatives. For more information on support services, reporting options, sexual violence prevention events and trainings, or opportunities to get involved visit: <http://www.voice.gatech.edu>.

Housing Student Conduct Process Overview

The following describes some of the privileges and regulations for residents in the Housing community. Each resident is responsible for this information. These expectations are a supplement to the Student Code of Conduct, the Housing Contract, and state, federal, and local laws. Violation of any policy may result in a referral to the student conduct process.

Georgia Tech views the student conduct process as a learning experience which can result in growth and personal understanding of one's responsibilities and privileges within the Institute community. To this end the policies and hearing procedures attempt to balance our understanding of resident needs and behaviors with the needs of the residential community. There are some behaviors and actions that cannot be tolerated because they seriously interfere with the basic purpose, necessities and processes of the academic community or with the rights essential to other members of the community. By formulating a general code of ethics, rules and regulations, the Institute does not absolve residents from accepting responsibility for their behavior. Rather, it affirms the principle of student freedom that is coupled with an acceptance of full responsibility for individual action and the consequences of such action by the Institute and may impact the status of the Housing contract. Residents are not only members of the academic community and residential community; they are, additionally members of the larger society and thus retain the rights, protections, guarantees and responsibilities that are held by all citizens. Therefore, a resident may be prosecuted by local, state, or federal enforcement agencies whether or not the Institute takes action on the violation.

Student Rights and Responsibilities

Georgia Tech is an academic community in which all persons share responsibility for the community's growth and continued welfare. As members of the Housing community, residents can reasonably expect the following:

- Residents have the right to freedom from unlawful discrimination on the basis of race, color, gender, sexual/affectional orientation, age, religion, creed, political affiliation, and national origin.
- Residents may have the opportunity to participate in the formulation of policy directly affecting residents through membership on appropriate committees as determined by administrators, or other recognized constitutional groups within the Institute.
- Residents should have accurate and plainly stated information regarding Housing policies, procedures, and requirements.
- In all instances of general student conduct action, the student has the right to fair and impartial treatment.

As members of the Housing community, residents have the responsibility to:

- Keep room/suite/apartment and buildings safe by locking doors, not allowing strangers into the building and helping to identify unsafe areas.
- Respect the rights of others to study and sleep by observing noise policies.
- Communicate wishes and preferences about sleep, studying, and guests/visitors with roommates and set a room standard within housing policy guidelines.
- Know and abide by Institute and Housing policies, and local, state, and federal law.
- Notify staff members of concerns and cooperate with them to find solutions.
- Read Housing Community Guide, Residence Hall Community Policies, the Student Code of Conduct, Housing Contact, and the Housing web page.

Housing Student Conduct Procedures

Housing staff will initiate student conduct action upon discovering the alleged violation(s) of Institute rules or Residence Hall Community Policies. All communication (such as requests for meetings, notifications, and notice of hearings) will be provided via the official Institute e-mail address, as defined by the Office of Information Technology. If the Accused is not currently enrolled, the notification will be sent via U.S. Postal Service to the last known address on file with the Registrar. Throughout the conduct process, the Accused is granted the following rights to:

- seek information from a Housing Conduct Administrator about the investigation and resolution process;
- be informed of the violation(s) and alleged misconduct upon which the violation is based;
- be informed of the information upon which the charge is based and afforded an opportunity to offer a relevant response;
- be accompanied by an Advisor of their choice; Lawyers cannot serve as the advisor unless the parent/guardian is a lawyer.
- remain silent with no inference of responsibility drawn;
- call and question relevant Witnesses;
- present information in their behalf;
- be considered not responsible until proven responsible by a Preponderance of the Evidence;
- appeal the decision;
- waive any of the above rights.

Investigation and Resolution Process

The Housing student conduct process utilizes an investigatory model, not an adversarial model, in resolving allegations of misconduct with the primary goal of uncovering the truth. The standard of proof shall be a Preponderance of the Evidence. An investigation begins when a complaint is forwarded and the case is opened by the Coordinator of Student Conduct or department designee. During the investigation, a student should continue to attend class and required Institute functions unless otherwise instructed by the Dean of Students. The investigation and resolution process are as follows:

- After the Housing Conduct Office receives a complaint, the Accused is formally notified and is requested to contact a Housing Conduct Administrator within five (5) business days of the notification to schedule a conduct meeting. Should the Accused fail to contact the Housing Conduct Administrator within the required time frame, or fail to

attend the conduct meeting, the Housing Conduct Administrator may determine the resolution of the case in the resident's absence, or may refer the case to the RHA Conduct Board.

- At the time of the conduct meeting, the Accused is presented with the alleged violation of Residence Hall Community Policies and/or the Housing contract, supporting information, and an explanation of her/his rights. The Housing Conduct Administrator offers the Accused the opportunity to provide her/his statement regarding the alleged misconduct, supporting information, and Witnesses. The Accused(s) may bring an Advisor to the meeting, however if the Advisor disrupts the meeting and/or resolution process, s/he may be asked to leave.
- The Housing Conduct Administrator continues the investigation by meeting with the Complainant(s) and Witnesses and gathering additional information. The investigation will be completed in an expeditious fashion.
- Upon the conclusion of the investigation, the Housing Conduct Administrator will determine the level of the case as low level or high level. If the case is determined to be low level, the Housing Conduct Administrator will render a decision. If the case is determined to be high level, the Housing Conduct Administrator may choose to have the case heard by a RHA Conduct Board or to resolve the case. The Accused can also choose one of the two following forms of case resolution 1) Administrative (see **Forms of Case Administrative Resolution** below) or 2) RHA Conduct Board (see **Forms of Case Administrative Resolution** below).
- The Accused shall submit a list of desired Witnesses to the Housing Conduct Administrator no later than 48 hours following the conduct meeting.

Forms of Case Administrative Resolution

For low level cases, the Housing Conduct Administrator renders an administrative decision of 1) Not Responsible, which closes the case or 2) Responsible for one or more violations with an appropriate sanction, and, as warranted, one or more from among educational sanctions. The administrative sanction will be Housing reprimand, Housing warning, or Housing probation. The Accused, after being notified of the Housing Conduct Administrator's decision, may submit an appeal to the Coordinator of Student Conduct or her/his designee according to appeal procedures.

For high-level cases, the Housing Conduct Administrator makes and issues a decision when the Housing Conduct Administrator or the Accused elects this form of resolution or when the Accused fails to respond within 48 hours of receiving the High Case Resolution Form. The Housing Conduct Administrator renders an administrative decision of 1) Not Responsible, which closes the case or 2) Responsible for one or more violations with an appropriate sanction and one or more from among educational sanctions. The administrative sanction will be Housing reprimand, Housing warning, or Housing probation. The Accused, after being notified of the Housing Conduct Administrator's decision, may submit an appeal to the Coordinator of Student Conduct or her/his designee according to appeal procedures.

Appeal Decisions

The appeal process is not intended to grant a new meeting at a higher level. An appeal shall be limited to a review of the record of the initial meeting, supporting documentation, and the Accused's submitted appeal. The Accused must explicitly state why s/he believes an appeal is warranted. Appeals will only be considered for the following reasons:

- a) To determine whether the original hearing was conducted fairly and in conformity with prescribed procedures;
- b) To determine whether there was sufficient evidence to support the decision;
- c) To determine whether the sanctions assigned were appropriate for the violation for which the resident was found responsible; and/or
- d) To determine whether new information, not available at the time of the hearing, is relevant to the final decision.

The appeal must be submitted through the student conduct database by the Accused within five (5) business days of the delivery of the decision. The link to the appeal form is included within the decision letter. All supporting documentation must be attached to the online appeal sent via email to the Coordinator of Student Conduct or his/her designee within the same timeframe. Appeal decisions will normally be rendered within fifteen (15) business days via email. The Appellate Officer may take more than 15 days to render a decision. At the discretion of the Appellate Officer, a designee may be selected to determine the outcome of the appeal. The Appellate Officer is the Coordinator of Student Conduct or department designee.

Decisions of the Appellate Officer go into effect immediately. The Appellate Officer is authorized to take one of the following actions:

- Dismiss the appeal for failure to state valid reasons;
- Find no error and uphold the original decision;
- Uphold the original decision, but modify the violations, sanctions and supplementary requirements;

- Overturn the original decision; or
- Remand the case of the original Housing Conduct Administrator or the RHA Conduct Board.

The decision of the Appellate Officer is the final decision for the case. The Accused shall not be entitled to any further appeals.

RHA Conduct Board

The Department of Housing believes that residents should be held responsible for their actions. Moreover, in a community environment, peers should have a voice in addressing any individual or group behaviors that are incongruent with the policies set by the Institute and Department of Housing. A student conduct system has been created in which accused residents may represent themselves and community members may decide both responsibility and sanctions, if applicable. To ensure that this system is administered by residents for residents, the Department of Housing follows a set of procedural regulations created in conjunction with the Georgia Tech Residence Hall Association (RHA). RHA is a student organization charged with the responsibility to represent residents within the residential facilities. It is important to note that the student conduct system is not the same as the legal system and incorporates different standards and procedures. The RHA Conduct Board is a peer group, which adjudicates violations of the Housing contract and serves as the Judicial/Conduct Branch of RHA.

Composition and Selection of RHA Conduct Board(s)

- A hearing board will be formed and trained at the beginning of each academic year with ongoing training and recruitment each semester.
- A quorum will consist of six (6) Justices, one Chief Justice, and one representative of the Assistant Vice President of Housing.
- Justices shall be recruited at the discretion of the Chief Justice and the Board's Advisor.
- No member of the Conduct Board may be a standing member of the RHA Executive Board.
- Members must reside in Georgia Tech Housing.

Duties and Responsibilities of the Chief Justice

- Serve as the chief administrative officer for the Conduct Board.
- Inform Justices of upcoming hearings.
- Responsible for the attendance of the conduct board members required for quorum.
- Presides over regular hearings of the Conduct Board and will be responsible to assure that a fair, reasonable, and orderly peer hearing is conducted.
- Turns the decision report to the Advisor of the Conduct Board and maintains the confidentiality of the hearing.
- Coordinates sanctioning, writes follow up letters, and forwards the letters to all involved which may include the Accused, people overseeing sanction completion, and the appropriate Residence Life professional staff.
- Processes all notification forms for cases to be brought before the Conduct Board, which includes notices to the Accused, Witnesses, and reporting Housing staff.
- Serves as chief representative for the Georgia Tech Residence Halls in matters concerning the student conduct system and resident rights.
- Represents Georgia Tech at student and professional meetings concerning student conduct systems.
- Calls and presides over special meetings of the RHA for purposes of removal hearings for executive officers, as prescribed in the RHA constitution and by-laws.
- The Chief Justice will be appointed before the first Legislative Council meeting of the fall semester.

Decisions of the RHA Conduct Board

Decisions will be found by a majority vote. In the case of a tie, the Chief Justice will have the deciding vote. Decisions are recommendations to the Coordinator of Student Conduct or her/his designee.

Tenure of RHA Conduct Board Members

All RHA Conduct Board Members, including the Chief Justice, shall serve one-year terms. A member shall resign immediately upon becoming a Housing staff member or if s/he moves out of Georgia Tech Housing.

Decisions and Sanctions for the RHA Conduct Board

The RHA Conduct Board is convened when either the Housing Conduct Administrator or the Accused elects this form of resolution and used only for high-level cases. The RHA Conduct Board, after convening a hearing, recommends a decision to the Coordinator of Student Conduct or his/her designee. The Coordinator of Student Conduct or his or her designee, after reviewing the case, renders a decision of 1) Not Responsible, which closes the case or 2) Responsible for one or more violations with an appropriate administrative sanction and one or more from among the educational sanctions. The administrative sanction will be Housing reprimand, Housing warning, or Housing probation. The Accused, after being notified of the decision, may submit an appeal to the Assistant Director of Residence Life for Staff and Community Development or her/his designee according to appeal procedures.

Scheduling of RHA Conduct Board Hearing

After the case is forwarded to a RHA Conduct Board, the Complainant(s) and the Accused(s) will be notified of available dates and times for a hearing. The Accused may indicate preferences from among the available dates and times, which will be considered by the Coordinator of Student Conduct or department designee if received within three (3) business days. This official notice will be provided at least five (5) business days prior to the hearing and will include the time, date, and location of the hearing. In addition, the notice will specify the Complainant(s), Witnesses, and nature of the alleged misconduct. The Accused may waive the notification timeline in order to expedite the hearing process. Upon request, the Accused may meet with a Housing Conduct Administrator and/or the Chief Justice to review information and hearing procedures.

Hearing Participants and Attendees

- RHA Conduct Board hearings shall ordinarily be closed except for the Accused(s), the Complainant(s), Advisor(s), and Witnesses. Exceptions may be made at the discretion of the Chief Justice. Witnesses are allowed at the discretion of the Chief Justice. The Chief Justice may excuse any person, including the Accused, who disrupts a hearing.
- An Accused who fails to appear after proper notice will be deemed to consider themselves as not responsible to the charges against him/her and to have exercised the right to remain silent without prejudice. At the discretion of the Chief Justice, the hearing may be conducted in the absence of the Accused(s) and all the information regarding the alleged misconduct shall be presented and considered.
- The Complainant(s) and Accused(s) have the right to be accompanied by an Advisor. The Complainant(s) and/or Accused(s) should select an Advisor who can attend the hearing at the scheduled date and time. Delays are not usually granted due to the scheduling conflicts of an Advisor. The Accused(s) must notify the Coordinator of Student Conduct or department designee at least 72 hours prior to the hearing of any witnesses and/or Advisors s/he is bringing.
- Subject to the Chief Justice's control of the hearing, the Complainant(s), Accused(s) and their Advisors, shall be allowed to attend the RHA Conduct Board hearing, but shall not be allowed to attend Board deliberations.
- In RHA Conduct Board hearings involving more than one Accused, the Coordinator of Student Conduct or department designee may permit the RHA Conduct Board hearings concerning each student to be conducted either separately or jointly.
- A maximum of two (2) character witnesses will be allowed in a hearing.
- All other witnesses must have direct knowledge or information that will assist the RHA Conduct Board in determining the facts of the case.

Hearing Procedures

- The Chief Justice shall exercise control over the proceedings to achieve orderly completion of the hearing.
- Advisors are restricted to private communications with their advisee(s). Any communication by the Advisor that is audible to the RHA Conduct Board may be viewed by the Chief Justice as disturbing the hearing.
- All questions by the Complainant(s) and Accused(s) must be directed to the Chief Justice, rather than to the Witness directly. Questions of whether potential information will be received shall be resolved at the discretion of the Chief Justice.

- In addition to the investigatory packet provided by the Coordinator of Student Conduct or department designee, the RHA Conduct Board, at the discretion of the Chief Justice, may accept additional pertinent information and testimony (including impact statements). Any letters of recommendation submitted by the Accused will be admitted for consideration at the discretion of the Chief Justice and, if admitted, will be viewed only during panel deliberations.
- All procedural questions arising during the meeting are subject to the final decision of the Chief Justice.
- The RHA Conduct Board's standard of proof shall be a Preponderance of the Evidence.
- The RHA Conduct Board in consultation with the Coordinator of Student Conduct or his/her designee may reasonably accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant(s), Accused(s), and/or Witnesses during the meeting.
- The RHA Conduct Board shall make a summary transcription of the proceeding, which will serve as the official record of the hearing. No other recording will be permitted. The Accused or the Complainant may request a copy of the recording upon payment of the cost to reproduce the recording, or may listen to the original recording in a location designated by the Coordinator of Student Conduct or department designee at no charge. The record shall be the property of the Institute.

Conduct Sanctions

Sanctions are provided when the Accused is found responsible for one or more violations of the Residence Hall Community Policies and/or the Housing Contract. Sanctions are determined by the severity of the case and the student conduct history of the Accused(s). A student found responsible for a violation will receive an administrative and educational sanction as part of the conduct process. Below are descriptions of potential sanctions assigned to residents found responsible for violating Residence Hall Community Policies:

Housing Reprimand is usually assigned to less severe policy violation. The resident is reminded that his or her future conduct in Housing must reflect better judgment.

Housing Warning is a strong written warning that should the resident become involved in other violations of Housing or Institution policy, the resident can expect more severe disciplinary action.

Housing Probation means that any further housing or Institute conduct violations within housing will likely cause a resident's removal from Housing. Probation may include, but is not limited to, revocation of all hall privileges including the right to hold Hall Council office, participate in hall activities, open house, Hall Councils or committees. Probation is for a specific period of time.

Housing Contract Cancellation involves severe or repeat behavior issues, which merits the resident's removal from Housing. In unusual cases where a violation is so serious or a resident's presence is considered of danger to either themselves or any other member of the Georgia Tech community, a resident may be required to vacate their space in the residence hall immediately. In either case, all rent moneys or deposits paid shall be considered forfeited and a recommendation may be made to the Dean of Students for the suspension of the student from Georgia Tech.

Denial of re-contracting is used in cases that occur close to the end of the semester and/or a hearing may not be possible due to impending exams and breaks, a student may be denied the privilege to re-contract for campus housing for the subsequent semester or school year.

Removal from the Residence Hall Housing system is issued where a violation is so serious or a student's presence is considered a clear and present danger to either her/himself or any other member of the Georgia Tech community, a student may be ordered to vacate her/his space in the residence hall immediately. In such a case, all rent moneys or deposits paid shall be considered forfeited.

Relocation of the resident is issued for cases where a violation is so serious a student's presence is considered to be disruptive to the residential hall community, a student may be relocated to another building within the residence hall housing system. In such a case, the student will not be allowed to enter the previous residence hall in any capacity (as a guest/visitor or to attend a program/event) for a stipulated period of time.

Restitution is reimbursement of expenses to a department or office at the Institute that has incurred damages to property. Restitution is limited to exact amount of the damage incurred.

Fee is monetary amount paid to the Institute for participating in an administrative sanction. Fees are associated with the administrative sanctions of the Institute's Alcohol and Other Drug Sanctioning Model.

Educational sanctions may include community service, a reflection paper, and/or intentional efforts to educate others on Housing policy. The purpose of educational requirements is to provide an additional educational opportunity for residents involved in conduct cases.

Additional requirements may be assigned to a student as part of the sanctions portion of the conduct process.

Record Keeping and Release of Information

Student conduct records of residents found responsible of violating Housing policy are retained for seven (7) years from the date of the contract. Student conduct records containing records of cancellation of a student's Housing contract will be permanently retained. A case referral results in the creation of a student conduct file in the name of the Accused. This file shall be voided if:

- The student is found not responsible for the violation(s), or
- The case is determined to be an informational file only. An informational file is not included in background checks, but can be used in future sanctioning if the behavior continues.

The complete student conduct file will be forwarded to the Office of Student Integrity when a resident's case is heard by this office.

Release of Information

Student conduct records shall be governed by the Family Educational Rights of Privacy Act 20 U.S.C. & 1232g.

Parental Notification

Parents of residents under the age of 21 may be notified when a resident is found responsible for violating the alcohol and drug policies when either of the following occurs:

- A resident endangers her/himself or others while under the influence of alcohol or other substances. Specific instances include, but are not limited to driving under the influence, fighting, alcohol poisoning, becoming sick in the residence hall from alcohol consumption, and hospitalization.
- When a Housing Conduct Administrator determines that any future violations of Housing or Institute will likely result in removal from Housing.

Residence Hall Community Policies

I. Alcohol

Residents who are of legal drinking age (21) may possess and consume alcoholic beverages, but only as a private activity in their own private living areas (room and/or suite/apartment). Residents are legally responsible for their actions in all mental and physical conditions including those induced by alcoholic beverages. Residents who display intoxicated behaviors (examples may include glazed eyes, stumbling, and slurred speech) that make it reasonable to believe they consumed alcohol, or residents who require assistance due to consumption of alcohol, shall be subject to student conduct action. Also refer to the Georgia Tech Alcohol and Drug Policy. Georgia Tech also prohibits the following:

- A. The use/possession of alcohol by anyone under the legal drinking age of 21.
- B. The transport, possession and/or consumption of alcohol in opened containers in any public area including any property that surrounds a residence hall.
- C. The manufacture or sale of alcohol.
- D. Failure to abide by the Institute's policy on student organization use of alcohol.
- E. Public intoxication.
- F. Providing alcohol to anyone under the legal drinking age of 21.
- G. Common containers (such as kegs, party balls, and trash cans). Beverages must be used in individual containers.
- H. The possession or presence of empty alcohol containers in rooms where any resident is under the age of 21, even if the alcohol container is intended for decoration.

- I. Guests and visitors from consuming or possessing alcohol in the room or common areas of a resident under the age of 21. Of age guests (resident or non-resident) may consume alcohol only in the private bedroom where the resident(s) of the bedroom are of legal drinking age. If residents share a room over and under 21 years old, it must be clear that the alcohol is being consumed only by those 21 years or older.

II. Damage to Property

The Department of Housing expects all residents to take ownership for their living area by properly caring for, maintaining, and respecting Housing, Institute and state property. Residents will be charged with the cost of restoring to its proper condition any property, which through their negligence or misuse has been damaged or is missing. All such damages should be reported to a Housing staff member. When individual responsibility cannot be assigned, the members of the group to whom a space has been assigned or property supplied may be charged (as individuals) for the cost of repairs or replacement, and may be subject to disciplinary action. Also, refer to the Housing Contract for collective liability. The following are considered damage to property:

- A. Destroying, removing and/or vandalizing individual or Institute property, equipment or furnishings including but not limited to plants, window screens, pictures, public space furniture, hallways, walls, elevators, fitness center equipment, and individual room furniture.
- B. Tampering with television, Ethernet and/or telephone equipment in the residential areas.

III. Disorderly Conduct

The Department of Housing strives to facilitate the development of responsible communities in and around the residential facilities. To this end, the following are defined as disorderly conduct:

- A. Disrupting any student's attempt to study or sleep and/or disrupting residential activities. This includes the violation of noise policies.
- B. Impeding vehicular traffic on or near the residential facilities.
- C. Disrupting and/or obstructing administrative functions by blocking reasonable access to or exit from any residential facility or building on campus.
- D. Behaving in a publicly lewd or indecent manner in any campus area.
- E. Scaling building exteriors or accessing unauthorized areas including, but not limited to attics, roofs, utility rooms, ledges and windows.
- F. Shouting out of the windows of our residential facilities.
- G. Playing sports or using sport equipment in the hallways or common areas (examples include but are not limited to Frisbees, footballs, golf balls, basketball, baseball, and softball)
- H. Engaging in activity of any nature that leads to the disruption to the community or a resident.

IV. Drug Use

Georgia Tech and the Department of Housing prohibit:

- A. Selling, possessing, furnishing, or using any substance currently classified as a dangerous drug by the Georgia Controlled Substance Act or classified as illegal by state or federal law.
- B. Possession of paraphernalia used for drug use.

V. Harm to Persons and Harassment

Violations include:

- A. Placing another person in reasonable fear of his/her personal safety through words or actions directed at that person, or substantially interfering with the working, learning, or living environment of that person.
- B. Unjustifiably pushing, striking, or otherwise intentionally causing reasonable apprehension of such harm to any person.
- C. Behavior that endangers any person(s), including self.

VI. Keys and Access Cards

Residents are responsible for the safety of their room keys and other access materials. Thus:

- A. Residents may not loan, duplicate, misuse, or give their residence hall keys or access cards to anyone at any time.
- B. Loaner Keys and staff response to lock outs are provided for safety and customer service. A student may not check out a loaner key or call for a staff response to a lock out more than three times per semester.

VII. Noise and Quiet Hours

All Residents are expected to respect the rights of others by refraining from making loud noises or causing other disturbances that interfere with study or sleep. The right to quiet supersedes the right to make noise.

- A. All residents are expected to respect 24-hour courtesy hours. If a student makes a reasonable request of another student to be less noisy, that student should comply. No disturbing or unreasonable noise should be heard outside of a student's room/suite/apartment. Noise generated by activities in common areas is acceptable provided it is associated with the area's intended purpose.
- B. Campus-wide Quiet Hours are 10pm until 10am Sunday through Thursday and 12am until 10am Friday and Saturday. Changes to Quiet Hours can be voted on by Hall Council members, but is limited to the following regulations: Sunday through Thursday Quiet Hours may start as late as 12am and end as early as 8am; Friday and Saturday Quiet Hours may start as late as 2am and end as early as 8am. Until this occurs Campus-wide Quiet hours will be in effect.
- C. During exam periods, Quiet Hours are extended to 24 hours. This regulation also applies to areas outside the residence halls and residence hall lobbies.
- D. In the event that a person or a group makes a disturbance, staff will ask persons to disperse and may seek disciplinary action against violators. Examples of a disturbance include but are not limited to game playing, high volume on TV/stereo, yelling loudly, or the playing of musical instruments.

VIII. Official Requests

Residents are expected to comply with and respond appropriately to the reasonable and lawful requests of Institute officials in the performance of their duties. Violations include:

- A. Failure to comply with official requests made by Residence Hall Staff and/or GT Police, or other emergency personnel.
- B. Failure to provide proper identification when asked.
- C. Giving false and/or inaccurate information.
- D. Harassing and/or verbal abuse of staff members.

IX. Pets

Housing does not permit residents to have pets, other than harmless aquatic fish. The fish can reside in an aquarium no larger than 10 gallons in our residential facilities. This does not apply to emotional support and service animals that have been approved by the Office of Disability Services. Animals registered by the Georgia Tech Office of Disability Services, such as seeing-eye dogs, are the only exceptions.

Violations Include:

- A. Lack of adherence to the [Georgia Tech Assistance Animal Guidelines](#)

X. Tobacco Products Policy

Georgia Tech is a tobacco-free campus in adoption of the Georgia Board of Regents' tobacco and Smoke-Free Campus Policy. The goal of this policy is to protect and improve the health, comfort and environment of students, employees and any persons occupying University System of Georgia (USG) campuses. Georgia Tech supports healthy lifestyles but understands that using tobacco is a personal choice. The Tobacco-Free Campus Policy does not require residents to quit using tobacco; however, the policy does prohibit residents from using all forms of tobacco, including: cigarettes, cigars, chewing tobacco, snuff, pipe tobacco, e-cigarettes, etc., on all USG property. All Georgia Tech residence halls have been smoke-free for more than ten years. This new tobacco-free policy does not change this and makes smoking anywhere on USG property a violation of policy. Residents are encouraged to support each other in a positive, non-confrontational manner as the campus transitions to a tobacco-free campus.

XI. Solicitation

The Department of Housing prohibits any and all solicitation in the residential facilities, unless explicitly authorized by the Department of Housing. This includes the unauthorized posting of advertisements. Information for posting is approved by the Director of Residence Life. Door-to-door and phone solicitation are also prohibited. The Assistant Vice President of Housing or the appointed designee must approve any other solicitation. Providing access to solicitors is prohibited.

XII. Safety and Security Procedures

In order to promote the safety and security of building occupants, these behaviors are prohibited:

- A.** The misuse fire-safety equipment, including but not limited to fire extinguishers, hoses, horns, bells, conduit sections, alarm-pull trigger devices, pulling fire alarms, fire sprinklers, central-relay control bases, and glass covers for fire extinguishers.
- B.** The misuse of safety equipment, including but not limited to ground level security screens or roof access doors (except in cases of emergencies), removing insect screens or tampering with window or door hardware.
- C.** Entering or exiting an “emergency exit only” door during a non-emergency situation.
- D.** Damaging or removing window stops from high rise buildings.
- E.** Starting a fire.
- F.** Obstructing hallways, sidewalks, or stairwells that might impede the evacuation from a building during an emergency.
- G.** Securing bicycles to hand rails in stairwells or any other location that might impede the evacuation from a building during an emergency.
- H.** Possessing of chemicals or substances which are potentially dangerous or highly flammable, including but not limited to gasoline, propane, lighter fluid, and torches.
- I.** Throwing or projecting any object or liquid into or out of windows.
- J.** Leaving food cooking unattended.
- K.** Failing to vacate the building when the fire alarm system is activated.
- L.** Propping outside entrance doors.
- M.** Affixing, propping, or placing objects on the exterior of the building (but not limited to satellite dishes, plans, and holiday decorations). This includes hanging objects out of windows or other unauthorized displays on state property.
- N.** Storing property on exterior window ledge, or entering/exiting a building through an exterior window ledge except in case of an emergency.
- O.** Allowing non-residents access to the building (tailgating or piggy-backing).
- P.** Leaving, placing, or disposing of trash in the hallway or other common areas of your building.
- Q.** Storing, leaving, or placing motorcycles, mopeds, or other gasoline or battery operated (dockless vehicle, hovercraft, hoverboard, moped, etc) means of transportation in bike racks, bike rooms, bike storage, buildings, or rooms.

XIII. Room Personalization and Safety Procedures

- A.** Residents are encouraged to personalize their rooms and make them feel as comfortable as possible. However, to ensure the safety and security of all residents, the following behaviors are strictly prohibited:
- B.** Using items that are potentially dangerous and/or flammable, including but not limited to: halogen-torchiere lamps, improper wiring, fireworks, the use of open flames (including candles, incense) and open element appliances.
- C.** Creating or allowing excessive trash in a room or personal trash in common areas in or out of the building which could be considered hazardous to health and well-being of all residents. All trash should be disposed of in a designated dumpster, trash room (in North Avenue) or recycling bin.
- D.** Possessing or using of a waterbed within any apartment, traditional, or suite-style building.
- E.** Removing furniture in a room, bedroom, or living room. If a student wishes to supplement GT furnishings, they may do so only if the original furniture stays in the room.
- F.** Constructing lofts or platforms in any residence hall space.

XIV. Weapons

Georgia Tech Housing regulations prohibit:

- A. Using of any weapon or object as a weapon that can cause bodily harm either to the bearer or another individual. The context in which a particular object was used will determine whether it is a weapon.
- B. Possession in the residential areas (this includes the residence halls and surrounding areas such as sidewalks, and parking garages) of any object designed to inflict injury. *Included in this category (but not limited to) are firearms, explosives, fireworks, incendiary devices, bows and cross bows, arrows, and bolts, pellet guns, B.B. guns, blow guns, stun guns, swords or other sharp blades, nun chucks, throwing stars, spear guns, tear gas, explosive chemicals, switch blades, paint ball guns, and ammunition associated with weapons. This list is not meant to be exclusive. The Department of Housing reserves the right to determine if an object is a weapon. Electroshock weapons (tasers), meeting state Board of Regent specifications, are exempt from this policy.

XV. Wrongful Utilization of Goods, Services, or Information

Violations include:

- A. Stealing from another person, group of people, the Department of Housing or Institute any property or services.
- B. Embezzling, defrauding or procuring any money, goods, or services under false pretense.
- C. Purchasing or receiving property, money or services knowing them to have been stolen or embezzled.
- D. Issuing a check knowing that it will not be honored when presented for payment.
- E. Unauthorized entry into a building, resident room/suite/apartment, office or other facility.
- F. Conveying false information for the purpose of cheating or defrauding any person or obtaining money, property or information to which the individual is not privileged or entitled.
- G. Unauthorized use of any long distance access or unauthorized use of the computer network. Refer to GT Computer Usage Policy.
- H. Failing to abide by the Space Reservation policy for that Community.

XVI. Visitation/Guest and Residential Escort Policies

Residents may allow guests of any sex to visit their room/apartments with agreement from the other residents in their room/suite/apartment. Roommates, suitemates, and apartment mates have the veto power over all guests. Residents are expected to accompany their guests at all times and accept responsibility for their behavior. Hosts should meet their guests at the building entrance and escort their guests at all times while in the building. At no time should any resident provide entrance to the building to someone who is not his or her guest. Visitation privileges may be revoked for individuals or groups who violate the visitation policies. Hall councils and roommates may develop rules that are supplementary to, but not in conflict, with the established guidelines. In order to facilitate safety and privacy, the following behaviors are prohibited:

- A. Use of community bathrooms (including shared bath areas in suite/apartment) by members of the opposite sex.
- B. Guest(s) (including other GT residents) staying in a resident's room more than three consecutive nights in a seven-day period, or more than 10 nights per semester. Residents must always have their roommate(s)'s permission for overnight guests.
- C. Proceeding or allowing guests to proceed through the residential facility unescorted. Residents who are visiting other on campus residents must have an escort when not in their assigned building.
- D. Hosting a guest who violates Housing or Institute policy.
- E. In order to remain within federal occupancy limits, section 503, subsection B only one person per 50 square feet is allowed.

XVII. Housing Contractual

Violation of any policy and/or provision within the [Housing Contract](#) that is not explicitly stated in the Guide to Community Living.

Facility Services Guide

We Provide Your Maintenance and Housekeeping Services

The facilities team in the Department of Housing provides routine and emergency maintenance and housekeeping services to GT residence halls.

Because many factors can affect how, and when services are provided, this guide has been prepared to help residents understand what they can expect in typical situations that may arise while making their home in our residence halls.

We, of Housing Facilities, Will Strive to...

- Deliver the highest standards of safety, cleanliness and comfort for those who live and work here.
- Work each day to improve services and the residential environment now and for the future.
- Build direct and satisfying relationships with customers.
- Create and maintain a reputation for competent, reliable, and responsive service.
- Support the academic mission of the Institute and the achievement of academic excellence by individuals.
- Serve as advocates for facilities issues and the needs of residents.
- Show a genuine respect for individuals and their differences.
- Make our organization a good place to work.
- Participate in programs and activities that benefit individuals, the campus, and the community.

Facilities Staff

Some of the facilities staff are based in each of the communities, while other staff respond to calls by traveling from a central campus location.

Housekeeping staff can be seen on every floor of traditional halls several times a day. Housekeeping staff working in suite and apartment style halls work primarily in public areas, however, these staff members also visit apartments at least once per semester to clean bathrooms.

Maintenance staff, whether community-based or from the central staff groups, will be on floors when responding to work orders and emergencies, conducting walk through/checks, and participating in tours.

Regular Hours of Operation for Housekeeping and Maintenance Staff:

Monday—Friday 8:00 am—4:30 pm

At any other time, students are encouraged to speak with their PL/RA for assistance or contact the PL/RA on duty if it is an emergency. Yellow duty cards are located near front entryways with the staff member's name and contact numbers.

Ways to Identify Facilities Staff

While at work, all Housing Facilities employees are expected to carry a GT ID card, and many of them wear a blue, gray, or brown department-issued uniform. Supervisory staff often wear black pants and white polo shirts, while maintenance staff wear green uniforms. Staff members who are not provided with a uniform, outside contractors, and other campus service staff are required to display an ID tag at all times.

Referring Problems to Other Service Providers

While facilities staff repairs the vast majority of work requests that we receive, there are times that work is directed to other campus departments (e.g. Physical Plant, Environmental Safety, Information Services), off-campus service companies (e.g. vending machine companies, elevator maintenance contractors), or renovation contractors (e.g. for buildings that reopen

after large or small renovations such as replacing a roof.) It is facilities' responsibility to contact all other campus agencies and outside contractors and by maintaining ongoing relationships with these service providers, facilities is typically able to follow up and secure repairs within a reasonable time.

In some instances, work may be held until it can be combined into a larger, more efficient project or contract, examples include: room painting, carpet replacement, etc.

Students experiencing lost funds from vending machines, washers or dryers, can call laundry services at 404-894-4357.

Reporting Problems

Calling Facilities

It is preferred for students to contact facilities directly to report a maintenance or housekeeping concern, so that contact can be made with the person who is most affected or has the best information to describe the issue. Most problems will be assessed within 2-6 hours of your reporting it to the housing facilities office. Routine reports made on Friday or during the weekend will be followed up on the next business day. Facilities can be contacted here:

- Phone: 404-894-0520
 - Dial 404-894-0520
 - Speak with the attendant or leave a message on the Voice Mail System.
 - Please speak slowly and clearly.
 - Leave name and phone number
 - Provide the exact location of the problem (i.e. toilet clogged—Eighth St. Apts.—East Building—Room 255—C/D side Bathroom). The more detailed you are about the location and problem, the faster the response time.
- Web: <http://housing.gatech.edu/Pages/maintenance-request.aspx>
 - Click on "Submit Maintenance Work Request"
 - Select the appropriate information required, i.e. building, room number, etc.
 - Fill out maintenance request with as much detail as possible and select "Submit"

Fires and medical emergencies should always be reported directly to GTPD at 404-894-2500 and the on-call Residence Life staff (do not use 911—on-campus emergencies are coordinated through GTPD).

Common areas are all a part of a student's home away from home and it is asked that students request work for problems seen in areas such as bathrooms, floor lounges, hallways, stairwells, lobbies, and exterior doors. When requesting work for public areas, one can assist by looking for the door number (e.g. 6th St. E125A), hallway number or by giving the bathroom, laundry or lounge room number that is either painted on the wall next to the door or on a plastic room number sign.

Should interruption to utility services occur, i.e. electricity, water, etc., contact a member of the Residence Life staff to receive updates. When these situations occur, they are often outside the control of the institution and department, however, facilities works closely with the city to rectify the situations as quickly as possible. As information is received, it will be relayed to Residence Life staff to provide updates.

Expectations When Calling Facilities

The following information is requested:

- Name and phone number, in case additional contact is needed.
- Exact Location (building, room number, and any other possible identifiers).
- A detailed description of the problem.

Please provide enough details to facilities to decide who should receive your request and to help the service staff understand as much as possible about the problem before they arrive. For example, a closet door off its track is referred to Community Maintenance for a minor adjustment, but a hole in a closet door goes to the Carpentry shop to have the hole repaired or the door replaced. Also, the size of a hole may assist the carpenter in deciding what materials to bring to the hall or if measurements should be taken instead of have a new door built.

If there is an emergency situation, residents should contact Residence Life staff for assistance. Emergency requests will be addressed using the first available staff, or within the same day/24-hour period. Emergency problems include:

- No power
- No heat
- No A/C
- Resident locked out
- No water
- Person stuck in elevator
- Flood
- No lights at all
- No hot water

All other requests can be submitted via the maintenance request system, outlined above.

Things to Consider When Placing Work Orders:

1. Please inform your roommate(s) and/or suitemate(s), that a maintenance request has been submitted. This will eliminate duplicate requests for the same problem.
2. All calls are recorded by the Caller Identification System, please be considerate of the attendant receiving the call.
3. If calling to report a problem in a common area (i.e. kitchen, lounge, or bathroom), please leave your own name and room number in the event the maintenance worker has a question that needs to be addressed.

Prior to move-in, facilities staff walk through rooms and report issues they find. In these cases, workers may arrive without prior notice. If unsure that we know about a problem, please report it so it can be confirmed that a work order has been generated.

Planning and Starting Work

Next steps

Depending on the urgency of each problem, operations desk staff will write routine work orders, and contact maintenance staff in the field. For most work, it is not scheduled the way that some agencies do, i.e. "Someone will be there between the hours of 9:00 and noon on Tuesday." Some staff members may attempt to contact residents to advise them of anticipated dates and times when workers may arrive. For example, the pest control contractor will always schedule in advance due to the nature of their work, however, most repair staff will arrive unannounced.

Facilities Staff Expectations

- Knock and announce themselves as "Housing Facilities" or "Housekeeping".
- Identify themselves personally if asked.
- Leave the space in the condition it was found, cleaning any mess created.
- Answer any questions residents may have.
- Provide an "I was here" form if no one was present in the room.
- Lock the door.

When Facilities Enter a Room

By submitting a maintenance request, residents give staff permission to enter their space. It is important to note that facilities has a responsibility to maintain resident spaces year-round and will enter student spaces to fulfill certain routine procedures, i.e. replacing air filters, etc. While the Housing team works together to inform residents of these times, it is possible that a team may arrive without notice to complete these tasks. Every effort will be made to minimize this inconvenience and, staff is trained to understand that private living spaces may only be entered for cause, almost always with a work order or in response to emergencies. When tours must be conducted while the halls are occupied or over semester breaks, notices will be posted advising residents of the intent to enter residential space. Any time a staff member enters a room, they will leave a "I was here" hang tag behind on the room door to let residents know why they were there.

At times, facilities may arrive and cannot seem to find or are unable to reproduce the problem as written on the work order. Staff may contact residents for more information or to close the work order. If closed, an email will be sent and residents can respond if the problem persists.

Services Not Provided

There are some services that are unavailable to residents. Below is a list of examples of some of the services that facilities is unable to provide:

- Orthopedic backboards
- Mattress pads
- Installing locks on bi-fold closet or wardrobe doors
- Storage of personal property
- Removal and storage of Institute room furniture
- Repairs to personal property
- Running new electrical service into existing rooms
- Installing additional telephone jacks

Housekeeping and maintenance teams will complete well over 80,000 work orders per year, in addition to several thousand projects each summer in preparation for fall opening. While some maintenance requests may take time, facilities always strive to provide the best service possible with high levels of communication.

Resident Satisfaction

Share Your Thoughts

The goal of facilities is to provide student-centered service in a timely manner that helps residents feel confident and comfortable in their home away from home. Resident ideas and feedback is valued and it is encouraged that residents contact facilities to ensure needs are met. There are two main methods of providing facilities with your ideas and feedback:

Comment Sheets

Customer and comment sheet, as well as return mailboxes are available in the main entrance lobby of each residence hall.

Comment sheets are best used to:

- Compliment a staff person about the services they provided.
- Suggest a different or better way for facilities to provide their services.

Quality Service Surveys

After a work order is completed in a student's room, residents will receive an email with a customer survey asking to complete. This provides facilities with regular feedback on services and helps to identify areas of improvement.

Should a resident wish to provide more comments, they can speak with their Hall Director, Area Manager, or Community Supervisor directly. Additionally, residents can email facilities at facilities@housing.gatech.edu to provide additional comments and thoughts.

If residents feel that any facilities staff treated them in an unprofessional or discourteous manner, they are encouraged to speak with their Residence Life staff or Community Supervisor.

Through programs like these, the intent is that facilities can learn more about how residents view facilities services and find ways to pinpoint where to improve individual and group performance.

Selected Facilities Topics and Services

Heating and Air Conditioning

Newer residence halls and apartment buildings are equipped with HVAC systems that are controlled automatically. Normally, during moderate conditions, both heated water and chilled water is available to condition the spaces in these buildings. This system allows occupants to switch between heating and air conditioning at their discretion.

Several of the older residence halls and apartments have a different system that is transitioned for the entire building, based on temperatures outside. For example, when the temperature outside goes below 55, the system in these buildings will automatically change over to produce hot water for heating; however, if the temperature outside goes above 55, the system in these buildings will automatically change over to produce cold water for cooling. Because the system controls the entire building it takes approximately two hours for the temperature to change inside the buildings. Below is a list of the buildings that possess such systems:

- Brown, Cloudman, Matheson, Field, Perry, Hanson, Hopkins, Smith, Woodruff North and Woodruff South
- Fourth St. possesses an electric system that works similarly to the system above

Tips for Ensuring Proper Operation for Heating/Air Conditioning Units:

1. Keep the area below and in front of units clear of obstructions, this will ensure that air may flow through the unit and make it easier to access if problems arise.
2. Do not place any items on top of units or attach any items to the circulation grills within your room, which may impede air circulation, this will ensure that air may flow fully through the room.
3. Periodic filter changes are scheduled for all buildings on campus to ensure the proper functioning of the unit. Residents can assist in this operation by allowing access to the unit during the buildings schedule time period. Housing staff will post information one week in advance of the time they will be doing the filter change.
4. Be advised that heating and air conditioning units will not be as effective if windows are opened. This is particularly true in warm weather during conditions of high humidity. Opening windows in the 'cool of the morning' will flood the room with moisture saturated air which is difficult for the HVAC system to remove. As a result, it will take several hours from the time the window is closed (after it starts getting warm) for the air conditioning unit to return the room to a normal comfort level.
5. The department does not permit installation of supplemental window air conditioning units in residence halls and suites due to electric load constraints.
6. The system is designed for a standard of comfort of 68 degrees heating and 74 degrees cooling zones.

Common Area/Bathroom Cleaning

During each normal workday, housekeeping staff enter common area bathrooms at least once to clean and disinfect the plumbing fixtures and shower areas. Once a week, a thorough cleaning is scheduled and additional tasks are performed to maintain the cleanliness of our bathrooms.

Facilities will post a sign on each bathroom door when it will be closed and not available for use due to cleaning. This is necessary to avoid injury to residents while cleaning takes place.

Carpet Cleaning in Suites and Apartments

It is recognized that accidents happen and that dirt and stains are part of living. Residents should make every effort to clean up spills and dirt as quickly as possible to avoid stains setting into carpet fibers and becoming permanent. Some carpet cleaning products and stain removers can be purchased at local stores are effective, if used immediately, however, some spills and stains may be of a sufficient magnitude to require professional treatment. If residents are unable to remove a stain, a maintenance request should be submitted to request assistance. Someone from housekeeping will respond and assess how to prevent further permanent staining, and if necessary, they will schedule a time to clean your carpet.

Continuous improvements are made to resident spaces such as replacing the most damaged and severely stained carpeting, however, this work is expensive and ultimately causes costs for housing to rise. By providing assistance, costs to residents and the department can be kept at a minimum. Residents will remain responsible for replacement costs if permanent staining or other damage has occurred. Facilities will continue to use outside contractors to replace badly stained or soiled carpeting or if carpeting is damaged by bleach or burns, and the cost for this work will be issued to the residents responsible.

Elevators

Elevators in residence halls are mechanically sound and meet or exceed applicable codes. If an elevator stops between floors, people inside the car can use the phone in the elevator panel to directly connect to staff 404-894-0520 or campus police at 404-894-2500 so staff will be dispatched to let the people out.

Damages and abuse by residents are other reasons for elevators to become inoperable. When phones are damaged or taken, the elevator cannot be operated (as a safety policy) and causes inconveniences for everyone. It is a requirement by state law to shut down elevators if certain problems occur.

Vandalism, Graffiti, and Pranks

As part of a community, every resident has a responsibility to treat the property provided with respect and to uphold community living expectations. Damages and destruction of property will not be tolerated. Residents have a responsibility and obligation, as good neighbors, to report negligent behavior by others so that the appropriate person can be held responsible for their actions and financial remuneration can be made.

Flood Clean-Up

Flooding happens upon occasion; at times the result of vandalism and other times a break of some sort causing water to flood an area. After a flood, facilities will remove water from floors in public and student spaces to prevent mildew and damage to floor tile or personal property. To assist in the recovery process, it is often needed to enter student spaces to determine the extent of flooding. When water has entered a room, residents will be asked to carry their personal rugs to a lounge, basement or exterior location so that water can be extracted from the room. If opportunity presents, facilities will extract water from personal rugs, at no charge. Rugs may remain somewhat damp and require a few days to air-dry.

Furniture

Upholstered Furniture

As with carpeting, residents need to act immediately to blot up spills and remove food on upholstery before permanent staining set. Residents are invited to call 404-894-0520 or submit a maintenance request online after having tried and failed to remove stains. Facilities is able to respond if resources are available to see if permanent staining can be prevented. If sufficient resources are available to send staff to clean the stain, it will be done. In most instances there will not be a charge for this assistance, however, residents will remain responsible for replacement costs if permanent staining or other damage has occurred.

Beds and Other Furniture

Residence hall study rooms and lounges are updated with new furniture on a regular basis and facilities oversees that the furniture remains in good working condition. Residents are asked to respect the spaces by not removing the furniture, and limiting the use of food or drinks to avoid spills and stains in the common areas. Additionally, residents are not permitted to remove institutional furniture from their bedrooms or apartments.

Lofted Bed Safety Rails- If your bed is equipped with a safety rail, it must remain. If your bed is not equipped with a safety rail and you need one, please submit a maintenance request. Georgia Tech personnel are not permitted to remove safety rails. Should a safety rail become damaged or lost, the student is responsible and will be assessed a charge. Please refer to the damage fee list for the amount of the charge.

Mattresses

Bedroom mattresses are made using one of the highest flame-retardant standards in the country. The standard size of the mattresses is a 36" x 80" twin XL (extra long).

Pests: Roaches and Mice

Residence halls have plenty of spaces for small insects and mice to hide. Facilities has contracted a local service to provide pest control and they are available multiple times a week to address complaints. Often, the lifestyle choices of individuals can impact others in a building by not removing trash, abandoning cardboard boxes, leaving scraps of food on the floors and a general lack of cleanliness. These types of behaviors increase the chances of attracting pests to living spaces and, too often the problem is unable to be traced to individual resident rooms.

Though incidents of bugs or mice can occur in communal halls, residents can help manage and control situations by avoiding these behaviors and keeping screens on windows.

One of the most common actions that contribute to pest problems is the accumulation of garbage by building entrances. Although most of our building entrances have small trash receptacles close to the door, these receptacles are for pocket trash, soda cans, candy wrappers, and similar small items. Please do not leave garbage bags of trash by these cans, which invite rodents and other pests to the easiest entrance into the building. Please deposit all of the garbage from rooms using tied trash bags in the large metal dumpsters located on the street or parking areas close to your buildings or in the trash rooms (for North Ave. Apartments).

Residents should not park in a manner that restricts access to dumpsters for garbage trucks. The dumpster contract permits garbage removal during a wide timeframe. If the truck cannot access the dumpsters because of improperly parked vehicles, housing still pays for the service, whether they can empty the dumpster or not and cars may end up being towed/ticketed by parking.

Only pesticides are used that have been registered with the federal Environmental Protection Agency and the Georgia Agriculture Department, however, many products often require personal protection to be worn by our pest control service personnel (i.e. goggles, respirators, etc.). Should residents have any questions about the chemicals being used, they can contact facilities at facilities@housing.gatech.edu.

Treatment of Bed Bugs in Georgia Tech's On-Campus Housing Facilities

How bed bugs get into a room or apartment

Bed bugs must be carried into an environment, as they do not fly or jump and they are usually brought into rooms or apartments after visiting a location that is already infested. They are often carried in on personal belongings such as luggage, backpacks, furniture, boxes, and electronics and they spread by crawling and traveling within walls by latching easily onto fabrics and upholstered items.

How to spot a bed bug problem

If residents notice any of the following things, they may have a bed bug problem:

- Blood spots about the size of a pencil tip on mattress or linens.
- Small black dirt specks (bed bug feces) in seams, cracks or crevices of beds and furniture.
- Small white-ish casing (eggs/exoskeletons) in seams, cracks or crevices of beds and furniture.
- Actual bugs present (bed bugs are small and flat, about the size of a common wood tick).
- Unexplained rash on their body. Bed bug bites resemble mosquito and flea bites and tend to appear in a straight line.

If residents think they have bed bugs in their room or apartment

If residents suspect bed bugs in their room or apartment, they should report the problem immediately to their Peer Leader (PL) or Resident Advisor (RA). They should also go on-line and submit a maintenance request at: <http://housing.gatech.edu/Pages/maintenance-request.aspx> or call the Facilities Work Center at 404-894-0520. Once a

request is submitted, a pest control expert is called in and responds within 24 hours to confirm if there is an infestation. An infestation is defined by pest control experts as finding one live or dead bed bug.

Facilities has a role in preventing bed bugs

Georgia Tech Housing is taking proactive measures to prevent and contain bed bug infestations, such as purchasing encasement style mattresses, which have no crevices for bugs to hide in, making them bed bug proof. In addition to the on-site chemical and heat treatments used once an infestation is reported, materials will be distributed to students, staff and guests to inform and educate them about potential bed bug problems. Georgia Tech Department of Housing is using the latest information and treatments regarding bed bug prevention and eradication.

How to reduce the risk of bringing bed bugs back to your on-campus residence

Residents can help keep bed bugs out of residences by following the precautionary measures listed below:

- When traveling, take precautions to avoid bringing bed bugs back to the room by inspecting the bedding and furniture where they are staying. Use hangers or hooks to keep all clothing off the floor and bed. Do not put any luggage or backpacks directly on the bed or floor—keep them elevated using a luggage stand, tabletop, or other hard surface. Keep luggage closed and zipped.
- Before returning to campus, inspect clothing and other items before packing. Check crevices in luggage and backpacks for signs of bed bugs.
- After returning to campus, re-check all traveling gear and items. Unpack luggage directly into a plastic bag and immediately take the clothing to clothes dryer and dry for 20 minutes at a high heat cycle of at least 120 degrees. Do not store luggage or backpacks on your bed or any carpeted surface. If possible, store luggage in a large plastic bag and seal tightly, keeping it isolated from all other belongings.
- Do not bring second-hand or discarded furniture such as bed frames, mattresses, box springs and upholstered furniture into the space where living. These are common breeding grounds for bed bugs.
- Clean and reduce the clutter in rooms to eliminate places for bed bugs to hide during the day.
- Wash clothing and linen frequently in high temperatures to kill bed bugs. Both the water temperature and drying temperature should be 120 degrees or higher.

Paintings and Wall Damages

The maintenance team paints student bedrooms and common spaces on a regular schedule, to provide a clean and esthetically pleasing living environment. Residents are not permitted to paint spaces in their halls. Whether on drywall or cinder block, the use of commercially available adhesive wall putties (such as Hold-It) virtually guarantees not to mark paint finishes or drywall surfaces, allowing residents to avoid possible charges for wall damages. However, most double-sided tapes are difficult to remove and can damage paint so they should be avoided.

If unsure, residents can ask their Area Manager or Hall Director what is appropriate in order to avoid charges to repaint/fix walls caused by negligence. Resident room and areas must be returned in the same state that they were received or there could be a bill assessed for non-normal wear and tear.

Equal Access

Housing Facilities coordinates with the Office of Disability Services for students in need of accommodations due to disabilities. Several spaces in residence halls have been equipped for students with mobility challenges and/or hearing or vision impaired.

Resident Health

Products In Use

Pesticides, cleaning agents and disinfectants are but a few products which staff use sometime during each day. All other operations comply with regulations, and work methods are approved by the different regulatory agencies, whether at the

federal, state or campus level. Products used by facilities are required to be reviewed for safety reasons, and the Materials Safety Data Sheets required by law are available for supervisors and employees to use.

As information is received on regulatory changes in work methods and the use of chemicals that can affect personal or resident safety, managers will initiate the appropriate changes to be in compliance and to assure the safety of residents and workers alike. Facilities has been making great strides in completely replacing all cleaning items with “green certified” products.

Energy Conservation

Servicing nearly 3,000,000 gross square feet of building space and nearly 400 acres covered by miles of pedestrian and vehicular pathways, the energy needs to heat, cool and light the academic, administrative and student operations are inevitably large. With up to 25,000 staff, students, residents and visitors on campus, most of whom are engaged in critical or recreational activities that consume energy, Georgia Tech is much like a small city. Conservation succeeds through the cooperation of two groups: the campus building managers and the users of the buildings. Building managers strive to keep their building systems operating efficiently and, when opportunity presents, pursue energy conservation renovations to improve energy consumption in future years. The daily choices all residents make regarding use of water, electricity, and other utilities, add up over time, to more than 8.9 million dollars annually, therefore, residents are needed to assist in keeping costs and usage to a minimum, keeping in mind that conservation of resources helps everyone in the long run. Energy conservation not only saves environmental resources but, it saves money as well. In residence halls, Housing is committed to finding and using better means to conserve or avoid energy costs. Everyone's help is needed to be more successful.

Resident Energy Conservation Opportunities

- Most hallway lights in residence halls can be switched off during daylight hours.
- Thermostats in study rooms can be reset to a higher or lower temperature to use less energy at night or when not in use.
- Most lights can be turned off in lounges and bathrooms when the last person leaves since many of these spaces have one light fixture on at all times for safety.
- Leave the circulating fan in the room fan coil unit on (or on the lowest setting) when no one is in the room or else mildew and mold will grow causing other problems.
- Keep the temperature setting on the highest comfortable setting when someone is in the room to conserve energy, cooling an empty room is a waste of energy.
- Report stuck control valves to 404-894-0520 if they cannot be opened or closed.
- Never place beds across the front of the room's convector or block with furniture or personal belongings. This blocks natural air convection through the room's heating unit and will make the room cooler.

More Ideas

- Turn off room lights when not in the room.
- When studying, use desk lamps, preferably with a fluorescent bulb, instead of the room lighting.
- Radios, televisions, computers and other electric devices should be turned off when not in the room.
- Conserve water by taking shorter showers.
- Keep sink faucets and shower fixtures from dripping and report those that do.
- Open the blinds only when necessary and see that they are closed when the sun is shining on the glass.
- Encourage fellow residents to conserve resources.
- Please unplug appliances, phone and electronics chargers, and any other device that may draw current when not in use.

Some residents add additional lighting in their rooms or apartments. While halogen torchière lights are inexpensive, they should not be used, as they create a fire hazard. Fluorescent torchière lamps are now commonly available and produce equivalent light at 20% of electrical consumption. Use of fluorescent lamps will also decrease fire hazards and keep rooms more pleasant during the cooling season. Every person makes a difference. Energy conservation ideas can be shared with facilities at: facilities@housing.gatech.edu.

Recycling, Sustainability and the Environment

The Department of Housing utilizes single-stream recycling in all residence halls and apartments, which allows residents to “mix recyclable materials” in one container. Instead of separating glass, plastic, metal and paper, it can all be placed in one bin.

Practice good recycling

- If depositing recycling out in plastic or paper bags, please rip open the bag, dump the recycling into the new bin, then throw the bag in separately
- Please keep trash separate in its own bin from recyclables. When actual garbage is thrown away with recyclables, the entire container can be declared “contaminated”. The entire batch is then placed in the landfill, defeating everyone’s good actions.

Residential Security

Building security is a responsibility that is shared with each resident. A resident’s personal choices can do as much (if not more) to jeopardize the safety of building occupants as facilities’ actions can while work is attempted. Residents should be conscientious and not let people they do not know into the building. Additionally, residents should not attempt to enter into other halls without a key or swiping a BuzzCard. This violates housing policy and also sends the message that tailgating (following unknown people inside) is okay.

If residents see people who appear to be facilities staff or other campus staff near the entrance door, it is not permitted to hold the door open for them or let them sign-out entrance keys and use them. Similarly, residents should expect that facilities wouldn’t hold exterior doors open for them since facilities won’t be able to identify who lives where. Residents should never prop open doors for any reason.

Finally, please contact the Georgia Tech Police Department at 404.894.2500 or use LiveSafe any time you feel unsafe, or if you believe a crime is being or has been committed. Provide GTPD with whatever details, facts, and suspicions you have. Be as clear as you (or your floor mates) can be in describing a suspicious person, including their physical description, clothing, tools, distinguishing features, and location. Do not approach them yourself. You should also notify your community staff as well.

Insurance Claims

Residents are encouraged to obtain private insurance covering themselves and their property. The State of Georgia is one of many states nationally that protects itself and its workers from civil suits to recover costs and damages.

Mobile Mini Storage Containers

GT housing has a preferred/approved vendor to offer mini storage containers that will meet any other advertised equivalent cost per cubic foot for temporary storage of personal belongings between semesters. No other vendor is allowed to place their container on GT state property. The improper placement in fire lanes, damages to landscape and blockages by the variety of vendors has forced us to control these containers for everyone’s needs and concerns. Details will be provided to all residents in the “closing” newsletters, which will be published at the end of the semester.