

Welcome to your new Kresge Apartment.

Instructions below.

This instruction sheet is to give you practical information about your apartment. **We know you are overwhelmed with information right now, so leave this on the back of your toilet and read it at your leisure over the next few weeks.** We have a great facilities and grounds crew here at Kresge. The information contained herein is designed to help you learn what we have to offer, how things work in your apartment, how to get things fixed if they don't and how to avoid billing for damages.

When you move-in ... Everything in your apartment should be in good working condition. If you see anything that may have been overlooked, be sure to notify the Kresge Maintenance Office via a work request (see below).

When you check-in, you will find an *INVENTORY/ CONDITION REPORT (ICR)*. Make sure it is accurate, because you will be billed for any inventory missing at the end of the year, as well as any damages not noted on the inventory form. After you note any damages on your ICR, turn in your sheet in to the Kresge Residential Life office by October 1. **These forms are NOT work requests. If you need something repaired, go to <http://fixit.ucsc.edu>**

If you have a request ...

- If something in your apartment needs repair or you need to request something from maintenance, you can submit a maintenance request online at <http://fixit.ucsc.edu>. Please submit a separate ticket for each problem. If you need assistance, see your CA for help in on filling out a request.

For a maintenance emergency from 7:00 p.m. until 3:00 a.m, contact the Kresge CSO (459-2100). If the maintenance emergency occurs at any other time, call 459-2345 (campus dispatch).

- **STUFF:** In our maintenance shop behind Bldg 11, we've got a few cleaning supplies and tools. Stop by.
- **FEMALE PRODUCTS:** Tampons or their containers are NOT flushable.
- **CIGARETTES:** Don't smash cigarettes into walls and don't discard them on the ground.
- **TELEPHONES AND COMPUTER NETWORK:** Kresge maintenance does not service either of these systems. For computer network questions, call 459-4638 or email resnet@ucsc.edu. For telephone or voicemail, go to <http://scs.ucsc.edu/>
- **DOOR KNOBS:** Please do not put rubber bands on your door knobs. They eventually work their way into the workings of the door knob and one day your door just won't open.
- **ON DOOR LOCKS:** Lock the exterior door by just pressing the button on the way out. From outside the room, interior doors must be locked with the key. At Kresge East and the remodeled suites, you need to turn the key 360 degrees to lock or unlock. Bldg J & K locks lock automatically.
- **KEYS:** Contact the Housing office for keys if you lose them, the replacement charge for every key is \$40.
- **RATS AND MICE:** If you leave your door open, they will come in. Once in, they can do tremendous amount of damage - particularly trying to get out. Please don't leave your door open at night or even in the day unless you are sitting right there.
- **STORM DRAINS:** Please don't dump anything but pure water into these drains. These pipes go to the forest or the ocean – not to a sewage treatment plant.
- **CLOGS:** Please do not try to fix your own clog in a sink, shower or bathtub. If the drain starts to get slow, put it in a repair request. We do not want you using "Drain-O" type products because they are bad for you, the environment and the pipes. Feel free, however, to plunge away at those toilet clogs.....
- **SMOKE ALARMS: Don't mess with them!!!!** If they go off, it is usually a spider web that the alarm reads as smoke. If you mess with them, it could cost you money - so leave them alone!
- **CURTAINS: Don't smash 'em against your window!** If you do, the curtain will get mildew on them, which doesn't come off, and you will be charged for curtain replacement. We will really appreciate it if you kept them up, as well. If you take them down, they tend to get very rumpled and often get damaged.
- **COLORED FLYERS:** Make sure those flyers don't get wet and lay around on the wood furniture or formica. An expensive stain may result.
- **WOOD FURNITURE:** We have found that computer and stereo equipment often leaves "feet burns". Please put a cloth or some other protective material underneath equipment to prevent this.

- **EXTRA FURNITURE:** We have extra thonet chairs (the old, painted ones), deck chairs, lounge chairs and other spare furniture. If you want some, put in a request.
- **BLINKING LIGHTS:** The good news about compact fluorescent bulbs is they save a lot of energy. The bad news is that when a bulb starts to go out, it blinks. Put in a work request if that happens, and we will install a new one. Please don't throw away the old bulbs, though, as we need to properly dispose of them.
- **THE SUITE HEATING SYSTEM:** The heat in the suites is controlled from the UCSC heat plant through a boiler computer program that heats water that heats your apartment. The boiler has hours of operation (5 am to 11 am; 4 PM to 2 AM) **AND** will not come on if the air temperature outside is above a certain point.

APARTMENT DECORATIONS

The basic common sense rule with decorating is to avoid doing things that will damage the apartment. Of course, you will want to put things up on your wall. We are fairly liberal about the walls; we will not charge you for pinholes or a moderate use of nails on the walls. The doors and ceilings are a different matter. You will be charged for all damage to the doors and ceilings.

Our strong preference is that you use thumbtacks only on the walls whenever possible. Tape tends to take the paint off the walls and doors. **DO NOT USE DOUBLE-BACK TAPE** for anything as it will damage the wall when removed and you will be charged for it. You may not hang shelves on your bedroom walls. You may not build anything additional into your apartment or remodel it in any way, including freestanding lofts. Additional furniture is okay as long as it does not create a fire or health hazard and your apartment mates approve.

- Please do not put stickers up anywhere.
- Please do not paint walls or ceilings.
- Please do not decorate the front door. The door number must always be visible for emergency personal to be able to locate your apartment.
- Please do not hang anything on the outside of your building.
- Don't staple anyplace (use pushpins).

COLLEGE FURNITURE INVENTORY

The inventory allocations to apartments are standardized. You and your apartment-mates are collectively responsible for the total inventory of the apartment. This applies to any apartment you may have lived in at anytime during the year. The college conducts an inventory count before the year begins, but you have an opportunity before classes start to check the college count and let us know if there is a discrepancy. After October 1, the college count and condition information will hold even if you have not checked the count. If you think something is missing from your apartment, submit a request.

REARRANGING AND MOVING FURNITURE

University inventory items may not be moved between apartments. You are welcome to rearrange, trade and organize furniture as you wish **within** your apartment as long as these guidelines are followed:

- All apartmentmates concerned with or affected by the move must agree to it.
- Any room that will receive a new occupant must contain the original standard furniture allocation.
- All large furniture (beds, dressers, desks, lounge chairs) must be put back in their original room when you move out. **Do not** disassemble your lofted bed or the beds at Kresge East. They are very tricky to put back together.
- University furniture must remain inside apartments at all times. Moving furniture outside can result in weather damage. Bring your own beach chair for the deck.

Recycling

As you no doubt noticed, we have supplied you with two (in J/K) or three recycling containers inside your apartment. As you fill them up, please take them to the nearest recycling bins to your apartment.

You will find two types of bins: one for glass, plastic and cans and one for paper products (newspaper, office paper). While you can, technically, put in paperboard (such as cereal boxes) in the paper bins – we would prefer you take paperboard and brown garbage bags to the cardboard bins because of space considerations. Please smash your plastic before putting it in the can.

CARDBOARD - Cardboard can be put into the three 'cardboard only' dumpsters. One by the Co-op, one behind Town Hall / Kresge Cafe, and one is located in the Kresge East parking lot between R-15 and R-16. Paperboard, which includes cereal boxes, egg cartons, and toilet paper roll tubes, as well as brown paper grocery bags can also be recycled with cardboard. Please breakdown Cardboard boxes before being placing in dumpsters. Any cardboard that is glossy or waxy CANNOT be recycled. **Milk and soymilk cartons and Ben and Jerry's containers are also NOT recyclable.**

ETC. - Batteries and packing peanuts can be dropped off in the mailroom in the containers labeled for them.

COMPOST- Compost buckets along with instructions on what can and cannot be composed will be distributed to those who are interested early in Fall quarter. Look for a flyer in early October.

Below are items that cannot be recycled and should be thrown away:

Glass – light bulbs, mirrors, plate glass and ceramics cannot be recycled

Paper – tissue paper, paper plates or cups, paper towels, food wrappers and waxy paper.

KEEPING IT CLEAN

We believe clean, well-maintained community spaces will add to your comfort and enjoyment in living here, and we hope you will take pride in your community. Cleaning your apartment is another area of joint responsibility among you and your apartment mates. Kresge provides no custodial service at any time of the year. Your CA will assist you the Apartment Living Agreement which among other things addresses joint cleaning responsibilities. Continued failure to maintain an apartment at an acceptably clean standard, as determined by the college, may result in fines and/or termination of the residence contract.

Cleaning Supplies

Each apartment comes with a vacuum cleaner, broom, dustpan, mop, bucket, toilet brush and plunger. Green Tornado or Simple Green or some other green colored cleaning product, which are all-purpose cleaners, and Comet are provided at the beginning of the school year. At Kresge East and the Triplets we also supply "Pink Power" (we like cleaning supplies with a color in the title), which is a non-abrasive cleaner that we ask you to use on your shower. If you need a special cleaner or need advice, create a request at <http://fixit.ucsc.edu>.

Vacuums: Each apartment is supplied with a vacuum. If your vacuum belt breaks or your vacuum is not in good working order or you need a lesson on how to empty your vacuum bag (it is self-contained - there is no paper bag inside the cloth one), create a work request to maintenance at <http://fixit.ucsc.edu>

Outside Decks: Residents must maintain their deck areas in a clean and safe manner. In many cases the front deck areas are fire routes. Storage, trashing and littering of decks can result in a fine. And whatever you do, don't barbecue on the decks. It can lead to a charge well over \$1,000.

Household Garbage: Residents must carry garbage to the nearest dumpster. Do not put household garbage in the college trash bins or the recycling bins. Do not allow garbage or recycling material to accumulate in your apartment or on your deck.

Put your work or maintenance request at <http://fixit.ucsc.edu>
Please submit a separate ticket for each problem.

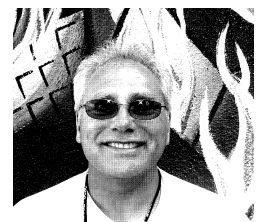


Ian Mitchell



Say Hi to these Guys

Ike Monzulla



AVOIDING DAMAGE (AND BILLS)

CANDLES are not allowed at UCSC. You may not burn them. Your household will be fined at least **\$50** for every individual wax stain or burn found in your apartment at the end of the year.

COMPUTER PRINTERS - Do you have a desk with little round burn rings on them? They were caused by a printer - or some other computer component - vibrating on the desk. So, computer owners, please protect the desk with cloth or a similar covering.

The floors and counters in the apartments are damaged if hot objects are placed directly on top of them (i.e. irons, candles, and cookware). These items are very expensive to replace, plus a fire could result. Please be careful – use trivets or other products designed to place hot objects upon.

Carpet stains: The best way to avoid stains is to clean up spills immediately. Maintenance has some really good carpet spotter if you need some help.

Barbecues: You may barbecue on asphalt or concrete as long as your barbecue is at least 10 feet from any building. Never barbecue on decks or walkways. Be sure there are no hot coals in the barbecue pit or Hibachi when you return it to your apartment for storage.

Potential Damage Charges

Do Not:

1. Use double-back stick tape
2. Use wall anchors such as toggle bolts or molly bolts
3. Put any holes in the ceiling without permission
4. Put nails, pushpins or screws in any door
5. Use tape or put stickers on walls, windows or doors
6. Put chalk or paint on any wall or door
7. Use staples in walls, doors or ceilings

If this condition exists when you move out:

1. Wax on carpets, walls or furniture
2. Burns on shades, furniture or curtains
3. Burns on carpet
4. Burns or scratches on countertops or walkways.
5. Stains or scratches on furniture
6. Scratches on windows
7. Hole in wall (pencil-size or larger) - including holes you patch
8. Bent window screen
9. Bed, refrigerator or closet door not in original place and condition

Or you will be:

1. Charged \$10.00 per item
2. Charged \$10.00 per item
3. Charged \$10.00 per item
4. Charged \$10.00 per item (up to \$50)
5. You need to remove it all without damage or be charged at \$20. hour to remove it.
6. \$50 per wall or door
7. You will be billed a labor charge of \$25 per area.

You will be billed:

1. Minimum fine \$50 up to \$300
2. Minimum fine \$50 up to \$300
3. Minimum fine \$50 up to \$300
4. A portion of the replacement cost from \$50 to \$1500 depending on severity
5. Repair cost - between \$20 - \$100
6. Replacement cost - up to \$200
7. Repair cost - between \$20 - \$60
8. Replacement cost, \$15
9. Labor charge minimum of \$25