



MOVE: The Initiative Dorm Policies (Please read thoroughly and carefully)

Check In

- Students will complete a checklist on the condition of their room

Express Checkout Envelopes (All students will follow an Express Checkout Process)

- It is an expedited checkout. You don't wait for a staff member to inspect your room. Instead, you complete the express process as shown below.
- Express checkout envelopes are available at check in.
- Pack up your belongings, clean the room, and remove all personal items.
- Fill out the form.
- Place your key inside the envelope.
- Take a photo of the form for your record.
- Seal and return the express checkout envelope to a staff member when one is available.

Remove All Items from Your Room

Be sure to remove all items when you move out – even items that may seem unobtrusive (plastic bags, hangers, cleaning supplies, loose change). Basically, if someone brought the item into the room, someone must remove it from the space. It is much easier (and cheaper) for you to remove these items than to have a facilities cleaning crew remove them. You may receive a bill if any items, including small objects, remain in the space.

Reminder: Take out all the trash. The most common charges assessed are cleaning and trash removal.

Room Condition

While checking into your room, you will be asked to complete a Room Condition Report (RCR), which contains a list of areas in the room and their condition prior to your arrival. You will have until the end of the evening to complete this document and provide an accurate description of your arrival.

An additional review of the condition of your room will be conducted after checking out by a staff member. The staff does not assess damages, or quote any prices, they only document what is immediately observed. Ensure a thorough completion of your RCR, so that you will not be charged for items damaged or missing.

Damages, and Repairs

If you have an issue with the physical room or contents provided by the facility, please inform a staff member. If the issue requires immediate assistance (overflowing toilet, power outage, etc.) please contact a staff member immediately. Depending on the issue it may be handled immediately, or over the course of several days or weeks. Please stay in touch with your Residence Coordinator and keep in mind that sometimes patience is needed.

Pest Management

Under community living conditions, pests can become unwanted guests. You can minimize problems by being proactive:

- Keep the kitchen area clean.
- Use sealed containers to store food items, condiments, etc in rooms.
- Never leave food in open containers; use glass, metal, heavy plastic or other sturdy, tightly-sealed containers.
- Use plastic trash bags for storage and for trash.

Individual Damage Billing

Individual damage billing refers to damages to an individual's room whereby the resident(s) is responsible for the costs associated with any repair or replacement. Individual damage is documented by a staff member.

Community Damage Billing

The philosophy behind community damage billing is that all dorm students on campus housing are part of a larger community. Therefore, residents are not only responsible for their personal accommodations but also for the community areas they share with fellow residents. One unfortunate aspect of this responsibility is that damages that may occur in common areas. It is our hope that students will create a sense of ownership and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit from each resident, we choose to bill the students for individual incidents. Our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section. Community damage is documented by our staff.

Examples of Damage Billing Incidents

- Any damage that goes beyond the normal, expected, wear and tear of items.
- Bodily fluids (blood, urine, mucous, feces, and vomit) in the halls, bathrooms, or other common areas
- Broken exit signs
- Broken windows or glass
- Broken lounge furniture
- Damage to carpet and upholstery
- Food or trash left in sinks or water fountains
- Trash or trash bags not properly disposed of (i.e. pizza boxes or room trash found in the halls, stairwell, or bathroom/lounge trash can)

- Fire extinguishers and smoke detectors that are missing or have been tampered with (greater sanctions will be given to persons found responsible)
- Removal of any Dorm furniture from its designated location
- Holes in walls
- Sprinkler head discharges due to causes other than fire
- Graffiti

Keys

Students will be given key fobs to enter the dorms and their individual rooms. If keys are lost, please be advised, an invoice will be sent as a key replacement charge.

No Smoking or Alcohol Use

Putnam Science Academy is a tobacco free/smoke free campus. **DO NOT** smoke, vape, or drink on, off, or around campus. Students will be sent home if it is discovered they have partaken in any of these activities.