CALIFORNIA INSTITUTE OF TECHNOLOGY

Institute Housing Department

Resident Guide to Institute Housing

CALTECH INSTITUTE HOUSING

Resident Guide to Institute Housing

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CAMPUS SECURITY
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SAFETY OFFICE
Business Hours
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PHYSICAL PLANT
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Introduction

Welcome to Caltech Housing. We wish you the best of luck in your endeavors. One of your first responsibilities as a resident is to familiarize yourself with the following information. Please take a moment to read this booklet.

Mission Statement

The Housing Office furthers the goals of Caltech by providing convenient, attractive housing. To this end, the Housing Office guarantees housing for all undergraduate students and all first year graduate students who apply by the deadlines. After these guarantees, the first priority of Housing is to provide temporary furnished and unfurnished housing for Moore Scholars, visiting professors and other short-term faculty and research and/or academic related visitors to the Institute. The second priority is to provide transitional housing for recruitment purposes of faculty. The third priority is to provide transitional housing for newly hired postdoctoral fellows and limited housing for graduate students with families. These rentals are managed by the Housing Office in accordance with these priorities and the current needs of the Institute.

GENERAL

Guaranteed Housing Statement

Caltech Housing guarantees all undergraduate students and first year graduate students housing if they apply by a certain date for housing. These dates will be announced and advertised well in advance of the deadline for guaranteed housing.

Disability and/or Medical Accommodation

If a medical or disability accommodation is needed, please see the Dean of Students.

Special Needs Housing

Residents with disabilities and other health-related special needs may apply for a room assignment instead of participating in the Lottery. Every effort is made to accommodate a resident's health need first. Therefore, all other preferences may not be accommodated. Residents may refuse an assignment and enter the Lottery. However, at that point there is no guarantee that a resident will be able to draw a room that meets his or her needs.

Resident Privacy

Resident information is protected by FERPA, the Family Education Right and Privacy Act. FERPA is a Federal law that protects the privacy of student education records. Therefore, without written permission from a resident, we may not release any information about that resident including, but not limited to assignment, status, account information, telephone or email.

Privacy and Re-Entry

The Institute respects the privacy of the resident, but reserves the right to re-enter and take possession of the accommodations upon breach of any terms of any agreement. The Institute may enter the accommodations during reasonable hours to provide efficient service and maintenance. The Institute may enter accommodations without notice for the purposes of emergency service, safety, and room condition inspections and term cleanings or if there is reason to believe that any term or condition of any

agreement is being violated. When entering accommodations, the Institute may be accompanied by an outside party, such as a fire inspector. The accommodations must be cleared of all personal property upon termination of the agreement. The Institute accepts no liability for personal property remaining in the accommodations after termination. The Institute may dispose of such property at the occupant's expense.

Lottery/Assignment Rules

Please see Lottery and Assignment policies as they are distributed each academic year.

House Dues

House dues are set by each individual House.

Room Assignments and Changes

Residents must comply with all lottery rules or room assignment policies as specified by the Housing Office. The Institute does not guarantee resident an assignment to any particular room. The Institute may require resident to move to a different housing assignment at any time.

Room Moves

Before a room move is implemented, the Housing Office must approve it. If the room move is not approved, a fine of $100.00 will be charged to resident. Resident must vacate the previous housing assignment within three (3) days and complete proper check-out procedures as outlined in his/her license contract or lease.

Removal

The Institute has the right to remove any resident for violation of Institute policies.

Cohabitation

Men and women can be assigned to the same rooms or the same suite of rooms, if all parties agree to the situation.

Infants and Children

Infants and children may not reside in an undergraduate housing unit.

Pets

Residents should contact the Housing Office to apply for the approval to own and register a cat, if eligible. The full Caltech Housing Cat Policy and application is available at: http://www.housing.caltech.edu/cat_policy.asp

Currently, no other pets or laboratory animals of any kind are permitted in Caltech Housing. Residents violating this policy must remove the pet(s) immediately and may be asked to leave housing. Subsequent infractions will result in the loss of housing privileges. Residents who have lab animals for experimental purposes must make arrangements to keep these animals in the lab. Seeing eye dogs shall be excluded from these requirements.

Room Condition and Inventory Inspection

Inspections are conducted prior to occupancy and immediately following checkout to determine the physical condition of every unit. It is the responsibility of the occupants to check the accommodations for all damages or missing furniture that may not have been noted in the room condition report. Any damages, missing furniture, or special cleaning requirements noted at the end of the contract that did not appear on the room condition report at check-in are charged to the room occupants. If occupant fails to do a move in inspection, occupant is liable for any damages or excessive cleaning necessary.

Keys – Lost, Stolen, Lockouts

Your key and/or card allow you access to your assignment. If you are accidentally locked out of your room, contact a Resident Associate, Apartment Manager, the Housing Office or Security to gain entry. Your key should be safeguarded. Lost keys should be reported immediately to the Housing Office. Issuance and replacement of your keys will be in accordance with the rules and regulations of the Housing Office. There is a fee charged for a permanent replacement key.

Vehicles and Parking

Parking is not provided by the Housing Office in all locations. Please see the Caltech Parking Office for details on campus parking arrangements.

Solicitations

No door-to-door soliciting or canvassing is allowed in any Caltech housing at any time. Institute-recognized student groups may request permission to have a table for solicitation in the main lobby of a building by contacting Institute Housing. Public area solicitation is prohibited without explicit permission and instructions from Institute Housing. Residents should report violations to the Housing Office.

Collections

If payment for any housing fees above $100.00, including but not limited to rent, are not submitted within the stipulated time-frames, the Housing Office or Bursar's Office may place your account with a collection agency. This action will affect your credit history, therefore we strongly encourage you to be timely and responsible in regards to any and all housing fees.

Missing Student Policy

At the beginning of each academic year, Caltech will inform students residing in on-campus housing that Caltech will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. Students have the option of identifying an individual to be contacted by Caltech not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Dean's Office. The full policy can be found at: http://www.studaff.caltech.edu/Policies/MISSINGSTUDENTPOLICY.pdf

CONTRACT

Contract Changes

The Institute reserves the right to change the terms and conditions of any contract or lease upon thirty (30) days notice to residents.

Marriage During Academic Year

Please see the Housing Office for details.

Cancellation (Reasons for)

MEDICAL/EDUCATIONAL/PERSONAL/WITHDRAWAL

Please see your contract or lease.

EARLY DEPARTURE POLICY

Please see your contract or lease.

REFUNDS/REBATES/PRORATING

Please see your contract or lease.

Charges

All undergraduate and graduate fees for housing, board, etc., are charged directly to student's Bursar's account. All others please see Housing contract or lease for specifics as some will be charged to their Bursar accounts and some will pay the Housing Office directly.

POLICIES AND RESIDENT RESPONSIBILITIES

All residents are responsible for familiarizing themselves with current Institute policies. Disturbance or behavior that disrupts the community or infringes upon the rights and or safety of others will not be tolerated. In instances in which monetary damages are incurred, the responsible party must pay for damages. Currently, Institute policies are available at http://www.studaff.caltech.edu/policies.htm

Alcohol Policy

The serving and/or consumption of alcoholic beverages on Institute property, including your room or apartment, must be in full compliance with Institute, local, state, and federal laws and regulations.

Smoking Policy

It is Housing Office policy that smoking of tobacco products in any Institute housing property is prohibited. In Institute residences, this includes all interior common areas, individual rooms and apartments, covered walkways, balconies, outdoor areas where smoke may drift into buildings, and during organized indoor and outdoor events. Violations of this policy will be forwarded to the Housing Office and may result in loss of Institute Housing privileges.

Noise Policy

The Institute has quiet hours after 12:00 AM (midnight), Sundays through Thursdays, and 2:00 AM, Fridays and Saturdays. Residents are expected to conduct themselves in a considerate manner at all times. Residents who are disturbed by noise after these hours should diplomatically negotiate with the offending parties first. If the noise does not diminish, contact Campus Security about noise issues.

Parties and groups must abide by the noise policy. Noise should be kept at a reasonable level at all times. After quiet hours begin, the doors to recreation rooms and common rooms must be closed and parties must remain indoors with the stereo turned down.

Roof Policy

Our roofs are not constructed for sunning, walking, sleeping, etc. They are extremely costly to maintain and repair (e.g. a recent large residence hall's re-roofing cost nearly

$800,000). Residents will be billed for damage. Please stay off the roof for your own safety and to avoid damages.

Energy Conservation

Residents are expected to minimize energy use whenever possible. Room lights and other electric equipment should be turned off when not needed. Shower and other water usage should be of a reasonable duration. In units with separate thermostats, heat or air should not be set at an excessive level. Any problems affecting the above systems should be reported to the Housing Maintenance Office. In general, residents are asked to be aware of and reasonable in their use of all consumable energy resources.

Resident Liabilities

Residents are responsible for the loss of or damage to Institute property provided for their use, including the furniture in their accommodations. All Institute property originally in the room must be left in good order. If a resident removes furniture from a room or suite, he or she must replace it. If the resident does not, he or she is billed for the cost of the furniture. Residents must not remove furniture, mattresses, etc. from their assignment, leaving them in the hallways, etc. Please note that some furniture may not be removed from some buildings. Residents are responsible for any costs that the Institute incurs in returning the accommodation to its original condition. In the case of suites, all residents of a suite are held responsible unless the responsible individual identifies himself or herself to the Housing Office. Those who damage Institute property are subject to disciplinary action and reimbursement for damages. In addition, hosts are expected to be responsible for the behavior of their guests. Damages consequent to a party may be billed to the host, or disciplinary action may ensue. Residents may be held liable for all losses or damages resulting from negligent and/or purposeful acts, or violations of Institute regulations. Violations of Institute regulations may result in removal from housing with no financial credit for the unelapsed term of the housing agreement, or in the denial of Institute housing for future years.

Common Areas/Damage

The common areas are subject to the Institute's control. This includes, but is not limited to sleeping or residing in any of the common areas. Charges for excessive damages in the common areas may be prorated by entry, floor, or building in cases where individual responsibility cannot be ascertained. The determination of what constitutes "excessive damages" is the judgment of the Housing Office. These charges are assessed as a group billing and cannot be individually reduced.

Refrigerators

Each resident is permitted either one refrigerator or one freezer in their private room. No resident may have both appliances. Refrigerator/freezers must be under-the-counter size, not to exceed 5.2 cubic feet. Refrigerators/freezers must not impede or block the flow of traffic to exits. Refrigerator/freezers must not be placed in public areas.

Air Conditioners

Air conditioners are not permitted. The only exception to this is in the North Houses, Marks and Braun Houses. Please see the Housing Office for details on purchasing an air conditioner.

Bulletin Boards

Posters or notices of any kind may only be affixed to bulletin boards in dorm entryways, dining service units, academic and administrative buildings, and outdoor kiosks. All materials placed elsewhere (i.e. stairwells, hallways, entry walls or doors) will be removed.

Public Area Signage

The Institute is responsible for the installation and placement of interior signage in the dormitories. Interior signage is determined by code requirements, fire safety, and interior or exterior directional needs. Interior signage installed by the Institute is affixed on a permanent or long-term basis. At times, the Institute may affix temporary or short-term signage in a dormitory. This type of signage must be approved by the Housing Office and must be removed within a specified time period.

Doors and Screens

Doors and screens may not be removed from their frames. If removed, the occupants of the room will be charged for re-installation, replacement, and repair as appropriate.

Bunk Bed Regulations

The only bunk beds allowed are in Undergraduate Housing and are only provided by the Institute.

Chin Up Bar Policy

Chin-up bars may not be installed in any doorway and/or closet doorway.

Meal Plan Options/Requirements

Please see Housing contract or lease.

Decoration Policy

Residents are free to rearrange furniture and add their own furnishings so long as they are not wall-mounted. However, furniture should not obstruct smoke detectors, vents, or exits. In furnished units, the Housing Office will not remove any furniture. Window coverings and screens may not be removed nor may residents alter windows with window film or tinting of any kind. For an additional fee draperies may be installed in addition to the provided blinds; these draperies are subject to availability.

To prevent damage, residents are not allowed to suspend any kind of wire or string across a room to suspend decorations or attach anything to a ceiling or door. Also, locks and latches may not be installed onto cabinets, furniture or doors. To attach small items to a wall, only easily removable tape and its equivalents may be used. If you wish to install a special hook on the back of your bedroom door or a picture hook on a wall, Housing Maintenance can give them to you free of charge.

If wall damage does occur, the cost of the repair and repainting is charged to the resident(s) responsible. If no one resident claims responsibility for the damage, the entire suite is held financially responsible. Nothing is allowed to be attached to ceilings since that area is particularly dangerous. Furniture should not be placed near any heat source, light fixture or working fireplace.

Painting Rooms Policy

Residents are not permitted to paint and/or spackle their own rooms or cover their walls with paneling or wallpaper. Residents who choose to paint their own rooms are charged for repainting. The charges are determined as a function of labor time and materials. If the walls need to be repainted, please contact the Housing Maintenance Office.

Lofts

Lofts are not permitted.

Pest Control

Pest control is a continuing concern that must be addressed on an ongoing basis and can only be accomplished through all of our efforts. Many areas in housing are sprayed on a monthly basis to prevent insect infestations and our custodial staff is always alert to signs of rodent and insect intrusions. Please follow these guidelines to help our efforts in keeping rodents and insect pests under control:

- Do not store food in the trunk room or in common storage areas.
- Always store food in air tight containers and clean up promptly after any food preparation.
- Garbage should be disposed of properly. Do not dispose of food waste in student rooms or in bathroom trash cans. Use kitchen trash cans or outside trash bins.
- Do not tamper with rodent screens or window screens. Windows are common points of entry for pests of all kinds.
- Cooking in student rooms is strictly prohibited.
- Leaks or other moisture sources should be reported to the Housing Office.
- In the South Houses, keep hyper space covers closed and secured. If a panel is not secure, contact the Housing Office or fill out a Fix-it request to secure it.
- Report all pest control problems promptly to the Housing Office so that we may dispatch a qualified technician to handle the problem. The Housing Office makes every effort to respond professionally and promptly to your request.

All materials used to control pests are registered with and applied according to E.P.A. regulations by a pest elimination specialist. Any pest-related concerns should be expressed to the Housing Office as soon as possible.

Pest control problems resulting from pets or lack of cleanliness of a student room or residence will be handled by the Housing Office. Any services required will be billed to resident(s) as a damage charge.

Parking

The city of Pasadena does not allow overnight parking on any street without an overnight parking permit. Please do not block or park in driveways. Residents are

required to obtain parking placards for their vehicles from the Caltech Parking Office in order to park on campus. For more information please contact the Parking Office at (626) 395-8877 or visit their Web site at http://www.parking.caltech.edu. Underground parking in Avery is subject to the Avery Council.

No motorized vehicles of any kind may be parked next to the houses. Any automobile parked on or next to the Olive Walk (the brick walkway running between the North and South Houses) will be subject to a parking violation citation.

Keys and Locks

Residents are issued one key per resident only by the Housing Office. Keys are non-transferable and their reproduction is illegal. If residents lock themselves out of their rooms, they can contact the Housing Office to be issued a temporary key in exchange for their campus ID. The Custodial Office and Campus Security cannot issue keys, but can let locked out residents back into their rooms. Lost keys will be replaced for a fee. If it is determined that security of the residents will be an issue, the locks will be changed at the cost of the resident. Residents are not allowed to install or change locks. All keys must be returned directly to the Housing Office upon termination of occupancy.

Combination Locks

In addition to regular key locks, there are combination locks on some room doors in Undergraduate residences. This combination should not be changed until after Rotation, when the resident's permanent fall assignment has been selected.

Bathrooms

Please respect other residents and keep this area clean. Custodial staff clean public bathrooms on a regular basis.

Sanitation Standards

For the consideration of others, please keep all Caltech property within reasonable standards of cleanliness. All property and persons within the Caltech community are expected to maintain these standards.

Event Registration Policy

Any event sponsored by a Caltech organization or using Caltech Housing or other facilities and satisfying one or more of the following stipulations must be registered with Campus Life:

- Alcohol will be served in the presence of underage attendees.
- Institute funds are used to fund an event where the attendance will exceed twenty (20) people.
- The event will be publicized to non-Caltech people.

Parties/Special Events

If the house has a party or other event, you are expected to clean up immediately following the event (clean up any spills and stains, discard all debris, restore furniture to its proper configuration in the room, vacuum, dry any wet surfaces, etc.), unless other arrangements are made with the Housing Office. Liquids left on any surface overnight are likely to cause expensive damage. If the custodian must clean up after the event, the House will be charged for this service, which is outside the expectations of the custodian's job.

Guest Policy

Residents may have an overnight guest in their own room or apartment for a maximum of three nights per month. Please be considerate of your apartment mate(s) regarding the frequency or length of time a guest is staying with you. Amenities, including extra keys will not be provided for your guest. Residents assume full responsibility for the actions of their guests.

Bicycles

Bicycles must not be parked in walkways, outside corridors, stairwells, or in other common areas. It is permitted to store bicycles within resident rooms. Any bicycles in violation may be removed without notice. Register bicycles with Campus Security and Parking Services and secure them to bike racks with a security lock to prevent theft. Bike racks are located around each residence.

After Rotation Housing-Undergraduates

All new students will be provided information on the House and the room assignment for their post rotation housing. All new students who need to change rooms are expected to do so within the schedule deemed by the Housing Office. Upon completion of your room move (and any future moves and check-out) the room move/check-out form must be filed at http://housing.caltech.edu/undergrad.

Furniture

Furniture may not be removed from rooms and/or stored in buildings that have been furnished or newly renovated. Residents must not remove furniture, mattresses, etc., from their room, leaving it in the hallways.

UNDERGRADUATE

All Undergraduate Housing rooms are furnished with a desk, desk chair, and a bed for each resident. This includes the On-Campus Houses and unaffiliated housing spaces.

GRADUATE

Lottery properties are modestly furnished. To see a full listing of furnishings per property, see http://www.housing.caltech.edu/grad/grad.html.

Public Area or Common Area Storage Policy

Residents may not store personal items including, but not limited to clothes, bicycles or boxes in public or common areas. Public or common areas include balconies, corridors, hallways, laundry rooms, parking spaces, community lounges, community kitchens, etc.

HEALTH, SAFETY AND SECURITY

Life Threatening Emergencies

For any fire, police, or medical emergency, on campus students should call Campus Security at x5000. The officer who answers the call is trained in handling emergencies. Students should give their location, describe the nature of the emergency, and be prepared to respond to the officer's questions or instructions. In response to the call, the officer dispatches Campus Security personnel and the appropriate local police, fire, or emergency medical teams to the location immediately. For routine information and assistance, students should call x4701. Residents with off campus telephone numbers should call 911.

Room Entry

The Housing Office staff, or authorized staff may use a master key to open a room in an emergency. The room shall be locked upon the completion of visit. Housing Office personnel may enter rooms during normal working hours for cleaning, maintenance, and repair, or to maintain compliance with health and safety regulations. Prior notices shall be given when possible.

Damage, Loss or Theft of Personal Property

The Institute cannot assume responsibility for articles that are lost, stolen or damaged. If resident wishes to insure his or her personal property, he or she shall obtain and maintain the insurance.

Safety Inspections

It is the responsibility of the Institute to provide for the safe living environment for all persons living within Institute-owned residences. This is enforced through announced inspections conducted by Institute staff members. Enforcement of state and Institute fire safety regulations is the responsibility of the Safety Office in conjunction with the Housing Office. Institute safety inspectors are obligated to inspect all Institute buildings, including every dormitory and student apartment complex. Inspections will be conducted during normal business hours. For your convenience, inspections commence after 9:00 A.M. Rooms and apartments will be entered for the purpose of conducting the scheduled announced safety inspection even in the absence of the

resident. As a security measure, doors to all vacant dorm rooms or apartments will be locked upon the departure of the safety inspector (even if the door was found unlocked). The inspections will be conducted by the Safety Office, the Housing Office, RAs and house officers.

Fire Safety Policy

Residents are encouraged to take an active role in fire safety. Residents are responsible for knowing the current fire safety code and reporting fire hazards and safety code violations to the Safety, Security, and/or Housing Offices. Bicycles and other objects, regardless of size, cannot be stored in corridors, stairwells or other common areas. If these objects are found by Safety personnel, they will be removed and disposed of accordingly.

Prohibited Items

For safety reasons, the following items are prohibited in residence halls and apartments:

- In residence hall rooms and bedrooms, bathrooms and living rooms of apartments: cooking devices such as electric toaster ovens, broilers, skillets, hot plates, hot-dog/hamburger cookers, electric woks, rice cookers, immersion coils, hot pots, appliances with exposed heating elements or similar items.

- Cooking is only permitted in designated kitchens and kitchenettes. Never leave anything on the stove unattended.

- Microwave ovens are not permitted in residence halls except where provided by the Institute. Microwave ovens, woks and rice cookers may be used only in the kitchens of apartments if the appliance is UL (Underwriter's Laboratory Seal) listed and properly connected. Cooking is not allowed in residence hall or apartment sleeping rooms.

- Room-heating or open-flame devices, including all space heaters, kerosene or oil lamps, alcohol burners.

- Air conditioning devices including room and window air conditioning units unless approved by the Housing Office.

- Candles (of any kind), torches, fireworks, sparklers, incense, and smoke bombs and any other open flame device are strictly prohibited anywhere inside or around the residences. The use of candles for religious purposes is prohibited due to the fire hazard. Alternative appliances, electrically powered, exist to

permit residents to observe religious holidays, without creating a fire hazard. Please keep flashlights and fresh batteries on hand for use during power outages.

- Wall hangings made of burlap or any other flammable materials, tapestries, fish netting, flags and wicker ornaments.

- Posters and decorations with combined coverage of more than one-third of available wall space or on ceiling.

- Hazardous materials such as flammable and combustible liquids including art supplies such as thinners, automotive or industrial batteries, charcoal fluid, propane, fueled camping lanterns, kerosene, corrosive materials, etc.

- Gasoline-powered items, such as motorcycles, mopeds or their components.

- Chemicals, firearms and other weapons and explosives.

- Lofts, liquid-filled beds or any other structures.

- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any building apparatus. Combustible or plastic lamp shades or light fixture covers. Torchiere-style lamps with halogen bulbs. Desk lamps with halogen bulbs are allowed. Torchiere-style lamps with incandescent bulbs are allowed.

- Electrical wiring that is "homemade" or otherwise modified or transformed creating a fire or shock hazard. Extension cords exceeding six (6) feet. All extension cords must be maintained exposed in plain view. Cords may not be run under rugs or closet doors, run through door jams, secured to building surfaces or furniture, or hung from ceilings, window-drapery rods or loft units. DSL line, satellite dishes, exterior radio or television masts or aerials or any other device mounted on the exterior of a building. Devices which overload electrical receptacles (more than three appliances per outlet or multiple-plug adapters or power strips with more than two cords attached). Fused, multi-outlet surge protectors commonly used for protection of personal computers are permitted. However, multi-outlet surge protectors may not be plugged into an existing power strip (piggybacking), nor shall more than one (1) fused, multi-outlet surge protector be plugged into a building wall outlet. Surge protectors or power strips without built-in fuses are not permitted.

- Traffic and road signs observed in dormitory rooms or apartments will be reported to Security. Misappropriation of traffic and road signs may result in motor vehicle accidents, injuries and even fatalities. Residents in possession of traffic and road signs are subject to prosecution.

Approved Items

Only hot pots meeting the following specification are permitted in Institute Housing. Units purporting to be "automatic" have failed and caused fires here and at other colleges and universities. In order to be approved for use in residence halls and apartments, a hot pot or electric kettle must automatically shut itself off if the fluid boils off or if the pot is emptied. Usually, this type of pot does not contain a conventional heating element, but rather the water completes an electrical circuit between two conductors that sustains the heating process. Further, approved hot pots must be capable of accepting only water. Units capable of heating soup, etc., are not approved. When in doubt, safety inspectors will conduct the following field test to determine compliance. The empty unit will be plugged into a power source and turned 'on.' If the interior of the appliance heats up, the device fails the field test. When purchasing a hot pot for use in a residence hall or apartment, read the precautionary messages: if the appliance or package states "do not operate when empty," the unit is not approved. UL-listed popcorn poppers are permitted.

Personally owned electric fans, air conditioners, or refrigerators smaller than 6 cubic feet in capacity are permitted. Any extension cord should be new, carry the Underwriter's Laboratory (UL) seal and not be frayed or have defects.

Fire Safety Equipment

Some properties are equipped with the following safety features:

- Smoke Detectors (in each bedroom and the entryway)
- Heat-activated sprinkler system (activates at 71 °C)
- Fire extinguishers (outside corridors of each floor)
- Red fire alarm pull boxes (near the extinguishers)

Smoke detectors are required by law. Tampering with smoke detectors in any way is a violation of state law and could result in electrical shock, legal action, and/or additional charges. Periodic inspections are made to ensure that the detectors are in working condition and free of tampering.

Fire Equipment Policy

It is against the law and Institute policy to tamper with any fire equipment, and violators will be subject to substantial fines (minimum $500), Institute disciplinary action, possible loss of housing privileges and criminal penalties. Note: this is not

intended to dissuade you from setting off an alarm if you believe there is a fire in the residence. This provision is aimed solely at individuals who misuse the alarm system. Fire equipment that is not in working order jeopardizes all residents. The primary goal of any fire alarm system is to ensure that occupants are alerted to a fire early enough to evacuate safely from the building. To ensure that occupants will respond to an alarm, the fire alarm system must be reliable and free of nuisance alarms. Nuisance alarms create complacency amongst occupants and can hinder evacuation.

As used here, fire equipment includes: fire extinguishers and hoses, fire alarm pull boxes, smoke detectors, automatic door closers, fire sprinkler systems, fire horns and lights, exit signs and evacuation maps. Tampering includes, but is not limited to, removing or covering exit signs, hanging anything from sprinkler systems, altering the function of door closers, disabling smoke detectors, discharging fire extinguishers for any purpose other than putting out a fire and doing anything else that compromises the proper functioning of fire equipment. Any fire equipment repair or replacement that results from student misconduct is charged to the individual, if known. If the responsible party cannot be determined, the fine and related damage are charged to the building.

Fire Safety Procedures

In case of fire, if the fire cannot be easily extinguished with an extinguisher within thirty (30) seconds, then everyone in the residence must evacuate immediately. When evacuating, close the apartment door. Locate and pull the nearest red fire alarm pull boxes. The Fire Department is routed through Campus Security. It is necessary to report the details of the fire to the Campus Emergency Number, (626) 395-5000. If you hear the fire alarm, you should assume that there is a fire and evacuate your building immediately.

False alarms should be reported immediately to Campus Security, (626) 395-4701. Failure to do so may result in charges billed to the offender.

Fire Drills

California law requires that the Institute conduct regular fire drills for our residences. Fire drills will be conducted to test the fire alarm system and practice resident evacuation procedures. Whether drills are conducted during the day or night, full cooperation in quickly and safely evacuating the buildings will be expected. Non-compliance or failure to cooperate in any way will lead to disciplinary action.

Evacuation

Evacuation signs are posted in each residence hall room indicating your location in relation to the nearest exit and steps to take to vacate the premises. Please familiarize yourself with the location of all exits from your residence. In the event of an evacuation, please report to your buildings emergency assembly point for further instructions. Anyone found altering, defacing, destroying, removing or covering the placard will be charged the cost of replacing the placard.

Earthquake Preparedness

Earthquake safety information is posted in residences and earthquake emergency procedures are detailed in the online campus directory.

Holiday Decoration Policy

During the holiday period of November/December, special emphasis is placed on life safety hazards associated with holiday decorations. All proposed decorations must be approved by the Housing Office prior to their placement.

Fireplace Use and Care

When using any fireplace, please make sure the damper is open before lighting a fire.

Firearms, Weapons and Explosives

Residents are prohibited from bringing firearms, explosives, knives, ammunition, dry explosives, incendiary devices, fireworks or other dangerous weapons that might threaten human life into Caltech owned housing regardless of purpose or brevity of time. In addition, potentially dangerous or damaging chemicals may not be brought into the residences.

Illness or Injury

Should you become ill or injured, a Resident Associate, Apartment Manager, Campus Security or other Institute officer can assist and arrange transportation to a health center or, in more serious cases, a local hospital. They will also assist you in notifying family members or Institute personnel if the situation warrants.

Injected Medication

Residents who use injected medication, such as insulin, are required to dispose of hypodermic syringes in approved sharps containers. This ensures the safety of all our residents and Housing employees who handle waste disposal. Residents who require such containers can obtain them at no extra cost from any health center. Hypodermic syringes should be placed in the sharps container; full containers should be returned to any health center for proper disposal.

Infectious Disease

In the event a resident is identified as having potentially contracted a contagious disease that may adversely affect his/her roommate(s) or apartment mate(s) or others in the housing unit, the resident shall agree to submit to a medical evaluation at the Health Center. In the event it is medically determined that the occupants of a dorm/residence are at risk of infection, the contagious/infected resident shall be required to leave the housing residence until such time he/she can present evidence from a physician that he/she is no longer contagious. Failure to submit to the required medical examination and/or leave the residence shall result in loss of housing privileges.

MAINTENANCE

The Institute shall repair defects, which arise from ordinary wear and tear, at the Institute's expense. Without limitation, all defects caused by the acts or omissions of Resident, Resident's guests or invitees, will be so charged to Resident, including the cost of repair to or clearing of waste pipes and drains, repair to water pipes, plumbing fixtures, or overflow therefrom caused by negligent or improper usage or the introduction of articles or materials into the system for which the system was not intended, and including the cost of repair or replacement of damaged or missing furniture, fixtures, appliances or equipment. The Institute shall not be liable for failure to make any repair unless Resident has given to the Institute written notice of the need for repair and the Institute has had a reasonable amount of time to make the repair. Upon the expiration or termination of this License Contract, Resident shall return the Premises to the Institute in the same condition as received less reasonable wear and tear.

Emergency ceiling hatches are located in some apartments. Since these hatches provide roof access to heating and ventilation systems for the building, there may be unscheduled entry into these apartments. Residents of these apartments should make sure that their current telephone numbers and e-mails are on file with the Housing and Maintenance Offices in case they need to be contacted for emergency entries.

Maintenance Emergencies

Emergency repairs, such as a burst pipe, major water leak, electrical short, or broken lock, occurring after 5:00 PM on weekdays and at any time on weekends or holidays, should be reported to the Central Plant after hours dispatch office at (626) 395-6571. Provide your name, telephone number, house or apartment address, room number and the nature of the emergency.

Extermination (Pests)

All new residents will receive a copy of a letter from the Institute's provider for pest control. As the law requires, this letter is given out to inform new residents of the common chemicals used to control pests in the exterior and interior of the residence. Please note that whenever a resident requests pest control actions to occur inside the residence, a separate and specific notice will be given to, or left for, the resident.

Light Bulbs (Replacements)

All exterior light bulbs in the buildings are replaced by Housing Maintenance. Interior light bulbs are replaced in undergraduate housing and on-campus graduate housing. If an exterior bulb needs replacement, please create a Fix-it request.

Repair/Replacement Requests

Repair requests and pest control issues should be reported to the Housing Maintenance Office at http://www.its.caltech.edu/~fixit. Residents should not attempt to handle repairs themselves. By reporting a maintenance problem, residents are authorizing entry to the property by the appropriate maintenance or service representative. Residents will be charged for repairs due to abuse, misuse or negligence. Personnel may enter properties during business hours for cleaning, maintenance and repairs, safety inspections or emergencies.

FIX-IT REQUESTS

The Fix-it request is available online at fixit@caltech.edu. Use it to submit all requests or repairs. Requests are processed Monday through Friday and the work is done by the Housing Maintenance Department. Residents are not permitted to repair or replace electrical, plumbing, heating, security equipment, glass or any other Institute property, nor are they permitted to contract with vendors outside the Housing Office for any such repairs without the prior consent of the Housing Office.

WINDOW REPAIR

There is sometimes a two-step process in the repair of windows, depending upon the type of glass broken and whether there is a safety or security risk. If the window cannot be immediately repaired, it is boarded up if security or weather is a factor.

Plumbing Maintenance

To prevent any injury to our employees doing repair work, do not use any chemical in the drain for any reason. Instead, please submit a Fix-it request for repairs.

SERVICES

Housekeeping

Services provided by the custodial staff include: sweeping, vacuuming, mopping common area floors, cleaning, dusting and polishing common area furnishings, cleaning kitchenettes, refrigerators, stoves, woodwork, brass fixtures and water fountains. Also included is, light pick-up of trash and debris from grounds, cleaning and disinfecting common area bathroom showers, fixtures and floors, emptying common area wastebaskets and taking down flyers posted in non-designated areas. Services not provided by the custodial staff include: picking up personal items from common areas; party clean-up.

Custodial Services

UNDERGRADUATE

Rooms will be cleaned by Custodial Staff once per term (Fall, Winter and Spring) and will include carpet vacuuming, light dusting, emptying of trash and cleaning of the sink area. This once per term cleaning is mandatory. Scheduled times will be posted in the houses and the Custodial Supervisor will leave a reminder notice under your room door. Please pick up personal items from the floor so the room can be cleaned and vacuumed. Rooms not ready for cleaning will be skipped and will not be cleaned until the next scheduled date. Residents may request additional cleanings from the Housing Maintenance Office for an additional fee.

GRADUATE/FACULTY/POSTDOC/STAFF

Regular cleaning is not provided for graduate, faculty, postdoc or staff assignments. Residents may request cleanings from the Housing Maintenance Office for an additional fee.

Recycling

Recycling has a positive impact on the environment and we urge you to participate in this important program. Recycling bins are located at the campus recycle center, building 125 on the campus map.

Trash

Residents must dispose of all trash in the appropriate containers in each area. If your building chooses to collect its own recyclable items they must be kept in a clean orderly manner.

Food and Dining Services

MEALPLAN OPTIONS/REQUIREMENTS

Please see Housing contract or lease.

UNDERGRADUATE

All on-campus undergraduate students are required to be on the student meal plan. For more information, please visit the Caltech Dining Services Web site: http://dining.caltech.edu.

GRADUATE

Food can be purchased through Caltech Dining Services. All Avery residents are required to be on the Avery Graduate Student Meal Plan. For more information, please visit the Caltech Dining Services Web site: http://dining.caltech.edu. The Athenaeum and the Rathskeller Bar are open to graduate students for a small monthly fee plus the cost of meals. More information is available through the *Technique*.

Kitchen Facilities

UNDERGRADUATE

Communal kitchen and cooking facilities are available in each house for snack and occasional meal preparation. Kitchen facilities include refrigerator, stove and microwave. You may store your food in the refrigerator and/or cupboards. Kitchen utensils, tableware, cookware and small appliances are not community property. Persons using kitchens are expected to leave them in a clean and orderly condition for use by others. Cooking is not allowed in student rooms.

GRADUATE

Residents are responsible for providing their own kitchen cookware, utensils, tableware and glassware. Kitchen appliances include a refrigerator, stove, garbage disposal and microwave oven. Kitchen sinks include a stopper, a strainer and a garbage disposal. Please be mindful of appliance manuals and/or instructions. Please use non-abrasive cleaners and cutting boards. If there are no instructions available or any of these items are missing, please contact the Housing Maintenance Office for more information.

Laundry Facilities

Coin and ID Card operated laundry machines are available in the on campus basement and at some off-campus houses. The cost is 75 cents per load to wash, 50 cents per load to dry. Change machines are available in the South Complex basement game room, next to the laundry room.

Laundry rooms with coin or ID Card operated washers and dryers for resident use are located in the recreation buildings of the Catalina apartment complex and hallways throughout Avery.

Laundry room doors should always be closed and locked for security reasons. Prompt removal of laundry is encouraged.

If there are problems with washers or dryers, please report it to the Housing Office, indicating washer or dryer number and the location of the machine that requires repair.

Access in the North Laundry Room (under Lloyd, Page, and Ruddock) will be available via staircases from the first floor. The combination to the North Laundry Room is 13-2. Access to the South Laundry Room (under Blacker, Dabney, Fleming, and Ricketts) is available through the various entries to the Student Activities Center (SAC) from both outside and inside the Houses. The combination to the SAC is 35-14, and the combination to the laundry room is 12-3.

Lost and Found

The campus lost and found is located at the Campus Security office on Holliston Ave. Please transfer found objects to Campus Security. Unclaimed items from the previous year are discarded.

Mail Services

Due to liability issues, improperly labeled mail that is sent or forwarded to the Housing Office will be returned to sender. The Housing Office does not maintain

any mail for any residents. If you are not living in any of the buildings listed below, please use your property address to receive mail. Alternately, you may have mail delivered to your campus mail code. **The Housing Office will not forward mail for current or past residents.** If residents vacate their residences, they must notify the Caltech Mail Distribution Center or the United States Postal Service at http://www.usps.com.

AVERY HOUSE

A resident's Mail Stop Code (MSC) will not change until the resident has vacated from Avery House entirely. The mailboxes are located at the Alcove on the first level of the north wing. Mail should be addressed as follows:

CALTECH
M/C 1-99
MSC 50***XX***
YOUR NAME
PASADENA, CA 91126-50***XX***

CATALINA APARTMENTS

Catalina residents can have their mail sent to their street addresses. Please note that the zip code is 91106, not 91125 or 91126. Mail should be addressed as follows:

YOUR NAME
BUILDING # STREET NAME, APARTMENT#
PASADENA, CA 91106

Catalina residents must be at their apartments to receive their packages. Due to liability issues, the Housing and Custodial Offices do not accept packages. If residents are unable to receive a package during regular business hours, packages should be sent to Shipping and Receiving with the mail code of their respective academic department. Packages should be addressed as follows:

391 S HOLLISTON AVE
ATTN: YOUR NAME, MAIL CODE XXX-YYY
PASADENA, CA 91106-3410

UNDERGRADUATE

All residents will receive a permanent mailbox at Registration. Parcels larger than the assigned mailbox or accountable mail (registered, certified, insured and express) will not be delivered to your mailbox. Packages will be held at the Mail Distribution Center for all undergraduates. Mail should be addressed as follows:

YOUR NAME
MSC# ***YOUR MAIL BOX NUMBER***
PASADENA, CA 91126

Utilities

Please see your Housing contract or lease for specifics on which utilities are covered in your assignment. The Institute will not be liable for a failure to supply utilities or for an interruption of service. You must comply with Institute conservation measures and at all times exercise reasonable efforts to conserve resources.

Telephone Services

ON-CAMPUS HOUSES

Hallway telephones with campus extensions are located in each hallway. The campus extension telephones allow calls to another campus station and to calls within the following area codes: 626, 818, 213, 310, 323, 562, 800, 877, 888. When dialing a 626 area code phone number, dial 9 first and then the 7-digit number. Calls outside the 626 area code require the caller to dial 9 1, the area code, and the 7-digit number. To call outside the above area codes, a long distance authorization code is required. For more information, please contact the Telecommunications Office (626) 395-5995 or go to http://www.imss.caltech.edu.

Telephones with campus extensions can be installed within the individual rooms after Rotation.

ON-CAMPUS EXTENSIONS

Campus extensions and long distance authorization codes are available for residents in undergraduate on-campus housing. For more information, please contact the Telecommunications Office (626) 395-5995 or see http://www.imss.caltech.edu.

Public phones with campus extensions are located in the recreation rooms of the Catalina apartment complex and Avery.

Avery House	http://avery.caltech.edu
Central Catalina Recreation Room	(626) 395-3672
North Catalina Recreation Room	(626) 395-6883
South Catalina Recreation Room	(626) 395-8303

OFF-CAMPUS PRIVATE PHONE LINES

Caltech no longer provides telephone services for the Catalina apartment complex and other off-campus properties. To install new phone service to your apartment, contact AT&T directly at 1-800-310-2355. There is an installation fee through AT&T. A local and domestic long distance plan is set up for all faculty furnished properties as well.

Cable Television

Only some of our residence hall common areas have cable television. All faculty furnished properties have cable television. The recreation rooms of Avery House and the Catalina apartment complex have cable television for the entertainment centers. The Catalina apartments are wired for cable TV services. Subscription for these services in the Catalina apartments and for all other locations not currently set up, is the responsibility of the resident(s). To install new cable service to your apartment, contact Charter Communications directly at (866) 499-8080. Residents may also purchase antennas or analog/digital signal converters for their televisions from outside vendors if they do not want cable television.

Internet Services

Internet services are included in the rent for undergraduates. The Catalina apartments are wired with Ethernet and each resident will be charged $20.00 per month to their Bursar's account for this service regardless of whether they use this service or not. Internet is also set up through Charter Communications for our faculty furnished properties. In all other locations, it is the responsibility of the resident to set up and maintain internet services.

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Storage space is not available for personal items.

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