

Residence Handbook

2024-2025

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See what's happening on campus.



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Download the **Brock Safety app** to stay up to date on safety and emergency information.



Welcome home, Badger! Within this handbook you will find important information about your responsibilities, what to expect after move-in, and how to make the most of your time in residence. The Housing Services and Residence Life teams are also here to answer questions and support you on this next adventure.

Brock University acknowledges the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish with One Spoon Wampum Agreement. Today this gathering place is home to many First Nations, Métis, and Inuit peoples and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.



Lingo

BUSU

Brock University's Student Union

CSS

Campus Safety Services

ESD

East Service Desk (Closest for Earp, Res 8, Quarry View and Gateway)

H/H/C/B

House, Hall, Court, Block
(Refers to the communities within residence)

Keys

Your student ID card or a physical key depending on your residence style

NSD

North Service Desk (Closest for DeCew and Vallee)

RCS

Residence Community Standards (Policies in place within residence that students must follow)

Semi-Suite Residence

Single bedroom sharing a bathroom with another Single/Double room (Lowenberger, Vallee, Res 8 and Earp)

SSD

South Service Desk (Closest for Lowenberger and Village)

Swipe

Your student ID card that swipes into your building/room through a magnetic strip (Earp only)

Tap

Your student ID card that taps into your building/room using a proximity reader

Townhouse Residence

Non-Traditional residence where students live in a townhouse (Village and Quarry View)

Traditional Residence

Single/Double rooms sharing a common bathroom within a community (DeCew)

Suite Residence

Single rooms sharing two common bathrooms, kitchen and living room (Gateway)

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From time to time, changes may be made to the information within this booklet. For the most up-to-date information, visit brocku.ca/housing.

Collection Notice:

Brock University protects your privacy and your Personal Information. The Personal Information requested at the Residence Desk mail lockers are collected under the authority of The Brock University Act, 1964, section 3, and in accordance with the Freedom of Information and Protection of Privacy Act (“FIPPA”). Your information (email address, phone#, optionally your name) will be used by a third party to aid in the delivery of parcels to you. If you do not want to receive parcels from the lockers, notify the contact below by the 1st day of classes. If you have any questions, please contact the Housing Facilities Supervisor, Administration at Brock University at (905) 688-5550, x5055 or see www.brocku.ca/housing

OUR PRIVACY COMMITMENT TO YOU: Housing Services respects your privacy and the confidentiality of your personal information. We undertake to keep it secure and only use it for the purposes of providing you with services and supports or as permitted by law.

HOW YOUR INFORMATION IS SHARED: In some cases, we may need to share information in order to provide you with optimal housing services. Specifically:

Within Residence: We will only share your personal information with Housing Services staff who are involved in providing services to you and only if they need the information to do their job.

At Brock: If staff outside of the Housing Services team need information about you to facilitate programs or services, then Housing Services will share the specific information needed to enable this.

Outside of Brock: If we need to exchange information about you with anyone outside of Brock University (e.g. parcel delivery service provider), Housing Services will endeavor to provide notification.

Residence Life Staff (RLS)

The team in Housing Services endeavours to enrich students’ university experience through the provision of innovative programs and student-centred services in a safe, supportive living environment that embraces diversity, fosters mutual respect, promotes accountability and encourages good citizenship.

Head Residents (HRs)

Each residence building has a Head Resident who monitors residence life within their respective building. Head Residents are the leaders of the Residence Life team in their building. They assist in some administrative decisions and in residence disciplinary matters.

Residence Dons

There is at least one Don for each house, hall, court, and block (HHCB). Dons assist their students and refer them to campus departments and community services when needed. They work closely with the Head Residents to maintain a positive sense of community within residence. Dons can provide students with one-on-one mentoring to address roommate or residence community challenges, as well as mental health support. You can contact your Don when you need help with anything from school, to roommate issues, to finding your way around the city!

Dons of Activities (DAs)

Dons of Activities are placed throughout the residence community. They have general RLS

responsibilities, but are dedicated to running fun and engaging social programs in residence.

Residence Education Dons (REDs)

Residence Education Dons are responsible for implementing and facilitating the residence curriculum which focuses on developing students in the areas of independence, resilience and emotional intelligence.

Peer Mentors

Each Living Learning Community (LLC) has a dedicated upper year Peer Mentor who will plan events and provide support to the participants based on the theme of the LLC to help foster a strong sense of community throughout the year.

Residence Life Coordinators (RLCs)

The RLCs are the full time professional staff who assist in overseeing residences and the Residence Life Staff. They support and supervise the RLS, respond to emergency situations and assist in educating residents.

Transition and Support Coordinators (TSCs)

The TSCs are full time professional staff who provide mental health and wellness support to residence students. They support students in developing transition plans, connecting with campus and community resources and provide ongoing mental health and wellness education to residence students.



Service Desks

East Service Desk: x3220
(Serves Earp, Res 8 and Quarry View residents)
Located in the lobby of Res 8

North Service Desk: x3706
(Serves DeCew & Vallee residents)
Located at Stairwell 14 in DeCew Residence

South Service Desk: x4311
(Serves Lowenberger and Village residents)
Located in the lobby of Lowenberger Residence

Open 24 hours a day, seven days a week, the Service Desks are here to help. The Service Desk Staff will be able to answer your questions or will point you in the right direction. They also provide the necessary follow-up, including the dispatch of on-duty residence staff to handle concerns.

The Service Desks are responsible for providing administrative services, including:

- Providing keys & swipes for lockouts
- Calls for assistance from Residence Life Staff
- Calls for emergency assistance when needed (Ambulance, Fire, and Police)
- Answering questions for residents and guests
- Taking maintenance requests
- Signing guests in
- Sorting mail and packages



The Service Desks are the first point of contact for most concerns and questions within our residences.

If you have a question or concern of a sensitive nature, please note that the Service Desks provide confidential assistance and cannot give out any student information (phone numbers, room numbers, etc.) to ANYONE. This includes friends, parents and other departments within the University.

 **You can also reach us through our Live Chat at brocku.ca/housing**

Reporting a Maintenance Issue

When maintenance is requested, you are authorizing a Brock University staff member or authorized contractor to enter your room/unit without further notification being given. See page 11-12 for common maintenance concerns.

To report a maintenance concern you should contact the appropriate Service Desk in one of three ways;

In Person:

Village & Lowenberger:

Go to the SSD located in the main lobby of Lowenberger Residence

DeCew & Vallee:

Go to the NSD located at Stairwell 14 in DeCew Residence

Earp, Quarry View & Res 8:

Go to the ESD located in the lobby of Res 8

By Phone:

Village & Lowenberger:

Call 905-688-5550 x4311

DeCew & Vallee:

Call 905-688-5550 x3706

Earp, Quarry View & Res 8:

Call 905-688-5550 x3220

By Email:

Village & Lowenberger:

Email southdesk@brocku.ca

DeCew & Vallee:

Email northdesk@brocku.ca

Earp, Quarry View & Res 8:

Email eastdesk@brocku.ca

The most efficient way to request maintenance is either by phone or in person.

- Don't wait to report maintenance issues. Report them as soon as they occur, as most repairs are made during normal business hours (M-F 8:30 a.m.-4 p.m.).
- Please be aware that problems are prioritized and are usually responded to within three to five business days. Students are emailed a confirmation of the report.
- Any internet, cable, or phone problems should be reported directly to Information Technology Services at x4357 or via email to helpdesk@brocku.ca. The ITS Help Desk is located within the Campus Bookstore and the Computer Commons.
- Brock University staff are required to document any violation of the RCS that they find in a room or unit, regardless of the initial purpose for entering that room or unit.

Residence Basics

What is an H/H/C/B?

Here at Brock we divide our residences up in a variety of ways. DeCew residence is divided into "Houses", while Lowenberger, Vallee, Res 8 and Earp into "Halls", Village into "Courts" and Quarry View into "Blocks". They are commonly referred to as "HHCBs".

Get Involved!

Your residence and university experience will be what you make of it. Within residence & campus, various student groups, clubs & committees, and volunteer opportunities exist to provide ways for students to get involved as much as or as little as desired. In addition, Brock community, the Residence Life Staff and Residence Action Council provide events and activities all year long.

To learn more, visit:

Residence: brocku.ca/housing/getting-involved

Campus: experience.brocku.ca

Instagram: @BrockHousing

Living Learning Communities (LLCs)

Brock also has a strong commitment to student services, ensuring that our students have the highest quality experience both in and out of the classroom. Our residences are a community based on respect.

Residence Life Management Team (RLMT)

The Residence Life Management Team are a group of professionals who oversee the Residence Life Staff. They ensure that all residence policies are upheld and ensure the safety of all students and staff in residence.

Housing Admissions/Administrative Team

The Residence Admissions/Administrative team are a group of professionals who support the daily functions throughout residence. The team also deals with residence applications, placements, room switches etc. They assist Residence Life, Facilities, and the Service Desk in administrative roles.

Housing Facilities Team

The Residence Facilities team oversees the Service Desks, inspections and maintenance, as well as long-term capital projects and construction in residence. They work to ensure that the buildings and facilities are maintained and at a high standard of care and cleanliness.

Residence Action Council (RAC)

RAC is a volunteer student group representing the students in residence and are responsible for social and charitable programming. They provide a voice for the students in residence: liaising with Dining Services and Housing Services to improve the student experience. To get involved or should you have any inquiries, talk to your RAC representative or Don or visit brocku.ca/housing/residence-life/rac

Custodial and Facilities Staff

Brock University is pleased to employ its own trades and custodial team to clean public areas and maintain our residences. The university custodial staff work during the daytime hours, with a reduced workforce on evenings and weekends. They help maintain a clean and pleasant living environment.

Residence Community Standards (RCS)

The residence community is a unique environment in which we aim to balance residents' needs as well as their academic successes during their time in residence. For this purpose, Brock University's Housing Services has created a document entitled Residence Community Standards (RCS), which defines unacceptable behaviour, outlines the levels and types of infractions, and describes in detail both the manner in which infractions are enforced and the kinds of sanctions applied. Residents are expected to read, understand and abide by the information contained in this document. You electronically agree to this document when submitting your residence application, and also will sign an agreement upon check-in to residence. So, it is a good idea to review this document prior to your arrival!

The Residence Community Standards:

- 1) Provide students with clear information about what is expected of them while living in residence.
- 2) Provide Housing Services and Residence Life Staff with a resource that specifically outlines the course of disciplinary action for any unacceptable behavior.
- 3) Illustrate to students the importance of cooperation while living within the residence community.



The RCS can be found online at brocku.ca/housing/important-information/community-standards

Incident Report (IR) Notifications

Incident Reports or IRs document an infraction of the Residence Community Standards. Our approach to managing unacceptable behaviour in residence is an educational, systematic and progressive process. As such, consequences become more severe for repeated or more serious misconduct. We aim to educate students on the outcomes and consequences of their choices and set them up for success in the future. We also recognize that intent, impact and extenuating circumstances may be contributing factors in some situations. As such, some types of behaviour may fall within more than one level. Students are assigned disciplinary points based on each infraction as a way to track the frequency and severity of infractions. Points accumulate over the year and stay on your residence record until the end of the academic year.

Level One Infractions: (1-2 points)

Behaviour by an individual(s) that interferes with the rights of another individual(s) to the peaceful use and enjoyment of their space in residence.

Level Two Infractions: (2-3 points)

Behaviour by an individual(s) that creates a significant nuisance and/or disturbance to an individual(s) or community.

Level Three Infractions: (3-4 points)

Behaviour by an individual(s) which: endangers the safety and security of themselves or another individual(s); and/or compromises personal or university property; and/or attacks the dignity/integrity of an individual(s); and/or breaks the laws of the land.

Receiving Mail in Residence

How to write your residence address:

Student Name
Residence Building Name
Unit or Room # and Letter
1812 Sir Isaac Brock Way
St. Catharines, ON
L2S 3A1

Village Example:

Jane Doe
Village Unit 214, Room D
1812 Sir Isaac Brock Way
St. Catharines, ON
L2S 3A1

Semi-Suite/Traditional Example:

John Smith
DeCew Room 232-C
1812 Sir Isaac Brock Way
St. Catharines, ON
L2S 3A1

What if I live in Quarry View?

Quarry View addresses are different from the other residence on campus. Please use the following template for your mailing address:

Student Name
Quarry View Unit # and Room Letter e.g. QV91B
51 John Macdonell Street
St. Catharines, ON
L2T 4E4

Where do I pick up my mail?

Lowenberger & Village mailboxes:

Lowenberger - Main Lobby

DeCew & Vallee package lockers:

North Service Desk - DeCew Stairwell 14

Res 8, Earp & Quarry View package lockers:

East Service Desk - Res 8 Lobby

Quarry View mailboxes: Receives mail and packages directly through Canada Post. Superboxes are located directly in front of Quarry View and you will receive a mail key.

How do I know my package has arrived?

With the exception of Quarry View, all packages are received centrally by the university and then forwarded to the appropriate residence



Service Desk. When your package is ready to be picked up, the Service Desk will email you a notification and instructions on how and what you will need to pick up your package. Even if you receive a shipping notification, please wait until the Service Desk contacts you.

Lowenberger & Village: South Service Desk

DeCew & Vallee: North Service Desk

Earp & Res 8: East Service Desk

Quarry View: If your package is too large to fit in the package box in the super mailbox, you will have to go off campus to a Canada Post to pick up your package. If you are concerned about porch deliveries, you can address your package to the East Service Desk using this template:

Student Name
East Service Desk
1812 Sir Isaac Brock Way
St. Catharines, ON
L2S 3A1

When your package is ready to be picked up, you will receive an email notification.

Residence Lounges

All residents at Brock will have access to a lounge space in their unit or building. There are some common lounges located within our residence buildings for the use of all current residence students. Please make use of these lounges as extensions to your living space, using them to study, relax, meet with friends etc.

The availability of these lounges may change throughout the year. Changes in use and availability will be communicated.

Traditional & Semi-Suite Residence Lounges

These residents have access to a lounge or common area that will include a kettle, microwave, telephone for on-campus and local calls, and cable TV, all of which are free for students to use responsibly.

Lowenberger 134

Available for use by residence students, room 134 offers access to a microwave, large screen TV with DVD/Blu-ray, and couches and tables. L134 is a convenient place to relax or study while doing laundry!



Music Rooms

We have music rooms available in many buildings. Please inquire at your Service Desk about how to access these spaces.

Other Lounges

There are additional lounges in residences: Allanburg/Merrit, Lounge (DeCew), Vallee 500, Res 8 and Fireplace Lounge (Earp). These rooms can be used by students for specific purposes, such as studying and group projects. To inquire about these lounges please contact your Service Desk.

Responsible use of Lounges

As lounges are common spaces for all students, we ask that students use these areas respectfully. Clean up after use and do not cause damage. If damaged or used inappropriately, a lounge could be put out of service.

Quiet Hours

Sunday to Thursday
11:00 p.m. to 8:00 a.m.

Friday and Saturday
1:00 a.m. (Sat/Sun) to 8:00 a.m.

Extended quiet hours are implemented during December and April exam periods. Starting on the last day of classes, quiet hours are extended to 22 hours daily with only two hours for less quiet activities—Sunday through Friday 7-9 p.m. and Saturday 9-11 p.m. During these two hours noise should not be excessive.

If you are concerned about noise within the quiet hours, please call your Service Desk to make a report.



Respect Hours are in effect 24 hours a day, seven days a week.

The right to a quiet living/learning environment supersedes your right to make noise.

Guest Sign In

Any non-resident of Brock University residences is considered a guest. Students must accompany any visitors (guests and/or fellow residents from other areas) at all times. Students may only have guests for six nights per month and no more than two guests at a time (i.e. do not invite groups of more than two friends to visit you in residence at any one time). Guests may not visit for more than three nights in a row. In the event of an extenuating circumstance, students may ask for permission from the Residence Life Coordinator for a guest to stay longer than the three nights. Students must be considerate of other students who share their living space and let their roommate/unit mates know when they will be hosting a guest. Guests must sleep in their host's assigned living space and not in lounges or other common spaces. Students CANNOT give keys/access cards to guests.

Guest Sign In Process

To submit an overnight guest request:

- Using a laptop or desktop computer, go to **my.brocku.ca**. (It is essential that your browser is set to enable pop-ups/cookies).
- Login using your Brock username and password.
- Click the "Applicant and Student Self Serve" tab.
- Click "Apply for Residence" at the bottom right of the page.
- Select "Overnight Guest Request."

Please contact your Service Desk if you require assistance with your overnight guest request.

As soon as your guest arrives, please bring the guest to your Service Desk so staff can verify your guest's ID and provide them with a wristband, which they must wear while they are staying in residence.

Print or keep a copy of the email confirmation for verification purposes if requested by Brock staff.

There is no charge to sign a guest in. For the safety of everyone in the residence community, non-registered guests (i.e. guests who are found without wristbands) will be asked to leave residence and/or escorted from campus.

Welcome Week Guest Guideline

Students are not permitted to have any guests in the evenings during Welcome Week (from move-in day until the following Monday). Students are permitted visitors from other residences during the day up until 6 p.m. Residence students may visit other residence buildings and should be accompanied by residents of that building. For the duration of Welcome Week all residence students will be issued a wristband, which will act as identification and for the purposes of admission to the week's events. Students must wear their wristband for the entire week, students who remove their wristband will be responsible for paying for a new wristband.

January Guest Guideline

Students are not permitted to have any guests in the evenings during the first seven days of school in January. Students are permitted guests during the day up until 6 p.m. Residence students may visit other residence buildings as guests of a resident.

Guests must follow Brock University parking guidelines. Daily and hourly parking can be purchased through the HONK mobile app. For more information about parking at Brock visit **brocku.ca/parking**.

Guests may be restricted from and/or banned from residence at the discretion of the Residence Life Manager.

Additional Guest Guidelines

No guests are allowed during the following times:

Welcome Week until Sunday, September 8, 2024

There will be a no guest policy in effect from August 31 through September 8, 2024.

First week of second term

From Move In Day until the following Monday

St. Patrick's Day

From the Thursday preceding St. Patrick's Day until March 18th

Fall and Winter Exam Periods

From the last day of classes until the date residence closes for the term.

Lost Key(s) or Student Cards

Lost or found keys/student cards should be reported immediately to a Service Desk for your safety and the safety of others in residence. Charges for replacement keys and/or lock changes are billed to your student account. Copying and/or lending residence key(s) or swipe card to anyone is prohibited. Lending out your keys or attempting to duplicate them is considered a level 2 or 3 infraction. Please refer to the RCS for more detail on the infraction system.

Keep Yourself and Your Belongings Safe!

All windows, bedrooms and front doors are equipped with locks, and it is essential that you make sure everything is locked when you leave your room/unit. Also if there are any locks in your room/unit/building that are not working properly, report them to the Service Desk immediately. Repairs take place during normal business hours (Monday - Friday, 8:30 a.m. to 4:30 p.m.). Failing to report a non-functioning lock, leaving a door unlocked or granting open access to one's space will not be accepted as an excuse for any damage or infraction that occurs in a student's space. Village front doors lock as soon as they are closed so always make sure to pull (not slam) the door closed tightly and be sure to have your keys with you as your unit mates will not always be there to let you in (and it is an unfair expectation to think they should be!). Slamming doors will cause the door to jam and become inoperable. All other buildings require you to lock the door with your key or swipe.

Locked Out?

Your Service Desk can help you by signing out temporary key(s)/swipe card. Progressive charges exist for taking out temporary swipes or keys from the Service Desks; so return as soon as the original is found!

If you have lost your student set of keys and know that you will not find them within seven days, a lock change will be initiated at your expense. As noted above, report lost key(s)/swipe cards right away!

Replacing your Student Card

Visit the Brock Card Office during business hours to replace your lost/stolen/damaged Brock ID Card. If your card has been lost/stolen/damaged during non-business hours, please proceed to your Service Desk to obtain a temporary card in order to access your residence room/floor/building.

Brock Card Office

Main Level, Thistle Corridor
TH221A (across hall from the market entrance)
Hours: Monday - Friday, 8:30 a.m. to 4:30 p.m.

Lost/Stolen Cards

To replace a lost or stolen Brock Card bring a valid government issued Photo I.D. to the Brock Card Office and a new card will be issued to you for a replacement fee (\$35). If you are living or working in a residence that requires swipe access you will be charged an additional \$15 reprogramming fee to your student account by the Service Desk.

Damaged Cards

To replace a damaged card (either broken, or demagnetized) bring the damaged or broken card to the Brock Card Office (even if in pieces) in order to purchase a replacement card. The applicable replacement fee (\$10) will be charged if you cannot turn in the damaged card at the time the replacement card is being issued. If your card has been willfully damaged (holes punched in magnetic stripe etc.), an additional replacement fee will be charged.

Need your card for dining?

Arrange to report/replace your lost card as soon as possible. Remember it carries your flex dollars and is your access into the dining halls. If it is outside of regular business hours, visit your Service Desk.



Maintenance Problems

General Residence Problems and Solutions

When maintenance is requested, you are authorizing a Brock University staff member or authorized contractor to enter your room/unit without further notification being given.

Listed below are some common situations that you may encounter living in residence, and steps you can take to solve the problem. If you are unable to fix the problem on your own using the suggestions below, follow the procedure on page 4. Be sure to provide detailed information about the problem to the Service Desk.

<p>Toilet overflowing?</p>	<ul style="list-style-type: none"> • Don't ever flush a clogged toilet • Is water spilling over the edge? Turn off the valve at the back of the toilet with the handle on or near the wall (turn to right until no water is running) • Clean up any and all water on the floor to prevent costly water damage • Use the plunger in your washroom until the water goes down • If plunging doesn't help, leave the water off, put a sign on the toilet, let your roommates know, and contact your Service Desk • TIP - Do not flush feminine hygiene products, wet wipes or paper towel down the toilet OR use excessive amounts of toilet paper
<p>Seeing bugs, ants or fruit flies?</p>	<ul style="list-style-type: none"> • Ensure your room/unit area is clean (bugs love trash!) Be sure to empty garbage and recycling bins and then vacuum and clean the space thoroughly • Call the Service Desk. Make sure that you tell them how many bugs, where you see them, if others around you are having issues (if possible, email a photo or bring a sample bug) • Pest control issues often take a couple of weeks to resolve
<p>Drain clogged?</p>	<ul style="list-style-type: none"> • Remove any hair/food/debris that is sitting in the drain. Keep pulling/cleaning until it is all out • Invest in a drain cover to stop debris from going down the drain and regularly clear all items from the drain cover • Do NOT use Drano or other abrasive/harsh products as this can damage the pipes. If you are still having problems, call the Service Desk
<p>No power?</p>	<ul style="list-style-type: none"> • Is it the item that you have plugged in that is not working? Try another appliance. How many appliances are plugged in? • Check the reset buttons on any power bars to see if the power bar has tripped • Check nearby outlets to see if they are working. Note if any lights are affected • Bathroom outlet? These are unique and have a TEST/RESET button on them. Try pushing the RESET button • Quarry View kitchen? Check the outlet by pushing the RESET button • Otherwise call your Service Desk • Always turn off anything plugged in before resetting

Townhouse Problems and Solutions

<p>Fridge/ freezer not cold?</p>	<ul style="list-style-type: none"> • Ensure that the fridge is set to mid-range temperature. • Ensure that the door is closing completely. • Ensure that the fan at the back of the freezer is not blocked by items in front of it. • Call the Service Desk to report the maintenance concern and have accurate information as to what is working and what is not.
<p>Stove burners/ oven not working?</p>	<ul style="list-style-type: none"> • Check that the burner rings are plugged in fully. • Check that the timer has not been set. • Call the Service Desk to report the maintenance concern and have accurate information as to what is working and what is not.
<p>No hot water?</p>	<ul style="list-style-type: none"> • How many people showered before you? (Does the tank need time to reheat?) • Check at least two other water sources i.e. Kitchen sink, bathroom sink, or shower to see if water is hot. • Is there any warm water or is it just cold? • Call the Service Desk to report the maintenance concern and have accurate information as to what is working and what is not.
<p>No heat? Unit is humid?</p>	<ul style="list-style-type: none"> • Review the information on page 23 for Heating and Cooling Tips • Check that your thermostat is set to heat and the fan is set to Auto. • Check to see what temperature the thermostat is set to and what the actual temperature is reading. • Check floor vents on all levels to see if the vents are open, and if any air is coming out at all. Is the air hot or cold? • Check if you have hot water. • Call the Service Desk as soon as possible to report a maintenance concern.
<p>Door is difficult to open?</p>	<ul style="list-style-type: none"> • As the weather changes, the metals in the door frame may expand and contract which can affect unlocking and locking your door. • When you are turning your key, gently pull the door toward you to alleviate pressure on the latch. • To prevent damage, or the door jamming, don't slam the door. Pull it closed.

Smoking on Campus

Smoking is not permitted indoors or anywhere else on campus except in **Designated Smoking Areas**. The use of e-cigarettes and vaping are considered smoking and can be used in a Designated Smoking Area only.

Designated Smoking Areas are identified by green signs and there are 3 areas across campus:

- Behind Fresh Food Company DeCew Dining Hall at Residence Road
- In between Vallee Residence and Earp Residence near parking lot K
- Near the backside of the Fresh Food Company Lowenberger Dining Hall off Village Road

Smoking, including vaping, e-cigarettes and smoking cannabis, is prohibited in all residence rooms, common areas and stairwells. Evidence of smoking inside (including ashes, smell and residue) will result in cleaning charges and the loss of RCS points.

Visit brocku.ca/housing/important-information/rules-and-regulations/cleaning-charges-for-smoking-in-residence



Fire Safety

Residents, guests, and staff are expected to exercise care and good judgment with regard to their own personal safety and the safety of others. Students may be in violation of the RCS and/or other policies if they create an unsafe situation for other students. Unsafe situations include but are not limited to propping open exterior doors or tampering with light bulbs in hallways, stairwells or elevators.

Students are expected to ensure that their living environment is safe and free from safety hazards.

This includes:

- Not overloading outlets, power bars and plugs.
 - Using CSA approved surge protected power bars and extension cords.
 - Using approved appliances only in approved locations and ensuring that items such as curling irons and hair straighteners are unplugged when not in use.
- Fire safety equipment must be respected:
- Discharging fire equipment, interfering with the normal operation (e.g. covering, removing wires or batteries), tampering with or using any fire prevention or detection equipment for anything other than the intended purpose is prohibited.
 - Attaching, covering or hanging items from any door closers, fire safety/detection equipment, or the conduit/wiring leading to it is prohibited. Students who fail to report a non-functioning life safety device may also be subject to disciplinary action.

Candles, incense, or wax/oil lamps (including plug-ins) are not permitted in any residence. This includes lighting/burning as well as possession.

- Any student required to light or burn candles/incense for religious purposes must seek and receive prior written permission from their Residence Life Coordinator.
- Using any appliance requiring combustible fuel and/or storing any combustible fuels indoors is not permitted in any residence. This includes fondue sets, propane tanks, lighter fluid, and empty fuel tanks and containers.
- See the RCS and the Allowable Appliances document for more details.

Common Fire Hazards in Residence

Below is a list of common items that, when mishandled, can pose a serious fire safety risk.

Halogen Lamps	<ul style="list-style-type: none"> · Bulbs become very hot and will start a fire if accidentally knocked over and/or left unattended
Scented Plug-Ins	<ul style="list-style-type: none"> · Plug-ins that melt scented wax or oil are not permitted in residence · Always be sure to unplug if empty · If there is a night light built in and it starts flickering, unplug it right away
Hair Straighteners/ Curlers/ Irons	<ul style="list-style-type: none"> · Unplug every time you are finished using the item (don't just turn it off) · Never leave these items unattended or on fabric surfaces
Propane Tanks/ BBQs/Charcoal/ Combustible Fuels	<ul style="list-style-type: none"> · Only permitted in Village & Quarry View · Any appliances using combustible fuel cannot be stored or used indoors · Must be stored at least 10 metres from the building · Any items found in disrepair, in close proximity to a building or inside a unit will be removed.
Smoking (including e-cigarettes & vapes)	<ul style="list-style-type: none"> · Smoking is not allowed inside any residence building · Smoking is only allowed in designated areas on campus
Appliances	<ul style="list-style-type: none"> · To be used in the kitchen area only. · Never left unattended while in use · Should be turned off and/or unplugged when not in use · Turn on the exhaust fan when using the oven or stovetop
Power Bars	<ul style="list-style-type: none"> · Use CSA approved power bars · Do NOT overload them!

Smoke, Heat and Carbon Monoxide Detectors

All residence buildings and units are equipped with smoke/heat detectors and carbon monoxide detectors:

- Traditional and semi-suite residences have smoke and heat detectors in the bedrooms, lounges and mechanical areas.
- All Village Residence units are equipped with smoke detectors in the bedrooms and heat/ carbon monoxide detectors in the hallways and mechanical areas.
- All Quarry View units are equipped with a combination smoke/carbon monoxide detector on each level.

When these monitored devices are activated, the fire alarms will sound and the Fire Department will automatically be notified.

What can I do to prevent detectors from activating?

- Do NOT smoke anything (including vapes, e-cigarettes, and cannabis cigarettes) inside your room, lounge, or anywhere else in your residence building.
- Do NOT tamper, cover, hit or hang items from a detector
- Never leave appliances unattended when preparing food. This includes kettles and microwaves in lounges and kitchenettes.
- Clean spills quickly when preparing food and wipe down large and small appliances regularly.
- Do NOT spray any aerosol/liquid in the area of the detectors (perfumes, colognes, air fresheners)
- Do NOT use personal hygiene appliances (i.e. blow dryers, hair straighteners or curling irons) that give off air or steam in the area of the detectors.

If you suspect carbon monoxide is present (i.e. the detector has activated and occupants are experiencing nausea, fatigue, headaches, etc.), leave the unit immediately. If you can, open the windows

to provide fresh air before you exit. Once you have reached a safe area, contact your Service Desk immediately and Campus Safety will be dispatched. Wait for help to arrive before re-entering the unit.

What are the consequences of causing an alarm?

- You will be sanctioned under the RCS - infractions can be a level 1, 2 or 3 offence
- You will receive a tampering charge and will be billed for all charges associated with the repair/reset
- Under the St. Catharines city bylaw the University will receive a fine for preventable false alarms from the St. Catharines Fire Department (\$1600 - \$2500) and that fine will be forwarded to the individual(s) who caused the preventable false alarm.

My Village/Quarry View detector is beeping for no reason:

Once you have ensured that there is no threat to your safety and that no appliances or food spills are activating the device, leave your unit and call your Service Desk to report the beeping and provide as much detail as possible.

Smoke and carbon dioxide can cause death. Do not ignore or disconnect a beeping detector. They are present to save lives.



Causing a fire alarm (intentionally or not) due to misuse or smoking in ANY residence will result in a \$175-\$2500 tampering charge, plus costs associated with repair/reset of system and possible fines.

Detector and Alarm Testing

Housing Services staff will test the smoke/heat detectors and alarms on a monthly basis to ensure they are functioning properly. You are not required to evacuate during these tests but are expected to evacuate in all other circumstances when you hear an alarm.

Students living in traditional, semi-suite, and Village residences will be notified by email to their Brock student account of the test date and time, signs will be posted at main entrances and exits and it will be noted on our website and on social media. Details will be provided on how to tell the difference between our test and a real alarm.

Quarry View detectors will be tested monthly. Housing Services staff will enter your unit to carry out the testing. Advance warning is NOT provided for this testing.

Tampering with life safety equipment is a very serious offence that is addressed in the Residence Community Standards. It can also be enforced by the St Catharines Fire Department, with fines up to \$2500 for tampering levied directly against you, in addition to charges from Housing Services.



2024/25 Traditional and Semi-Suite Residence Fire Alarm Test Dates

September 11, 2024
 October 9, 2024
 November 13, 2024
 December 4, 2024
 January 8, 2025
 February 12, 2025
 March 12, 2025
 April 2, 2025

2024/25 Village Fire Alarm Test Dates

September 18, 2024
 October 16, 2024
 November 20, 2024
 December 20, 2024
 January 15, 2025
 February 19, 2025
 March 19, 2025
 April 25, 2025



Fire Tests will be conducted in each residence monthly. There will be one fire drill annually without notice.

Fire Safety Procedures

Traditional and Semi-Suite Residence Fire Safety Procedures

With the exception of scheduled fire alarm tests, all residents must evacuate the building immediately when the fire alarm sounds. Please exit the building in an orderly fashion via the nearest fire exit. Close and lock bedroom doors as you are leaving, and do not use the elevator. Once outside the building, go to the marshaling area as indicated to you by your Don. Do not remain in doorways or near the building and remain off roadways to ensure that fire trucks and emergency vehicles have clear access. Remain outside the building until given the all-clear to return by Campus Safety Services.

Please note: During an alarm, your room may be entered by Housing Services staff, Campus Safety Services and/or the Fire Department without knocking.

Pull stations are located at all stairwell exit doors. If you discover a fire, activate the nearest fire alarm pull station.

Every house and hall in traditional and semi-suite residences will have volunteer "Fire Wardens" who will assist in evacuations during fire alarms. Dons will ask for volunteers at their first community meeting in September, and all volunteers will receive 30-45 minutes of fire alarm and fire procedure training. Follow the directions of the Fire Wardens - they will help you exit safely.

Village and Quarry View Residence Fire Safety Procedures

With the exception of scheduled alarm tests, if a carbon monoxide and/or smoke detector goes off, residents are to evacuate the area in alarm immediately. This may be an individual unit, a cluster of units or the entire court. Meet with other students from the affected area in the designated meeting place. Do not remain in doorways or near the building and remain off roadways to ensure that fire trucks and emergency vehicles have clear access. Remain outside the building until given the all-clear to return by Campus Safety Services.

Fire Extinguishers

Fire extinguishers are located throughout corridors in all Traditional and Semi-Suite residences, usually near stairwells. In Village and Quarry View Residence, each unit is equipped with a fire extinguisher in the vestibule/entryway of the unit. Extinguishers must remain mounted in their locations at all times

Tampering with fire extinguishers for any purpose other than the control of a fire is prohibited and could lead to financial consequences. Tampering includes removing the metal safety pin, removing the plastic seal holding the metal pin in place, discharging the fire extinguisher and/or lost extinguishers.

If an extinguisher is discharged or lost, contact the Service Desk immediately so that a replacement can be given and/or clean up can be arranged. If an extinguisher is taken because the unit front door is left open or unlocked, the occupants of the unit are responsible!

Regular inspections of units and rooms will occur to make sure that they are kept in a reasonable condition and that the fire and life safety equipment is working properly. Students will be notified if special entrance is required for non-emergency maintenance. No notice will be given for emergency maintenance, monthly detector testing in Quarry View, or for requested maintenance. **Students cannot refuse entrance to units for maintenance, detector testing, emergencies or regular inspections.**



Please note: During an alarm, your unit/rooms may be entered by Housing Services staff, Campus Safety Services and/or the Fire Department without knocking.

Garbage and Recycling

A garbage and recycling bin are provided in each residence bedroom. It is your responsibility to empty these bins regularly by disposing of collected items in the appropriate containers within or outside your residence building.

Village	Garbage and recycling containers are located in ground containers off of the main road.
DeCew	There are garbage and recycling bins in every lounge on every floor.
Lowenberger, Res 8 and Earp	Garbage rooms are located on each floor near the lounges with garbage and recycling bins.
Vallee	Garbage and recycling bins are placed throughout the hallway.
Quarry View	Garbage and recycling containers are located behind Blocks 2 & 6.

Blue Bin

- Aluminium and metal food and drink cans
- Plastic tubs, lids and single serve yogurt containers
- Chip and frozen juice containers (no chip bags)
- Glass jars/bottles (remove lids)
- Milk and juice cartons
- Plastic pop, water and juice bottles
- Laundry detergent bottles
- Aluminium trays, pie plates and foil
- Plastic clamshells and foam containers
- Plastic or foam coffee cup lids, foam coffee cups (no paper, wax, or plastic coated coffee cups)

Garbage

- Students are not required to sort their organics, it is optional. If you choose not to sort them, please treat organic items as garbage.
- If what you are disposing of does not fall into the categories for recycling or organics, dispose of it in the garbage cans/ bins provided

Grey Bin

- Plastic bags (bundled and tied)
- Newspapers, magazines and catalogues
- Cereal/tissue boxes (flattened and stuffed into larger box, paper towel cores, toilet paper cores, clean pizza slice holder/box)
- Corrugated cardboard and pizza boxes (flattened)
- Paper and soft covered books

Organics

Must be done through the Residence dining halls

- Perishable and non-perishable food items (taken out of their packaging)
- Coffee grounds and filters, wooden coffee stir sticks and tea bags and loose tea
- Compost and flowers
- Brown paper bags, construction paper and microwave popcorn bags
- Paper towel (without cores), tissues, napkins and toilet paper
- Soiled newspaper, paper egg cartons and paper take-out coffee trays
- Dryer lint and small amounts of cooking oil, fat and grease

Recycling & Conservation Tips!

- Buy secondhand textbooks or download legally sourced online textbooks to save paper
- Wash old jars and containers and reuse them
- Use a reusable water bottle/travel mug instead of buying bottled drinks or using disposable coffee cups
- Turn off lights in bedrooms, common rooms, and washrooms when they're not occupied
- Use lights only when needed
- Plug electronics into a power bar, and turn the power bar off when not in use
- Keep fridges well stocked, as it is easier to cool a full mini-fridge than an empty one
- Reduce shower times to save water (a five minute shower uses about 100L of water)



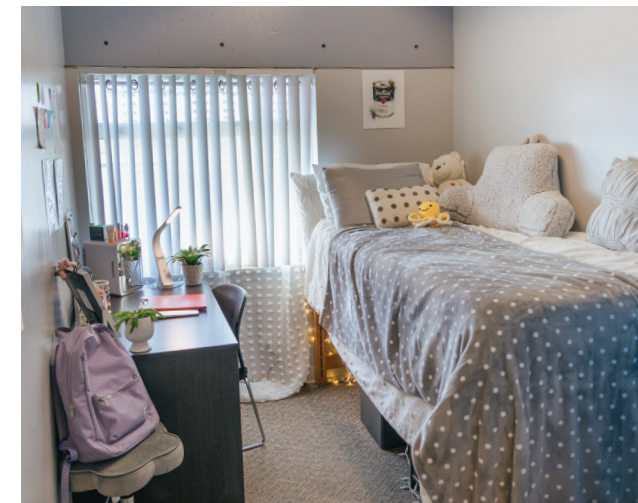
For more information, visit our website: brocku.ca/housing/buildings-and-amenities/garbage-and-recycling

Cleaning Standards

Residence Cleanliness Inspections

Here at Brock University we are proud to offer well-maintained residences for you to stay in. Part of this maintenance includes ensuring that residences remain clean throughout the school year and are left clean on move out. For this reason, we have several inspections that take place throughout the year, during which Housing Services staff enter your unit/bedroom/washroom and rate the level of cleanliness. These cleanliness inspections help us ensure you live in a safe, secure and healthy environment, and we encourage you to view them as a positive experience.

Residents are responsible for bringing their own cleaning tools/products and for using products as directed on the label and only on the surfaces suggested. It is important to discuss standards with your housemates, roommates and bathroom-mates early on so everyone has the same expectations and cleanliness is maintained from the beginning. If you fail an inspection, a follow up inspection will be scheduled. It is our hope that the level of cleanliness will have improved prior to this inspection, but if it has not, we are required to send custodial services in to clean at your expense. Residence students are expected to maintain an acceptable level of cleanliness in all living spaces, shared or personal. Housing Services will conduct regular inspections of all student living areas to ensure that these areas are kept clean and tidy and that damages and health issues do not arise due to lack of proper cleaning.



Inspections are scheduled to be conducted approximately five (5) times throughout the academic year. Students will receive email notification to their Brock email account from the Residence Facilities Team the week prior to inspections confirming the inspection. The dates will also be published in advance on the Housing website - they will be noted in the "events" section.

Issues of cleanliness can be documented at anytime including but not limited to:

- During fire extinguisher checks
- During preventative maintenance and maintenance calls
- During winter break shut down
- Any time a Brock staff member identifies an issue when they are in a unit/ bedroom/washroom.

Cleanliness standards are also outlined at brocku.ca/housing/important-information/rules-and-regulations/cleanliness-standards and on inspection forms for student reference. All residents share equal responsibility for the cleanliness of common areas. Roommate conflicts WILL NOT be considered as justification for cleanliness issues. All areas will be assessed and given a ranking from 1 (health concern) to 10 (excellent).. A ranking of 5 or below will be considered a failure. A ranking of 6 will be considered a marginal pass wherein conditions must be improved prior to the next inspection. If conditions have not improved and are consecutively ranked at level 6, residents will receive a level 5 (fail).

Bedroom and Unit Cleanliness Inspections

Student bedrooms and townhouse units are also required to maintain a minimum standard of cleanliness. Inspection failures will be subject to an administration fee (typically \$10/student) and subsequent re- inspections. Students who are unable to maintain minimum cleanliness standards in their living areas will be subject to disciplinary and educational sanctions.

All charges for failed inspections will be placed directly onto the student's account. An email will be sent to the student's Brock email providing notification that the charge has been placed on the account.

Inspection Dates for 2023/2024

Semi-Suite Room Inspections	Townhouse Unit Inspections	Traditional Unit Inspections
Sept. 30 - Oct. 4, 2024	Sept. 23 - Sept. 27, 2024	Sept. 23 - Sept. 27, 2024
Winter Break Inspection	Nov. 25 - Nov. 29, 2024	Winter Break Inspection
Feb. 10 - Feb. 24, 2025	Winter Break Inspection	Feb. 3 - Feb. 7, 2025
Mar. 31 - Apr. 4, 2025	Feb. 3 - Feb. 7, 2025	Mar. 24 - Mar. 28, 2025
	Mar. 24 - Mar. 28, 2025	

Inspection Failure Consequences

As per the Residence Cleanliness Standards, students receiving a failure may expect the following consequences:

First Failure	<ul style="list-style-type: none"> Students who fail their first inspection will be subject to a \$50 unit administration fee to be shared among all occupants of the townhouse (plus a \$10 bedroom fee for bedrooms that fail which will be assessed to the occupant of that bedroom only). Bedroom failures also apply for students in traditional and semi-suite residences. The unit will be re-inspected approximately seven to ten days later and units that still fail will be cleaned by university custodial staff at the students' expense. In addition, students will receive one disciplinary point, and will be given a warning regarding cleanliness standards.
Second Failure	<ul style="list-style-type: none"> Students who fail their second inspection will be subject to a \$50 unit administration fee to be shared among all occupants of the townhouse (plus a \$10 bedroom fee for bedrooms that fail which will be assessed to the occupant of that bedroom only). The unit will be re-inspected approximately seven to ten days later and units that still fail will be cleaned by university custodial staff at the students' expense. In addition, students will receive one disciplinary point, and will be placed on probation.
Third Failure	<ul style="list-style-type: none"> Students who fail their third inspection will be subject to a \$100 unit administration fee to be shared among all occupants of the townhouse (plus a \$10 bedroom fee for bedrooms that fail which will be assessed to the occupant of that bedroom only). In addition, students will receive two disciplinary points, one for violation of the cleanliness standards, and one for failure to comply with staff (due to the repeated violation) and will be suspended from residence for an amount of time not to exceed one week.
Fourth Failure	<ul style="list-style-type: none"> Students who fail their fourth inspection will be subject to a \$150 unit administration fee to be shared among all occupants of the townhouse (plus a \$10 bedroom fee for bedrooms that fail which will be assessed to the occupant of that bedroom only). In addition, students will receive three disciplinary points, one for violation of the cleanliness standards, and two for failure to comply with staff (due to the repeated violations) and will be evicted from residence for the remainder of the school year.

Cleaning Responsibilities

Residents of Vallee, Earp, Res 8 and Lowenberger are responsible for cleaning their bedroom and their shared bathroom. It is the residents' responsibility to supply their own toilet paper and cleaning tools/supplies.

Residents of DeCew are NOT responsible for cleaning their shared bathroom. The University has custodial staff who will ensure that DeCew washrooms are clean and stocked with toilet paper; however, it is the residents' responsibility to keep their bedrooms clean.

TIP: DeCew residents should use a shower caddy and the bathroom cubbies provided to keep their personal items organized. Please do not leave personal items on countertops.

Townhouse residents are expected to keep personal and shared living areas, as well as the exterior of their room/units clean and ensure regular removal of garbage and recycling. Townhouse residents are responsible for bringing their own cleaning tools/products.

Townhouse storage rooms should always be kept organized. If you are in Village, DO NOT pile items over/in front of the access hatch as Maintenance Staff must always be able to access the utility room should the need arise. The access hatch is in the storage room floor in Courts 1 – 6 and in the living room wall in Courts 7 – 12.

Cleanliness Tips

- Discuss cleanliness standards and develop a cleaning schedule with your housemates so everyone has the same expectations and cleanliness is maintained from the beginning.
- Declutter regularly. Keeping your items organized will make cleaning feel less overwhelming.
- Bathrooms, including the toilet, sink, tub/shower, and floor should be cleaned at least weekly. Leave the bathroom tidy after you finish using it.
- The dollar store is a great place to pick up inexpensive cleaning supplies, tools and storage solutions.
- A mixture of vinegar and water makes a great – and inexpensive – all-purpose cleaner!

- Use cleaning products only as directed on the label and only on the surfaces suggested (i.e. only use oven cleaner on the oven).
- Use a cloth dampened with all-purpose cleaner to remove dust from hard surfaces.
- Disinfect high-touch areas, such as doorknobs, cabinet handles, toilets and electronics using Lysol wipes or a disinfecting spray.
- Launder bedding at least once a week. You can unzip the mattress cover on your bed and wash that as well!
- Clean up spills as soon as they happen – it's much harder to remove a stain that has soaked in/dried!
- Wipe down the vents in your space to keep dust from accumulating and recirculating.
- Always clean from the top of the space to the bottom.
- Don't forget your windows! Use a glass cleaner or vinegar solution for a streak-free shine and dust the sill, frame and blinds.
- Kitchen cleaning tips for Townhouse residents:
 - Each student should do their own dishes. Discuss with your unit-mates how frequently dishes should be washed and decide whether you will dry them with a cloth or leave them to air-dry.
 - Clean spills from microwaves, stovetops and ovens. Spills present a fire hazard and can trigger fire alarms.
 - Ovens should be thoroughly cleaned once a month using an oven cleaner.
 - Aluminum foil can be used to line the base of the oven, and aluminium drip pans can reduce build-up under stove burners.
 - Use baking soda and vinegar to scrub sinks and drain plugs.
 - Regularly clean out old and expired items from the fridge/freezer.
 - Put a small box of baking soda in the fridge to prevent odours.

Suggested Cleaning Supplies For All Residences

Bathroom	Bedroom	Kitchen
<ul style="list-style-type: none"> Toilet bowl cleaner & toilet brush Non-abrasive tub/shower cleaner All-purpose multi-surface cleaner Sponges Gloves Cleaning cloth Mop & bucket Laminate/tile floor cleaner Broom and dust pan 	<ul style="list-style-type: none"> All-purpose cleaner Cleaning cloth Duster Small garbage bags Vacuums are available for temporary sign-out at the Residence Service Desks at no charge. Students in Quarry View may wish to bring their own vacuums if they don't want to walk to the East Service Desk to borrow a vacuum. Students in Village residence are provided with central vac. 	<ul style="list-style-type: none"> All-purpose cleaner Cleaning cloth Sponges Large garbage bags Oven cleaner Oven drip trays and burner drip trays Broom and dust pan Mop & bucket Laminate/tile floor cleaner

Sample cleaning schedule for Village units:

Unit Area	Week 1	Week 2	Week 3	Week 4	Week 5
Vestibule	A Room	B Room	C Room	D1 Room	D2 Room
Main Floor Bathroom	B Room	C Room	D1 Room	D2 Room	A Room
Kitchen Area	C Room	D1 Room	D2 Room	A Room	B Room
Living Room	D1 Room	D2 Room	A Room	B Room	C Room
2nd Floor Bathroom	D2 Room	A Room	B Room	C Room	D1 Room

A printable and more detailed cleaning schedule can be found at: brocku.ca/housing/living/publications

Helpful tips

Vacuum	Bathroom	Toilets	Garbage & Recycling
<ul style="list-style-type: none"> Pick up larger items Empty container in vacuums For Village, empty central vacuum cannister in storage room regularly 	<ul style="list-style-type: none"> Ensure shower doors/curtains are always closed Scrub tub with cleaning supplies Always use exhaust fan to avoid build-up from humidity Use hair catcher for drain to help prevent clogs 	<ul style="list-style-type: none"> Do not flush non-flushable items (ex. tampons, wet wipes, condoms) Use toilet brush with toilet brush cleaner Wipe down seat and rim 	<ul style="list-style-type: none"> Empty garbage and recycling bins into the nearest dumpster or your floor's recycling and waste containers as soon as they get full DO NOT leave outside of room/unit Rinse out jars, bottles, or cans Line your bins with bags to help keep bin clean

Heating and Cooling

It is important for you to be comfortable in residences, and Housing Services and the Service Desk Staff are here to help you.

Remember that you are sharing an environment with others, which may mean that the temperature at which you are comfortable is not the same as the temperature at which they are comfortable.

Here are some hints to help manage temperature:



Too Cold?

- Open blinds to let the sun in!
- Remember to dress accordingly - wear sweaters and use extra blankets
- If the A/C is on, see if you are able to close any vents in your room or adjust thermostat if possible
- Space heaters are not permitted in residence as they are a fire hazard



Too Hot?

- If the heat is on, close the vent in your room
- Close windows and blinds during the day to keep the sun out
- If it is cooler at night, open windows at night to let fresh air in
- Use a fan to help circulate the air

Traditional & Semi-Suite

Temperatures in these residence buildings are set from one central location called a "set point" which is typically set at 21°C. Since we are only able to have one mode, the heating will be on throughout the majority of the academic year.

Students do not have the ability to control their own temperatures. There is a thermostat in the room to

indicate the temperature of the room. You can help manage the temperature by following the tips provided.

In some cases, there is a fan control where speed can be adjusted and/or by increasing/decreasing the temperature setting a few degrees the fan will run continually or be shut off (thereby controlling the temperature slightly). To do this, ensure that you and your bathroom mate (in DeCew, the room across from you) have the thermostat set to the same temperature.

Townhouse Heating and Cooling

Living in a townhouse unit means that you have full control over your heating and cooling via your thermostat. Your thermostat will have three main settings, Heat, Off and Cool. There will also be two settings for the fan: Auto (the fan will turn on as needed to maintain the temperature you have set on your thermostat) or On (the fan runs constantly). Ensure the fan is set to Auto.

Winter Months: HEATING MODE

- Set your thermostat to 20°C (68°F) "HEAT" and fan to "AUTO" mode. NEVER turn your thermostat to Off or Cooling, as this could cause the pipes in your unit to freeze and then burst causing extensive damage. You will be held financially liable for thousands of dollars in repair bills.

Warmer Months: COOLING MODE

- DO NOT set your thermostat below 20°C (68°F) as this could cause the air conditioning unit to freeze up and no longer work. Repairs needed due to damage as a result of a freeze up could result in charges to the occupants of upwards of \$3500.



Thermostats should always be set in the range of 20°C-23°C

Laundry Services

Student Card-activated laundry facilities are available throughout the residence system, using students' flex dollars. Each residence has a designated laundry facility within the building or in a building nearby. The locations of these facilities are as follows:

Village: Laundry facilities are located in Lowenberger Residence on the main floor of the building near the public washrooms.

Lowenberger: The laundry room is located on the main floor of the building near the public washrooms.

DeCew: Laundry facilities are located in the basements of Stairwells 5 and 18.

Vallee: Laundry facilities are located in the basement. Take the elevator down to Level 1, and turn right.

Earp: Laundry facilities are located in the basement. Take the elevator down to Level B, turn right, and it is down the hall on your right hand side.

Quarry View: Laundry facilities are located in Block 3 (side entrance) or Block 5 (side entrance). Use your student card to access these areas.

Res 8: Laundry facilities are located just off the main lobby.

Laundry How-To

Step 1: Sort your clothes!

- It is important to read clothing tags. Separate into categories: whites, brights, darks, delicates.

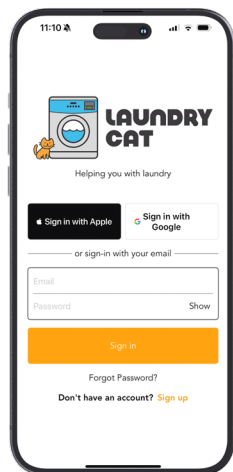
Step 2: Pay with Laundry App

- Download the LaundryCat App (available to download on the App Store and on Google Play).

• How it works:

1. Activate your LaundryCat account
2. Sign onto your student account
3. Bring phone near reader to pay for a machine cycle (the App uses NFC).

- Funds are deducted from your **OneCard** account balance



Cost per wash or dry: \$1.75

You are responsible for providing your own laundry products! Please report any malfunctioning machines to the Service Desk Right away!

Make sure to reference machine number and location.

- For iPhone users: Bring the **TOP** of the phone near the reader.
- For Android users: Bring the **MIDDLE** of the phone near the reader.

Step 3: Load the machine

- Ensure that the clothes are evenly distributed throughout the tub so that you don't have an "unbalanced load".
- Don't stuff too many clothes into the machines or they won't be washed properly.
- Put detergent in the tub with the clothes.
- Select the appropriate setting and turn on the machine.

Step 4: Time to dry!

- Clean the lint filter of the dryer before putting your clothes in.
- Add fabric softener sheets (1 per load) before beginning the cycle.
- Just like the washer, don't overload the dryer.
- Hang delicates out to dry to avoid ruining the garment with the harsh heat of the dryer.

Step 5: Fold your laundry!

- Begin folding immediately to help reduce wrinkles.
- Never hang sweaters or articles of clothing that are form-fitting or they could stretch. Always hang button-down shirts to avoid wrinkles.

Getting Along with Roommates

If you are experiencing difficulties with roommates, there are several steps you can take to resolve issues.

1. Talk to the roommate and let them know the issues you're experiencing
2. If the situation continues after talking, approach the roommate again to discuss why the issue is continuing
3. Talk to your Don and they can help further (talking to the student, holding a mediation, providing some tips, etc.)

Roommate Mediation

Roommate mediation is an assisted dispute-resolution process in which you and your roommate discuss your concerns in a controlled and respectful manner in the presence of your Residence Life Staff.

Room Switches

We are committed to roommate mediation as a part of our dispute-resolution process. We will not simply arrange for a room switch as a solution. In a small number of cases, if the mediation is not successful, the Residence Admissions Office will attempt to facilitate a room switch depending on availability of rooms.



If your parents call regarding any situation in residence we are unable to discuss the matter with them due to the Freedom of Information Privacy Policy Act.

Damage Charges and Billing

Damages include any costs associated with physical damage, whether intentional or accidental, replacing missing furniture and/or fixtures, cleaning charges etc. Any damages that occur within your unit, bedroom and washroom will be billed accordingly:

Single Room

Will be billed to the occupant only.

Double Room

If no student claims responsibility, both students will be billed equally unless Housing Services staff determines one student to be solely responsible.

Common Areas

If no student claims responsibility, all students will be billed equally unless Housing Services determines specific student(s) to be fully responsible.

Students must report damages to the Service Desks immediately. Every student is responsible for reporting damage(s) in a timely manner so that action can be taken immediately and further issues or charges are avoided. Emergencies outside of normal hours can result in significant overtime costs and these charges may be assessed to the occupants. Damages are identified throughout the year and charges are billed monthly to student accounts.

At the end of April, once all residents have moved out, Housing Services Facilities staff will conduct an inspection in every washroom/room/unit to assess the state of cleanliness and repair. No one other than Housing Services Facilities staff will enter the room/unit until after the inspection has been completed. Conditions will be compared against your move-in Inventory and Condition Report and damages assessed accordingly. Damages will be billed through your student account and you will receive an e-mail notification to your Brock email account of these charges by the end of June.

Lined writing area for student responses.



Housing Services


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