How to respectfully maintain the residence halls and other Central State University facilities
Welcome to Central State University

Connecting you to Facilities Management

For many of you it is your first time away from home for an extended period of time. We at Facilities Management want your time in college to be a success academically, socially, spiritually and mentally. We also desire for you to have a healthy, safe and clean environment. As a student, you have personal rights and responsibilities. This manual is a guide from the Facilities perspective as to our expectations from all residents. Observing these regulations will benefit everyone while ensuring your safety and enhancing the enjoyment of your dorm room as well as other campus facilities.

Success Code

When in CSU facilities, you are required to wear proper attire. No undergarments should be seen beneath your clothing. Pants are to be pulled up. No hats are to be worn in any CSU facility. You are being prepared for a successful professional future.

Work Order Requests

If you notice a problem or something that needs to be repaired in your room, in a hallway or in a lounge in one of the residence halls, place a work order. Placing work orders is easy and the fastest way to get something done.

In order to place a work order student would need to submit a maintenance request through MYCSU under the MY HOUSING tab. If it's a emergency request then they should report it directly to the residence hall staff immediately.

Painting/ Spray painting: No student is allowed to paint his/her room at any time for any reason. Rooms are painted by CSU’s Facilities Management painters only. Do not spray paint any item personal or University owned within the dorm or any facilities building. Violation of this policy will result in the student being required to pay the amount that it costs the university to re-paint the area that the student painted. Under no circumstances should you paint your room or allow others to paint it for you.

Window Screens: Each resident is responsible for the window screens on the window(s) in his/her room. There is no reason for the removal of a screen except for in an emergency. Residents will be charged for missing or damaged screens. Disciplinary action can result if a student removes his/her screen at any time. If at any point in time you discover a screen missing when one was there upon checking, you should notify your RA or Building manager immediately.

Window Sills: Please do not leave cups or cans of liquid such as soda pop, water and other food items on the window seals. Leaving these items attracts ants and also leaves rings on the surfaces.

Theft of university property: The taking of appliances, chairs, tables, lamps, etc., from college facilities for use in private housing facilities, residence hall rooms, and/or other purposes, is considered an act of theft. Persons guilty of taking such property for their own use are subject to prosecution and may be subject to additional disciplinary action by the University.
Furniture:

All furniture must remain in your room. You are responsible for any damage to the furniture in your room. During room inspections, RAs will be checking to determine if all furniture is in your room. If any item is missing, you will be subject to disciplinary action and will be required to return the furniture to the room immediately. Lobby, lounge, and study room furniture is provided for the use of all residents. Do not move this furniture or take it to your room.

Floor:

If you spot debris in the hallway or in other common areas please pick it up and throw it away in its proper container. Keep stairwells free of any debris, trash or papers.

Fire Extinguishers/ Exit signs/ and smoke detectors:

These items are there for your protection and safety, covering them inhibits the intended use of these devices. If these items are damaged or become broken because of your actions then you will be charged to repair or replace them.

A few ground rules

Grounds Care

Trash receptacles are provided on the grounds of the resident hall. Students are to utilize the receptacles in disposing of paper and trash, and to maintain the Residence halls as a temporary home by keeping the areas clean and presentable for the residents and their guests. Individual wastebaskets are to be emptied in the outside dumpsters on the college grounds.

Energy Conservation

Residence halls operating costs are directly affected by increasing utility expenses including electricity, lights and water. The Facilities Management office requests the assistance of all students in its efforts to save energy and money. Keeping windows, turning out the lights when leaving a room, and keeping hall entrance doors closed will assist in the effort to conserve energy. Suggestions about other ways to conserve energy in the residence halls are always welcome and should be shared with the Resident Advisor or Building Manager.

Vents AC/ Heating Units

Please do not put food or other items in the air conditioning/heating units. Do not remove the covers off of the units. Some covers are irreplaceable. If you break it you will be charged for its replacement.

Biohazard Matter

Charge: minimum of $100 per instance (depending on the instance, may become a criminal investigation with the CSU Police Department) Urine, feces, condoms or vomit and any matter found in the CSU facilities outside of the proper receptacle will incur a charge. Blood: Any blood cleanup in bathrooms, hallways, walls, carpet, lounges, etc. If the incident was accidental (ie. nose bleeds) and an attempt was made to clean up, no charge will occur. Blood from an injury due to drunkenness or violence will be charged.
Facilities Damage Charge Sheet  
(List is typical not all inclusive)

<table>
<thead>
<tr>
<th>ROOMS AND LOUNGE</th>
<th>Repair</th>
<th>Replace</th>
<th>WINDOWS</th>
<th>Repair</th>
<th>Replace</th>
<th>Rest Rooms</th>
<th>Repair</th>
<th>Replace</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed</td>
<td>$50.00</td>
<td>$318.00</td>
<td>Glass per pane</td>
<td>$100.00</td>
<td>$140.00</td>
<td>Faucet knobs</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>Mattress</td>
<td>$50.00</td>
<td>$230.00</td>
<td>Screen replace</td>
<td>$40.00</td>
<td>Sink</td>
<td>$78.00</td>
<td>$142.00</td>
<td></td>
</tr>
<tr>
<td>Desk</td>
<td>$25.00</td>
<td>$268.00</td>
<td>Screen rehung</td>
<td>$20.00</td>
<td>Toilet</td>
<td>$32.00</td>
<td>$145.00</td>
<td></td>
</tr>
<tr>
<td>Chair</td>
<td>$55.00</td>
<td>$103.50</td>
<td>Blinds</td>
<td></td>
<td>Urinal</td>
<td>$250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dresser</td>
<td>$38.00</td>
<td>$253.00</td>
<td>Double window</td>
<td>$80.00</td>
<td>Shower head</td>
<td>$80.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lounge chair</td>
<td>$64.00</td>
<td>$100.00</td>
<td>Single window</td>
<td>55.00</td>
<td>Partition</td>
<td>$36.00</td>
<td>$542.00</td>
<td></td>
</tr>
<tr>
<td>3 seat couch</td>
<td>$64.00</td>
<td>$527.00</td>
<td>Paint/ Flooring</td>
<td></td>
<td>Toilet Paper Dispenser</td>
<td>$58.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coffee/end table</td>
<td>$64.00</td>
<td>$155.40</td>
<td>Paint wall</td>
<td>$64.00</td>
<td>Time and materials priced separately</td>
<td>Paper towel Dispenser</td>
<td>$99.00</td>
<td></td>
</tr>
<tr>
<td>Wood bed post</td>
<td>$110.00</td>
<td></td>
<td>Paint Ceiling</td>
<td>$64.00</td>
<td>Time and materials priced separately</td>
<td>Shower curtain replacement</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>Bed reset</td>
<td>$35.00</td>
<td></td>
<td>Paint bathroom</td>
<td>$128.00</td>
<td>Time and materials priced separately</td>
<td>Soap Dispenser</td>
<td>$34.00</td>
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<tr>
<td>Bed Re pin</td>
<td>$5.00</td>
<td></td>
<td>Floor tiles</td>
<td>$25.00 sq ft</td>
<td>Mirror</td>
<td>$85.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door</td>
<td></td>
<td>Carpet tiles</td>
<td>35.00 sq ft</td>
<td>Shower curtain rod</td>
<td>20.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lock/re core key</td>
<td>50.00</td>
<td>Other</td>
<td></td>
<td></td>
<td>Toilet seat</td>
<td>45.00</td>
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<tr>
<td>New key</td>
<td>10.00</td>
<td></td>
<td>Abandoned refrigerator</td>
<td>$75.00</td>
<td>Fire and Safety</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Peep hole</td>
<td>20.00</td>
<td></td>
<td>Remove tape from walls</td>
<td>$2.00</td>
<td>Plastic Fire Alarm Cover</td>
<td>$140.00</td>
<td></td>
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</tr>
<tr>
<td>Door</td>
<td>$500.00</td>
<td></td>
<td>Electrical outlet/switch</td>
<td>20.00</td>
<td>Sprinkler head covers</td>
<td>$25.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door frame</td>
<td>$150.00</td>
<td></td>
<td>Thermostat / Macon valve</td>
<td>n/c</td>
<td>$105.00</td>
<td>Glass in Fire Extinguisher cabinets</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Labor Rates (per hour)</td>
<td>Hall signage</td>
<td>110.00</td>
<td></td>
<td>Plastic Fire Alarm Cover</td>
<td>$140.00</td>
<td></td>
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</tr>
<tr>
<td>Res. Life Maintenance $27.00</td>
<td></td>
<td>Bio hazard</td>
<td>$100.00</td>
<td>Sprinkler head covers</td>
<td>$25.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Res. Life Movers $27.00</td>
<td></td>
<td></td>
<td></td>
<td>Fire extinguisher</td>
<td>$35.00</td>
<td></td>
<td></td>
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<tr>
<td>Custodial $18.40</td>
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<td></td>
<td></td>
<td>Smoke detector</td>
<td>$30.00</td>
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</tbody>
</table>

**Guests and Friends** If your guest or friend destroys or damages an item while visiting with you, you will be held responsible for the incurred repair charges. Your friends and guests are your responsibility while in a CSU facility.
How to properly use your blinds

To raise the blinds

Pull strings gently to the left to release the rolling locking mechanism. Pull strings to the right gently, this will raise the blinds, once the blinds are at the desired level pull the string to the right to relock the rolling mechanism. Blinds will lock securely in place.

To lower the blinds

Pull strings gently to the left releasing the rolling locking mechanism. Allow the blinds to lower into desired place. Pull strings to right to relock rolling mechanism into place once desired lowered position is reached.

To close/open the blinds

Using the wand on the left hand side of the mini blinds turn the wand until the blinds are opened or closed at desired position.

Just a few more tidbits

1. The toilet is not a trash can, Please do not put non toilet paper items in the toilet. Do not line toilet seat with paper towels. Flushing them cause’s clogs.

2. Water fountains are not garbage disposals, No food should be dumped into them. Ie. Ramen noodles

3. Do not use the shower as a toilet.

4. Do not put chewing gum under the desks or on university furniture.

5. Turn off water in shower and sink after use

Pest Control: If you can hear your families’ voice in your conscious saying “clean your nasty room” then there is a pretty good chance that you should begin to pick things up off the floor. In keeping a clean room you reduce the chances of mice, roaches and other critters invading your room. Keep your room safe and clean by cleaning up behind yourself daily.

Pest control services are scheduled by Building

Suggested Cleaning Supply List

- Broom
- Mop
- Cleaning Rag
- Paper towels
- Windex
- Air freshener
- Wipes
- Multi-purpose cleaner (Lysol, Ajax)
- Toilet bowl cleaner

Good luck on a very successful and rewarding experience at Central State University during this academic year. Facilities Management