

3341-2-29 Residential Maintenance.

Applicability	All University units
Responsible Unit	Office of Residence Life
Policy Administrator	Director of Residence Life

(A) Policy Statement and Purpose

The purpose is to articulate to students living in on campus housing how they will be assessed for damage done to university property as well as how trash must be disposed of.

(B) Policy**(1) Damage**

Damage may lead to curtailment of services, loss of ability to make repairs and/or increased room rates. The actions of individual residents have a profound impact on the community as a whole. In light of this, the university has established the following measures of accountability for damage incurred to university residences.

- (a) Room occupants are required to complete and/or review a room inventory form at check in. The room inventory form should be completed and checked for accuracy as it will be used to assess the condition of the room during or after the checkout process. The cost of repair or replacement of university property damaged since the completion of the inventory form will be charged to the room resident(s). Room furnishings must be in their proper location at checkout.
- (b) Students are expected to behave in a manner that is respectful of the environment in which they live and which reduces the risk of damage occurring.

- (c) Damage may be classified as either accidental or malicious. Accidental damage is damage occurring through unintentional, chance happenings. Malicious damage is damage occurring through intentional happenings, happenings related to alcohol use, or through disruptive behavior resulting in damage. Damage includes any occurrence which necessitates surplus and/or unreasonable custodial and/or maintenance services.
- (d) While students are liable for all damages to university residences resulting from negligence, vandalism, accidents or misuse—in the case of malicious damage, disciplinary action, as well as financial restitution, may be initiated.

(2) Damages in Student Rooms/Suites/Apartments

Charges for damage to individual student rooms or for suites/apartments will be the responsibility of:

- (a) The student who accepts responsibility or is found to be responsible for the damage or,
- (b) The residents of a room/suite/apartment where the damage occurred.

(3) Common Area Damages

A common area is defined as any space other than individual student rooms/suites/apartments (hallways, stairwells, elevators, lounges, kitchens, bathrooms, lobby areas, etc.). Charges for damage to common areas in a university residence may be the responsibility of:

- (a) Any individual who accepts responsibility or is found to be responsible for the damage or,
- (b) All the residents of the particular wing, floor or building where the damage occurs.

The supervisor of the residence, in conjunction with the residence hall council, facilities, custodial staff and building maintenance staff, will determine the appropriate action to be taken related to common area damages.

(4) Replacement Cost for Damage or Loss

It may be necessary to bill students for damages, misuse or loss of items. A complete list of approximate costs associated with replacement or repair of items will be housed online on the Residence Life website. These costs are subject to change.

(5) Use & Misuse of Equipment or Property

Expectations and standards for behavior in university residence communities are outlined in these Community Living Standards. When resident behavior does not meet these standards, Residence Staff will address the behavior with the resident. When appropriate, staff will provide notice to residents on misuse of equipment or property and residents will be given the opportunity to rectify the situation prior to fees being assessed. Charges for items vary depending on the scope of the loss, damage or mess. The amount to be charged to the resident is determined by the supervisor of the residence in conjunction with custodial and maintenance personnel.

(6) Maintenance Requests

Concerns regarding maintenance or custodial conditions in your residence and maintenance reports for your room should be submitted online by going to the "Forms and Resources" section of the Residence Life Web site. Should you experience problems with this reporting procedure, or to report damages in common area space, contact the front desk in the residence halls or the house director in the small-group living units. If a requested repair is not completed within seven days; please contact the supervisor of the residence to follow up on the status of your request.

(7) Recycling

Bowling Green State University supports and encourages students to participate in the recycling of glass, aluminum cans, plastic bottles, office paper and newspapers. Every room has a recycling container which can be used to take the items to designated recycling areas located on each floor and in lobby areas. Trash, and other items unsuitable for recycling (including used pizza boxes), must not be placed in recycling containers.

(8) Trash

In university residences, with the exception of Falcon Heights and Centennial halls, trash must be removed by the student from the building and placed in the dumpsters provided. Trash may not be taken to or left in the lounges, outside building doors, restrooms, recycling areas, containers or hallways. Failure to remove trash properly may result in disciplinary action or improper checkout charges when moving out of the room. Students who live in Falcon Heights and Centennial halls should dispose of room trash by utilizing the trash chutes found on each floor.

Registered Date: March 12, 2015

Amended Date: February 16, 2016