

**Thomas Jefferson University
Department of Housing and
Residence Life**



**The Apartments Handbook
For the residents of the
Barringer & Orlowitz Halls**

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APARTMENT POLICY

The following policies and procedures are intended to provide a comfortable and safe living environment for the individual resident, while protecting the rights of neighbors. The policies in this handbook are not absolute or exhaustive. Each tenant is contractually bound by the terms stated in his or her signed Housing Agreement and is also responsible for adhering to the University Code of Conduct. If you have questions about the information in this booklet, contact the Housing Office, 103 Orlowitz.

THE BARRINGER BUILDING:

The Barringer Building, which was constructed in 1976, is a 10-story facility located at 950 Walnut Street. The residence has 138 apartments, of which 12 are efficiency units (two of these are wheelchair accessible,) 54 are one-bedroom units, 63 are two-bedroom units, and 9 are three-bedroom units (all apartments are unfurnished.) The Barringer Building offers street level retail stores, which include a convenience store (WAWA), coffee shop (Bonte) and a dry cleaner.

Each apartment has wall-to-wall carpeting, air conditioning and kitchen appliances. There are storage lockers and laundry facilities in the basement. A first floor social lounge with large screen cable TV, is open 24 hours/day, 7 days/week. The lounge may also be reserved by tenants, for small groups (up to approximately 50 people). A small fitness room is available on the first floor for Barringer residents. There is 24-hour front desk coverage. Tenants are responsible for payment/usage of electricity and will be billed directly by Energy Management Systems. Telephone service can be obtained through individual arrangement with a local telephone provider. In addition, cable TV service can be obtained through individual arrangement with Comcast Cable.

THE ORLOWITZ BUILDING:

The Orlowitz Building is a 20-story facility located at 1000 Walnut Street beside the Scott Library. The residence was constructed in 1967, and has 236 apartments, of which 170 are one-bedroom units (a limited number are furnished), 56 are two-bedroom units, and 10 are three-bedroom units.

Each apartment has wall-to-wall carpeting, air conditioning, and kitchen appliances. Storage lockers and a laundry room are located in the basement. Also in the basement, is a social lounge (which can accommodate approximately 6 people.) The lounge has a large screen cable TV and is adjacent to small fitness room. The fitness room cannot be reserved. Adjacent to the lounge is a courtyard that can be reserved. There is 24-hour

front desk coverage. Tenants are responsible for payment/usage of electricity and will be billed directly by Energy Management Systems. Telephone service can be obtained through individual arrangement with a local telephone provider. In addition, cable TV service can be obtained through individual arrangement with Comcast Cable.

TENANT RIGHTS AND RESPONSIBILITIES

Members of the residential community of Thomas Jefferson University are expected to act in accordance with University policies and procedures. Tenant rights and responsibilities are the following:

A. RIGHTS

1. The right to a residential environment conducive to academic pursuits.
2. The right to notification of all residential charges and complaints against him/her.
3. The right to timely and equitable adjudication of aforementioned charges.
4. The right to appeal departmental decisions according to established procedures.
5. The right to a timely and equitable response to an appeal.

B. RESPONSIBILITIES

1. The responsibility to be fully acquainted with, and to comply with, University, departmental, building policies and regulations as stated in the Housing Agreement, the residential building Handbook, the resident's Student Handbook, TJU/TJUH Policies, and the University Code of Conduct.
2. The responsibility to respect the rights and property of other tenants and of the University.
3. The responsibility to cooperate and be forthright with University officials.

I. APPROVED HOUSING POLICIES FOR APARTMENT RESIDENTS

Tenants must comply with all policies and regulations now in force and hereafter

adopted by Thomas Jefferson University and the Department of Housing and Residence Life.

A. **ELIGIBILITY:** Applications will be accepted from the following University constituencies: prospective fully matriculated students, House Staff, and fellowship applicants of Thomas Jefferson University and affiliates on file. Post-doctoral fellows and house staff applicants must verify their eligibility status by providing a letter from their department confirming that the fellowship will continue for at least one calendar year.

B. **PRIORITY:** Applicants are assigned by date and time of receipt of application and priority status in effect. First and second priority status is assigned to applicants on the basis of their home address (which will be the address of record in the Registrar/House Staff/Department office). **First priority applicants are:** 1) those who have a permanent home address outside the Philadelphia city limits, 2) those within Philadelphia zip codes 19114, 19115, 19116, 19154, and, 3) current residents of Barringer, Martin or Orlowitz residences. Second priority applicants are those whose permanent home address is within the Philadelphia city limits except for the zip codes 19114, 19115, 19116, and 19154.

C. **PLACEMENT OF SECOND PRIORITY APPLICANTS:** After all first priority applicants have been placed, and if there is remaining housing, second priority applicants will be assigned.

D. **APARTMENTS WITH MINOR DEPENDENTS:** Applicants with minor dependents, regardless of priority status and/or date and time of receipt of application, are given preference for apartments. However, within the group of applicants with minor dependents, assignments are made by date and time of receipt of application.

E. **GUARANTEED HOUSING FOR FIRST YEAR STUDENTS:** First year students in Jefferson Medical College, Jefferson School of Health Professions, Jefferson School of Nursing, Jefferson School of Pharmacy, Jefferson School of Population Health, or Jefferson College of Graduate Studies are guaranteed University housing if: 1) applications are received in the Housing Office by May 31, 2) official acceptance to TJU for a fall or pre-fall term is received by May 31 and, 3) applicants have first priority status. **Guaranteed housing does not guarantee that an applicant will receive his/her preference of building, size, number of roommates, renovation status and/or occupancy date.** However, every effort will be made to meet an applicant's first choice. If the guaranteed assignment is rejected for any reason, the guaranteed space will be offered to the next applicant. This will insure that each applicant receives one assignment before any applicant receives a second assignment. To meet the guarantee, students may be assigned to overflow space (i.e. three people in a two bedroom unit, two people in a one bedroom unit, etc).

F. OCCUPANCY: Apartments must be occupied as assigned. On-campus housing spaces may only be occupied by the applicant, the applicant’s legal spouse (marriage license required), minor dependents, or domestic partners who meet eligibility requirements (Contact the Housing Office, 215-955-1756, for eligibility requirements). Married student housing and housing for students with children is available in Barringer and Orlowitz only. In the case of siblings, both must be affiliated with TJU per eligibility requirements. Minimum/maximum occupancy is listed below.

	Minimum	Maximum	Minimum/Family	Maximum/Family
Efficiency	one	one	ineligible	ineligible
One Bedroom	one	two	two	two
Two Bedroom	two	three	two*	four*
Three Bedroom	three	four	three*	six*

***Totals include minor dependents.**

G. MINIMUM OCCUPANCY POLICY: One, two, three or four roommates may share an accommodation up to the maximum occupancy. For example, up to two residents may share a one bedroom. When the maximum number of occupants are assigned to an apartment, and a roommate situation changes, the remaining roommates will be required to reapportion monthly housing fees to include the market rent. Alternatively, roommate consolidation may occur if there are any other persons in an on-campus space that are below the minimum occupancy. When roommate consolidation is not an available option, reapportioning the rent is the only alternative.

H. REQUIREMENT FOR OCCUPANCY: Failure to maintain eligibility status as defined in the Eligibility Requirements will be cause for termination of the agreement.

I. FAMILY HOUSING OPTIONS: On campus family housing is available in the Barringer and Orlowitz apartment-style residence halls. Family housing is reserved for individuals who are, at the time of move-in, full-time TJU undergraduate students, graduate students, or postdoctoral appointees, and their spouses, same-sex domestic partners, and minor children. Applicants should provide a certificate of marriage or civil union, declaration of domestic partnership from a municipality or government entity* and/or a birth certificate of each minor dependent. Students are required to inform Housing Assignment Services if their student status changes. All residents must abide by the terms of the housing agreement.

*If you are in a same-sex domestic partnership and are unable to provide a certificate of marriage, civil union, or a declaration of domestic partnership, you and your domestic partner must provide supporting documentation to attest to your eligibility. Please contact the Housing Office for more information and request to review our

Guide to Family Housing at TJU.

J. DEPOSITS: A five hundred dollar (\$500.00) security deposit is held against damages, non-payment of fees, and non-compliance with termination procedures. This amount is payable upon acceptance of the housing assignment and before the first day of occupancy. The deposit is non-refundable in the event that an agreement is not fulfilled.

K. APARTMENT AGREEMENTS: Applicants offered apartment housing will enter into an agreement with the University and its agent, Philadelphia Management Company (PMC). Apartments are offered as they become available for occupancy (generally between June 1 and September 1) and terminate June 30. Renewal Agreements are offered for a twelve-month term. The first month's housing fees are due when an agreement is signed. All contractual obligations, including the incurring of housing fees, begin on the date given in the assignment letter. Fees are payable on the first of each month thereafter.

M. COLLEGE AND UNIVERSITY VACCINATION ACT: Effective August 27, 2002, this law requires all full-time college students who live in university housing show proof that they have been vaccinated against meningococcal disease (bacterial meningitis).

N. DISABILITY: It is requested that you indicate on the housing application if you have a disability and the nature of the disability.

1. **Special Needs Housing** - Medical conditions that do not qualify as a disability under the Americans with Disabilities Act are considered on a space-available basis. In such cases, requests for specific housing arrangements will be considered as options are available, but specific housing cannot be guaranteed.

While each request will be considered, specific areas and types of rooms are not guaranteed. The wheelchair accessible apartment assignment is for the student with the documented disability. Specific roommate's requests may or may not be accommodated.

O. UNIVERSITY STATEMENT OF NONDISCRIMINATION: Thomas Jefferson University is committed to providing equal educational and employment opportunities for all persons without regard to race, color, national and ethnic origin, religion, age, sex, sexual orientation, disability or veteran status.

II. THE DEPARTMENT OF HOUSING & RESIDENCE LIFE (DHRL)

The Department of Housing and Residence Life is committed to meeting the needs of

its individual tenants and the residential community. The Department consists of three coordinated areas designed to meet these needs: Housing Operations, Residential Property Management, and Residence Life.

A. HOUSING OPERATIONS

DHRL Housing Operations Staff address concerns regarding long and short-term contracts, assignments, and off-campus information. Housing Operations Staff include the Housing Coordinator who handles assignments, contracts and housing applications; the Assistant Director of Housing Operations who serves as the supervisor of the Front Desk Staff, the Martin Residence Hall Property Manager, Short-Term Housing Coordinator, and who manages as the liaison to the property manager of the Barringer and Orlowitz Residences.

Department of Housing and Residence Life - Orlowitz Residence
1000 Walnut St., Ste 103
Hrs: M-F, 9 a.m. - 5p.m.
(215) 955-8913

B. RESIDENTIAL PROPERTY MANAGEMENT: PHILADELPHIA MANAGEMENT COMPANY (PMC)

Philadelphia Management Company serves as the Property Manager of the Barringer and Orlowitz Residence Halls. Philadelphia Management Company is responsible for the maintenance, custodial, and billing for the residents of the Barringer and Orlowitz Residences.

Philadelphia Management Company staff oversee all operational aspects of the residential buildings. Maintenance issues can be reported to the front desk of Barringer (215) 955-8967) or Orlowitz (215) 955-6726). The Philadelphia Management Company Property Manager is available Monday-Friday, between 9am and 5pm at (215) 955-4346, Orlowitz, Suite 103.

Philadelphia Management Company
Orlowitz Residence
1000 Walnut St., Ste 103
Hrs: M-F, 9 a.m.-5 p.m.
(215) 955-4346

The University assumes no responsibility for loss or damage of belongings. However, if loss occurs please contact the Front Desk immediately so the incident can be officially recorded and TJU Security can be contacted. Tenants are encouraged to

obtain renter's insurance or to check to see if their personal property is covered under their parents' homeowner's or renter's policy. The University does not provide insurance coverage on tenants' personal property.

The Director of Housing and Residence Life oversees the duties and responsibilities associated with the Department of Housing and Residence Life and works in tandem with representatives of Philadelphia Management Company representatives.

C. RESIDENCE LIFE

DHRL Residence Life is responsible for the quality of life in the residences. This includes coordinating the Resident Assistant Program, overseeing in-house programming, providing counseling and advocacy, maintaining the residential intervention process, publishing the residential newsletter, arbitrating conflicts and other various functions. The Assistant Director of Residence Life oversees the Residence Life program.

The TJU Residence Life program includes twelve Resident Assistants and the Assistant Director of Residence Life. The RAs provide residents with information regarding the buildings, TJU and Philadelphia; refer residents to University or community services; offer building and campus activities; help residents in their adjustment to university living; and serve as a liaison between residents and housing management. One RA is on call to assist tenants whenever the Housing Office is closed. Contact can be made through the front desk. During regular business hours, the Assistant Director of Residence Life operates as the RA on duty to ensure that there is coverage 24 hours a day. In his/her absence, another member of the Housing Staff is available to assist. When necessary, Residence Life sponsors town meetings where residents are encouraged to discuss building-wide issues.

The Assistant Director of Residence Life is a live-in counselor who is also available after business hours to respond to emergencies. Contact can be made through an RA on duty at the Front Desk. During business hours (Monday to Friday, 9:00 a.m. to 5:00 p.m.,) contact can be made through:

103 Orlowitz Building
1000 Walnut Street.
Philadelphia, PA 19107-5518
(215) 955-1755

The Department of Housing and Residence Life, in conjunction with the Department of Security, may offer safety programs and safety information throughout the year. These programs cover personal safety issues related to city life and to apartment and

residence hall living. Residents are encouraged to attend.

III. THE FRONT DESK

The Barringer and Orlowitz Front Desks are the focal point from which requests for services are handled. Please direct all requests for maintenance, custodial and other services to the Front Desk of your building. The Front Desk Staff also sort and distribute mail (U.S. and University), provide information about the University and Philadelphia, and tend to various building operations.

The telephone numbers of the Barringer Front Desk are:
(215) 955-8967 and (215) 955-8811

The telephone numbers of the Orlowitz Front Desk are:
(215) 955-6726 and (215) 955-8482

IV. BUILDING SERVICES

A. CUSTODIAL SERVICE: Philadelphia Management Company custodians clean building common areas each weekday. However, each resident is responsible for cleaning up after using common areas (i.e. lounge, laundry room, etc.) and his/her apartment.

B. EXTERMINATOR SERVICE: If you detect vermin in your apartment or in the building, notify the Front Desk to arrange extermination. Tenants should be prepared to empty cabinets and cupboards for proper service. A Philadelphia Management staff member accompanies an exterminator once a week.

C. MAINTENANCE SERVICE: The apartment buildings are serviced by Philadelphia Management Company Maintenance. Please report all requests for maintenance to the building Front Desk.

Once a work request is logged, please make sure to allow workers access to your apartment and access to the particular problem reported (i.e. move furniture, remove breakable items from the area.)

Philadelphia Management Company staff will leave a doorknob tag stating they were in the unit and the status of the work request (completed, parts needed, etc.)

D. TRASH/GARBAGE: In both apartment buildings, on each floor near the freight elevator, there is a trash room. This room contains a chute into which small parcels of trash may be emptied. For disposal of items that do not fit into the chute,

E. RECYCLING: Thomas Jefferson University is a recycling community. Bins for collecting recyclables are in the basements of the apartment buildings. Tenants are requested to recycle. PMC has a contract with Allied Waste Services for trash recycling services. Plastic, glass, and cans can be commingled. Cardboard should remain separate. All recyclable items should be brought to the basement. In the basement area where there are labeled trashcans for your convenience. Please do your best to help preserve our precious resources.

F. LAUNDRY: There is a laundry room in the basement of each apartment building with card-operated washers and dryers for tenant use. Please help keep the laundry rooms clean by wiping off washers and dryers after use. For maximum efficiency, clean the dryer lint traps before and after each use. Please do not overload the machines. Overloading stresses the machines and may damage your clothing. Do not launder rugs, comforters, or quilts in these units.

To obtain a refund of lost money due to machine malfunction, tenants may call Coinmach directly for reimbursement (1-800-232-WASH.) Coinmach, the laundry room vendor will then process refunds. If a machine is not working properly, please post an “Out of Order” sign on it and notify the Front Desk.

G. STORAGE:

Storage rooms with cage lockers are located in the basements of both buildings and are available on a first come-first serve basis. Tenants may use the facility in their building by selecting an empty locker and registering the locker number at the Front Desk. You will be given a tag to leave on your registered locker with your name and apartment number.

Due to limited space, only one locker may be assigned per apartment. Tenants must provide locks for their lockers.

The following policies adhere to stored items:

1. Lockers must be officially registered with the front desk and tagged with the tenant’s name, apartment number, and date of storage.
2. Tenants must remove items when moving out of the building. Items found after a resident's departure will be considered abandoned and will be discarded.
3. Due to security and fire codes, all items must be secured with a lock and

in a locker. Items outside of lockers, or in unsecured lockers, are subject to disposal. Bicycles may only be stored if they fit in a locker.

4. Due to fire codes, residents are not permitted to obstruct the halls, stairs, landings, communal areas, or sidewalks with any article of property. DHRL/PMC reserves the right to remove and dispose of any such obstructions without liability.
5. Items are stored at the risk of the owner. Thomas Jefferson University, the Department of Housing and Residence Life and Philadelphia Management Company are not responsible for items lost, stolen, damaged or discarded.

H. THE LOADING ZONE: Only Barringer and Orlowitz tenants, or pre-approved building service personnel, can gain access to the loading zones on the south end of the buildings. Residents can gain access to their building driveway by obtaining a temporary permit from the appropriate Front Desk. A valid picture ID must be provided at the desk. Residents may only use this area for a limited time (up to one hour) while they are loading or unloading their vehicles. During move-in and move-out this time may be extended, on an hourly basis, with Front Desk Staff approval. The loading area is not for parking. Any person exceeding the time period or using the area for parking may be ticketed or towed at the owner's expense. Abuse of the loading zone may result in termination of privileges and/or other disciplinary action.

“Passenger Loading” Zone is available on 10th street next to Orlowitz. Per city ordinance, and at the risk of being ticketed and/or towed, use of this space may not exceed 20 minutes. Hazard lights must be on for the duration of use. It is recommended that someone stay with the vehicle. For more information about the use of this area, contact the Assistant Director of Housing Operations. The DHRL staff and Philadelphia Management are not responsible if a resident receives a ticket in this space. Parking is at the resident's own risk.

I. CARTS: To facilitate moving, carts are available through the Front Desk on a first come, first serve basis. During periods of heavy demand, a time limit may be imposed by the Front Desk Staff. Photo ID must be provided at the desk when using a cart. Do not leave carts in corridors, where they may be an obstruction in a fire or emergency. Carts must be returned to the Front Desk area in order to have the I.D. returned. Residents are financially responsible for any unreturned carts.

J. FREIGHT ELEVATORS: In addition to the passenger elevators, there are freight elevators in Barringer and Orlowitz for transporting larger items up to the apartments. Please go to the Front Desk for more information regarding proper use of the freight elevators. Tenants must not compromise building security when using these elevators and/or doors. Never prop open or leave doors or freight elevators

unattended.

K. LOST AND FOUND: Items found in the buildings should be turned in to the Front Desk of the building where the item is found. Items will be tagged and kept for 30 days. Valuable items will be kept in the Housing Office for safekeeping. Inquiries about lost articles should be directed to the Front Desk. Be prepared to give a written statement with a detailed description of the item.

L. WIRELESS INTERNET: Access to wireless internet is available in each residence hall for full-time students. For more information, contact the Jefferson Information Technology Department at (215) 503-7600.

V. COMMUNICATION

A. MAIL: A key lock mailbox is assigned to each apartment. Your apartment key will open your assigned mailbox.

1) Use the address below for efficient incoming mail service:

Orlowitz:

Resident Name

Orlowitz Building, Apt. #____

1000 Walnut Street

Philadelphia, PA 19107-5518

Barringer:

Resident Name

Barringer Building, Apt. #____

950 Walnut Street

Philadelphia, PA 19107-5596

2) Do not leave keys or valuables in mailboxes.

B. TELEPHONE:

1) Emergency messages may be left at the Front Desks

Barringer (215) 955-8967

Orlowitz (215) 955-6726

The telephones at the desks are not for personal calls or to respond to pages.

The desk phone must be available in case of building emergency.

2) Residents can have a phone in their apartments. Arrangements are contractual between the tenant and a local telephone service provider. The University assumes neither obligation nor responsibility. Telephone company employees must be accompanied by the resident at all times.

3) A Resident Assistant on duty is accessible through the Front Desk.

4) The building elevators have telephones from which passengers can contact

C. BULLETIN BOARDS:

- 1) All bulletin boards are for residential information notices. Signs or flyers must be approved and stamped by the Residence Life Office. Approval for student organized petitions may be authorized on a case-by-case basis. Unauthorized postings will be removed and discarded. Do not post items in the elevators, on glass or on painted wall areas.
- 2) Housing Management reserves the right to deny the posting of material, which is deemed offensive or inappropriate. Housing Management also reserves the right to remove items deemed offensive or inappropriate from tenants' doors, windows, or other communal areas.

D. CABLE TELEVISION SERVICE:

Each apartment has one cable ready room. Service connection can be arranged by calling Comcast Cable. Cable TV service must be purchased through a subscription. Installation fees and monthly charges are billed to the subscriber. Arrangements are contractual between the tenant and Comcast Cable. The University has no obligation or responsibility in these matters. The Orlowitz and Barringer lounges have a large screen TV with cable service.

E. THE INTERCOM SYSTEM: see section VII (Building Security), Item F.

VI. EMERGENCY PROCEDURES

A. FIRE SAFETY

To prevent fires and minimize injury and damage, residents are to follow the following fire procedures calmly and swiftly. Do not call the Front Desk with questions. The phone lines must be available for emergency purposes.

1. DURING A FIRE ALARM:

- a. GO IMMEDIATELY INTO THE CLOSEST FIRE EXIT STAIRWAY AND EXIT THE BUILDING.** All stairwells in the Orlowitz and Barringer building are fire exit stairways, which are specially designed to retard smoke and fire. At the bottom of each fire exit stairwell is a fire exit leading onto the street.
- b. Do not attempt to use the elevators.** Elevators are programmed to go to the first floor during an alarm. Tenants who come to the lobby will be

- c. **REMAIN OUTSIDE THE RESIDENCE HALL UNTIL** a representative from the Department of Housing and Residence Life gives permission to re-enter the building. This would mean that the cause of the alarm has been investigated, the problem has been resolved and tenants have been informed that they may return to their apartments.

2. IF YOU DETECT A FIRE:

- a. Activate a fire alarm box to alert others to the danger. Fire alarm boxes are located throughout the corridors. Within 10 feet of each fire exit there is a fire alarm pull box.
 - b. Go to the front desk to report the fire. Close your apartment door and take your key (but don't waste time looking for it!)
 - c. Evacuate the building and move to the rally point. Stay clear of the building to allow the Philadelphia Fire Department clear access and to avoid falling glass or debris from upper floors.
 - d. Do not re-enter the building until Philadelphia management, TJU Security or the Philadelphia Fire Department officials give permission.
3. **FIRE DOORS:** The fire exit doors at the bottom of each stairwell set off an alarm when they are opened. They are to be opened only during a fire alarm or emergency. The fire doors automatically release when the fire alarm sounds. During other emergencies, the fire exit doors may be used by applying continuous pressure on the crash bar for 15 seconds. While applying pressure, a high-pitched noise will sound. Continue to apply pressure until the door opens.
4. **EVACUATION:** Tenants must evacuate the building upon order by the Philadelphia Fire Department, housing management, or its designee.

B. SMOKE-FREE: In addition to the TJU/TJUH Smoke-Free Environment Policy (102.25), all three residences and the individual units are smoke-free. In accordance with the Housing Agreement, **individuals who choose to smoke outside the residences must do so at least 20 feet from the entrance.**

C. SHELTER-IN-PLACE: The Philadelphia Fire Code requires various buildings to develop a plan to shelter occupants inside the building in the event of a hazardous material, biological or other emergency outside the building. The purpose of the shelter-in-place plan is to safeguard residents during an emergency outside the building by preventing or limiting the infiltration of hazardous materials into the building by

closing windows and doors and shutting off air handling/HVAC systems, and by moving occupants away from perimeter windows and doors to safer locations in the building. At least once each year a shelter-in-place drill will be conducted to ensure occupants know what to do and where to go during an emergency. Persons responsible for performing duties during the emergency will be provided with training.

1. **DURING A SHELTER-IN-PLACE EMERGENCY:** University Officials will determine when buildings residents are advised to shelter-in-place. When an emergency is announced occupants should immediately go to their designated shelter location. Apartment residents are advised to stay inside their apartment and window and HVAC should be closed/off. Resident should prepare disaster kit and be ready to seal windows/doors with plastic sheeting/duct tape. Building management will ensure that air-handling systems are shut down. Residents are advised to become familiar with each building's Shelter-in-Place plan. Visit the TJU Security website <http://www.jefferson.edu/security/preparedness.cfm#sip> If you have any questions about the DHRL shelter-in-place plan, please call the Assistant Director of Residence Life at (215) 955-1755.

D. ACTIVE SHOOTER/LOCK DOWN

Lockdown – A procedure used when there is an immediate threat to building occupants. Students, faculty and staff would be instructed to secure themselves in the rooms they are in and no one should leave until the situation has been curtailed. This allows emergency responders to secure the students and staff in place, address the immediate threat and remove or evacuate any innocent bystanders from immediate danger to an area of safe refuge. This procedure is most commonly used to secure areas not directly impacted by an incident occurring inside a building. During a lock down cell phones should be silenced. Other electronic devices should be shut off (TV, video games, etc.)

E. JEFFALERT-- The University can send simultaneous alerts in minutes through text messaging, voicemail and email to numerous devices, such as cellular phones, landline phones, fax machines and PDAs. TJU Security, University Officials, and DHRL urge each resident to register (i.e. update cellular phone numbers, office numbers and landlines) so that security officials can effectively notify building residents during an emergency situations.

1. **Students**-JeffALERT will use the information you provide in Banner Web for cellular phones and land lines. Information provided in Banner Web updates in JeffALERT every 24 hours. The system is set up to automatically access your Jefferson e-mail account. You do not need to take any action for this.

2. **Faculty & Staff**-JeffALERT will use information that faculty and staff provide in the PeopleSoft system. Residents are advised to keep all emergency contact information up to date. Information provided in PeopleSoft updates in JeffALERT every 24 hours. The system is set up to automatically access your Jefferson e-mail account. Residents need not take additional action for this.
3. **Wills Eye**-Will Eye Post Doctoral fellows should contact TJU Security to learn more about how to obtain JeffALERTs.

VII. BUILDING SECURITY

A. FRONT DESK COVERAGE: Front desk coverage is provided in the Barringer and Orlowitz Building lobbies 24 hours a day, seven days a week. One of the functions of the Front Desk Staff is to help maintain, in conjunction with the Security Department, the general security of the building. Due to the high volume of visitors to the building, all employees and tenants are required to show their Jefferson Photo ID upon entering the building. All long-term tenants are issued a residential I.D. label to be affixed to the Jefferson ID. The color-coded label (Barringer-blue, Orlowitz-orange, Martin- yellow) will assist the front desk with monitoring building traffic.

1. **STRANGER ON THE FLOOR:** Report any intruder on the floor to the Front Desk immediately. In case of an emergency, TJU security can be reached directly at 215-955-8888 or 811 (from a campus phone.)
2. **SOLICITATION:** Solicitation is forbidden in University residences. Report solicitors to the Front Desk immediately. This is to maintain privacy, safety, and an environment conducive to academic achievement.

B. RIGHT OF ENTRY: Thomas Jefferson University and Philadelphia Management Company retain the right of entry into individual apartments, with as much advance notice as possible, to maintain order as outlined in the Jefferson Student Handbook.

C. UNAUTHORIZED AREAS: Residents may not enter unauthorized areas of the building; this includes, but is not limited to the roof.

D. THE ACCESS CARD SYSTEM: To promote a secure environment for all tenants, there is an access card system in the lobbies of Orlowitz and Barringer. Each resident listed on the Housing Agreement is eligible to have his/her Jefferson Photo ID programmed to gain access to the building in which they reside. A representative of DHRL will coordinate your access with TJU Security. Residents are advised to visit the Housing Office during regular business hours if your ID access is

compromised/malfunctioning.

E. JEFFERSON PHOTO ID: (See also Proprietary Policies, G)

1. Passing an ID to a friend or family member is a violation of the Jefferson Photo ID Policy. If a non-resident is found with a resident's ID, the ID will be confiscated until the resident can retrieve and sign for the Photo ID with a representative of the Department of Housing and Residence Life (usually front desk staff.) Each tenant is responsible for maintaining a secure environment in the residences.
2. To protect your photo ID, do not place it on your key chain, your back pant pocket or anywhere where pressure will be placed on your card. Jefferson photo IDs should not be stored or placed next to credit cards.
3. If a card malfunctions and does not release the door, please let the Front Desk Staff know. Front desk staff can assist in verifying your identity and helping a resident gain access to the building.

F. THE INTERCOM SYSTEM: Barringer and Orlowitz have intercom systems between individual apartments and the inner lobby doors. The intercoms are for announcing visitors and gaining authorized access into the building. For security reasons, residents are advised to verify their visitor before allowing them access to the building.

1. A emergency contact card must be filled out at the front desk for an intercom code to be assigned. A touch-tone telephone is required to provide guest/visitor access from each resident's apartment. When a guest arrives he/she can enter an intercom code. [All intercom codes will be available at the front desk of the Barringer/Orlowitz buildings approximately two weeks after each semester begins. Residents are advised to share their intercom code trusted guests in advance.] The resident's telephone will ring, giving the resident an opportunity to speak with, and identify, the visitor. If access is approved, the resident should press the number 6 (holding for 2 seconds) to unlock the inner lobby door. The guest enters after the door buzzer sounds. If access is denied, the tenant simply hangs up. It is expected residents will only provide access to a guest when the tenant is in his/her apartment.

VIII. FEDERAL LEGISLATION AND PRIVACY

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): FERPA is a federal law administered by the Family Policy Compliance Office in the US Department of Education. Representative of the Department of Housing and Residence Life work to uphold each resident's privacy, therefore, information may not be shared with outsiders without explicit permission from the tenant.

B. MISSING PERSON CONTACT: In Compliance with FERPA, residents of Jefferson's on-campus housing may elect to identify a specific person to be contacted by the institution within 24 hours of being reported missing. If a person is not specifically elected for this purpose, employees of the Department of Housing and Residence Life or other University officials will contact the general "emergency contact" person designated by the tenant on their DHRL emergency contact card and/or in Banner.

1. If the tenant is determined to be under 18 years of age, the student's parent or legal guardian will be contacted within 24 hours if the student is determined to be missing.
2. Please be advised that the emergency contact person (or person the tenant has elected to be notified) may be contacted by University officials to help determine a student's whereabouts in cases where that student has been reported missing. In addition, appropriate law enforcement officials will be contacted within 24 hours if a student is determined to be missing.

C. CLERY ACT: The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act is federal legislation that was developed in 1990 after the rape and murder of Jeanne Cleary who was a 19 year old first-year student at Lehigh University. The rape and murder occurred at the hands of another student Joseph Henry in her residence hall. The Act was originally named the Crime Awareness and Campus Security Act. The Clery Act requires the local police and security to report all crimes that occur on and around campuses so college students, staff, faculty and employees are provided with pertinent information to improve safety and security measures.

In compliance with this act, TJU Security creates an annual security report which is made accessible to students and employees alike. Also, TJU Security posts crime & apprehension logs on a monthly basis which are available at www.jefferson.edu/security. TJU Officials are required to investigate any incident that involves an alleged crime on campus.

IX. SOCIAL LOUNGES

Barringer and Orlowitz contain social lounges for residents of University Housing who wish to hold private gatherings. There is no charge for reserving these lounges. To reserve one of these areas, pick up a reservation form from the appropriate building front desk.

A. RESERVATIONS: To reserve the Martin Basement Lounge, Barringer or Orlowitz lounge/courtyard, complete a registration form at the Front Desk of each

building. Reservations will be granted in order of inquiry via the completed reservation form. Reservation requests must be submitted five business days prior to the date of the intended event. You will receive a copy of the confirmed reservation. The reservation form contains an alcohol permit section. Alcohol may be served at events when written approval has been received from Department of Housing and Residence Life.

B. ALCOHOL: Approval for serving alcoholic beverages will be dependent on the nature of the scheduled event, expected attendance, and adherence to DHRL procedures. There will be no alcohol approval for gatherings with over 25 persons (residents and non-residents) and 50 persons (if all are building residents.) The quantity of alcohol permitted will be reasonably limited based on the actual attendance at an event. The tenant sponsor must adhere to the policies and procedures contained in the Student Alcohol Policy. No alcohol is permitted in the Martin Solarium or Sun Roof. To receive an alcohol permit, simply make an appointment with the Assistant Director of Residence Life at (215) 955-1755.

C. 24-HOUR OPEN LOUNGE POLICY: The lounges are open for general tenant use, 24 hours per day. Should a reservation time conflict with general tenant occupancy of either lounge, the person with the reservation obtains priority use of the lounge. A schedule of lounge reservations is available at each building's Front Desk.

D. REGULATIONS: Tenants are expected to clean up after the event. Tenants are to conduct themselves responsibly while using the lounges and terminate events by 11:00 p.m. With the written permission of the Assistant Director of Residence Life, exceptions can be made to the 11:00 p.m. time. Tenants using the Barringer lounge for general purposes must register with the Front Desk. Abuse of the lounge may result in termination of reservation privileges and/or other disciplinary action.

E. PIANO POLICY AND PROCIEDURES (BARRINGER LOUNGE):

1. Individuals who are registered with the DHRL are permitted to use the piano. Contact the Assistant Director of Residence Life at 215-955-1755 to be placed on the piano list.
2. The use of the piano is by reservation only. Reservations can be made in advance at the Barringer Building front desk via a reservation form. In order for the reservation to be approved, the individual must either be on the DHRL Office piano list or present a DHRL piano permission slip. Reservations are granted in order of inquiry via the completed reservation form.
3. The hours that the piano is available to be played are 9:00 a.m. - 11:00 p.m., 7 days/week.
4. There is a one (1) hour limit.

5. Individuals may be asked to discontinue playing if a noise complaint is received.
6. Individuals are held responsible for any damage that may occur to the piano during the time they are using the piano.
7. The piano is owned and maintained by the DHRL. DHRL Management may revoke playing privileges at anytime.

F. THE MARTIN POOL TABLE POLICY: The Martin Basement Lounge contains a pool table for tenant enjoyment. Martin, Barringer, and Orlowitz tenants may use the pool table on a sign-in, first come, first served basis.

1. Use of the pool table is for Martin, Barringer, and Orlowitz tenants. This includes long-term tenants and short-term tenants. Guests of residents must be accompanied by the resident at all times. In Martin, Barringer and Orlowitz residents are not permitted beyond the basement and 1st floor lobby area unless escorted by a Martin tenant and officially registered in the "Guest" Log.
2. The use of the pool table is granted on a first come, first served basis. The lounges are open for general tenant use, 24 hours/day. The pool tables can be used whenever there is not a reserved function in the lounge. Reserved functions have priority use of the lounge.
3. Individuals may be asked to discontinue playing if a complaint is received from other lounge users.
4. The tenant must leave a Jefferson Photo ID or room key with the front desk clerk in exchange for the pool table equipment. The ID/room key will be returned to the tenant when the equipment has been returned to the front desk.
5. Individuals using the basement lounges must comply with all lounge policies and procedures established by the Department of Housing and Residence Life. The University, Housing Management and/or Residence Life Staff reserve the right to disband any activity if problems arise during the activity that indicate it would be in the individuals' or the University's best interest to do so.
6. Abuse of the pool table, equipment or lounge may result in termination of playing privileges and/or other action under the Residential Intervention Process.
7. Barringer and Orlowitz residents may accompany a maximum of 3 non-tenant guests to the Martin Basement Lounge.
8. Individuals using the lounges must comply with all building and lounge policies and procedures established by the Department of Housing and Residence Life.

G. Barringer and Orlowitz Fitness Rooms

1. The Barringer fitness room is open daily from 6 a.m. until 11p.m.; the Orlowitz fitness room is open 24 hour/day.
2. Residents are to use all equipment properly and should clean equipment after

each use.

3. A guest of a resident may use the Barringer Fitness Room equipment if he/she is escorted by a Barringer resident. He/She must sign in at the front desk.
4. Thomas Jefferson University and the Department of Housing and Residence Life are not responsible for injuries resulting from use of the fitness room. Residents use the fitness room at their own risk.

X. GUEST POLICIES

All efforts to register guests in the apartment buildings are done for the general safety and protection of tenants. They are not meant to infringe upon privacy.

A. GUESTS ENTERING THE BUILDING

1. Guests may gain access by contacting the tenant they wish to visit through the intercom system in the lobby.
2. Guests must be escorted by their host at all times while in the building.
3. Residents should not abuse their guest privileges.
4. Contracts clearly indicate a minimum and maximum occupancy in each room and a visitor's extended stay violates this.
5. Guests staying more than a week should be registered officially with the Housing Office, 103 Orlowitz. Registering your guest with DHRL does allow the guest access to the building when the resident is not on-campus.
6. Guests do not receive mail or keys.
7. Food may be delivered to the lobby of the building for residents to pick up. Food cannot be delivered to residential apartments.
8. Guests may be registered in advance of a visit. Registered guests may enter the building without a resident escort.
9. Keys are never distributed to non-residents.
10. Guest Registration forms can be obtained and authorized in the Housing Office (Orlowitz, suite 103).
11. Guest registration forms must be completed by all roommates.
12. Unregistered and unescorted guests will not be authorized to enter the building without verbal approval via the intercom system.

B. HOST RESPONSIBILITY: Residents are responsible for the conduct of their guests. Each resident will be held accountable, financially and judicially, for the actions of his/her guests.

C. GUEST EVICTION: Housing Management or its designee reserves the right to deny admittance to or evict any guest who is judged to be disruptive or potentially dangerous.

XI. PROPRIETARY POLICIES

These policies relate to contractual relationships and to fire, safety and maintenance standards. Residents and their guests must comply, at all times, with the terms and conditions of their Housing Agreement as well as the proprietary policies. Failure to comply will result in disciplinary action via the Residential Intervention Process.

The following are proprietary policies (references to residents in the following text indicate both residents and their guests)

A. UNAUTHORIZED AREAS: Residents may not enter unauthorized areas of the building.

B. PERSONAL CONDUCT: Residents are to act responsibly and may not interfere with the rights, comfort, safety and convenience of their roommate or other students. Excessive noise and disorderly behavior are strictly prohibited.

C. NOISE: Residents must comply with any request for reducing noise and volume. Noise must be limited to the confines of each apartment.

D. ALCOHOL: In accordance with Pennsylvania State Law, no individual under 21 years of age may possess or consume alcoholic beverages in or on University property. Residents 21 and over may possess and consume alcohol responsibly in residential rooms. Alcohol possession or consumption in any public or common area (hallways, lounges, outside lawns, patios and student apartments with the doors open) is prohibited. Non-residents are not permitted to bring alcohol into the building. Neither kegs nor “party-balls” are permitted in the residence halls.

1. Individuals under 21 years of age who are found possessing or consuming alcohol in the building will be asked to dispose of the alcohol immediately and will be subject to disciplinary action.
2. **Approval for serving alcoholic beverages will be dependent on the nature of the scheduled event, expected attendance and adherence to DHRL procedures. There will be no alcohol approval for gatherings with over 25 persons (residents and non-residents) and 50 persons (if all are building residents.) The quantity of alcohol permitted will be reasonably limited based on the actual attendance at an event. The tenant sponsor must adhere to the policies and procedures contained in the Student Alcohol Policy. No alcohol is permitted in the Martin Solarium or Roof. To receive an alcohol permit, simply make an appointment with the Assistant Director of Residence Life at (215) 955-1755.**
3. The University, Housing Management and/or Residence Life Staff reserve the right to disband any approved event if problems arise during the activity that

E. DRUGS: In accordance with State and Federal Laws, residents and their guests may not possess or utilize any mood-altering substances or non-prescription drugs other than over-the-counter medications. Violators of the law will be subject to disciplinary action.

F. ATTIRE: Tenants should wear proper attire when in public areas.

G. JEFFERSON PHOTO ID POLICY: In accordance with University Policy 119.03, all residents must carry a TJU/TJUH Photo Identification Badge to access on-campus buildings including the residence halls. The Jefferson photo identification badge is a white plastic card with a photo, employee name, licensure and job description, where applicable, as well as the department name. The reverse side of the Photo identification badge will contain an alphanumeric bar-code identifier for use in various areas of Jefferson (Library, C.S.O., computer log-on, etc.). In addition there will be an encoded magnetic stripe, which will permit access to various locked areas (e.g. Residence Halls, E.R., labs, etc).

1. Residence Hall clearances are managed by The Department of Housing and Residence Life. Requests to update, remove or change existing residence hall clearances can be made in the Housing Office, Orlowitz Suite 103.
2. Spouses, Wills Eye Post-Doctoral Fellows and other eligible nonaffiliates who live on campus must obtain a non-affiliate photo identification badge. These individuals are required to visit the Housing Office upon arrival and retrieve a signed non-affiliate endorsement form. This signed document can be **presented to a representative of the TJU Photo ID Center. Non-affiliate photo identification badges will expire at the end of the lease agreement and are not renewable.** The Photo Identification Center, under whose authority identification badges are prepared and issued, manages all Photo ID printing and pricing.
3. It is important that on-campus residents are extra diligent in upholding the Photo Identification policy and carry a TJU photo identification badge at all times. If a non-resident is found with a resident's ID, the ID will be confiscated until the resident can retrieve and sign for the photo ID with a representative of the Department of Housing and Residence Life (usually front desk staff.) Each tenant is responsible for maintaining a secure environment in the residences.
4. Students will receive a photo identification badge on the first day of class. While it is not a requirement, on campus residents who move into the Residence Halls

prior to the first day of class may choose to obtain a photo identification badge in advance. Please call or visit the Housing Office to learn more about this process.

Photo ID Center Jefferson Medical & Health Science Bookstore
1009 Chestnut Street
Philadelphia, PA 19107
(215) 955-7942
(215) 923.1844 (F)

Monday through Friday: 7:00 a.m. to 5:30 p.m.

Saturday: By Appointment Only

No Temporary ID Badges will be issued on Saturday.

XII. APARTMENT OCCUPANCY (See also Approved Policies)

A. ASSIGNMENTS: Apartments are assigned by Housing Administration with special efforts to accommodate needs and requests. Questions regarding assignments and billing should be made at the Housing Office in 103 Orlowitz. A \$500 Security Deposit is required to secure all Housing Assignments in on campus housing.

B. REMOVAL: The DHRL staff can deem a resident to be a threat to him/herself or a threat to the residential community and are authorized to insist that a resident terminate campus housing (see Residential Intervention Process.)

C. KEYS: Each resident listed on the Housing Agreement is given one apartment key, which also opens the mailbox and the storage room in Orlowitz. For safety reasons, additional keys cannot be dispensed (except in cases of documented loss.) It is unlawful to make duplicate keys from the original.

1. Report lost keys immediately to the Front desk (if during business hours, please visit the Housing Office, Orlowitz 103.) Appropriate measures will be taken to supply you with a replacement key and minimize any potential security risks.
2. Residents will be charged for replacing a key or a door lock when a room key has been lost.
3. There is a copy of each room key at the Front Desk of Orlowitz. These keys are for maintenance, security or custodial emergencies. They can also be used when a tenant locks himself/herself out of his/her apartment. To obtain a lockout key, go to the Orlowitz front desk. Keys must be returned within 15 minutes.
4. The apartment door can and should be double locked. It is advisable to keep the apartment door locked at all times. Place the key, from the outside, into the lock and turn it two revolutions. This will engage the bolt. When inside the

D. APARTMENTS (INSIDE INDIVIDUAL APARTMENTS):

1. Each tenant is responsible for the upkeep of his or her apartment. Tenants are expected to leave the apartment in good condition upon move-out.
2. Pets and living lab specimens are not permitted in the building.
3. Residents will be charged for the repair of any excessive damage to their apartments or to the common areas (if deemed responsible). If damages cannot be determined to be the responsibility of an individual tenant, all tenants of the apartment will share financial responsibility.
4. Residents are not permitted to use or store in the apartments (or in the building) explosive or highly flammable materials, fireworks, firearms or weapons.
5. Residents are not permitted to make structural alterations or installations of any kind. If room dividers or bookcases are desired, they must be free standing and not fastened to the wall, ceiling, etc.
6. Apartments may only be painted by Philadelphia Management staff. Please do not use scotch tape, decals, stickers, or adhesive picture hangers on the doors, walls or ceiling. Picture framing nails are encouraged for hanging personal items.
7. Only removable shelf paper is permitted on cabinet and closet shelving. Additional charges will be incurred upon move-out for adhesive shelf paper which must be removed by Philadelphia Management service personnel.
8. Halogen lamps, candles, and incense are not permitted in the apartments, as they constitute a fire hazard. Be sure to use the proper light bulb (correct wattage) in all lamps.

E. HOUSING FEES AND FEE DEFERMENT: Tenants will be able to pay housing fees via check or money order at the Orlowitz front desk 24 hours/day, 7 days/week, each day of the month. Checks should be payable to: Philadelphia Management Company (PMC). In addition, please write (1) your name, (2) building/room number and (3) telephone number on the check. In the beginning of each semester, rent deferment is an option when student loan checks have not yet been dispersed. Stop by the Housing Office for more information. The Office of Financial Aid will verify all student loan reimbursement information. Applications for Deferment of Housing Fees are available at the Housing Office and on the Housing webpage (<http://www.jefferson.edu/housing/faq.cfm>).

F. HOUSING FEES WITHOUT INVOICES: DHRL does not distribute monthly invoices in tenant mailboxes. Fees are due on the first of the month with a ten (10) day grace period. As defined in the Housing contract (Item 4), residents failing to make payment by the 10th of the month are subject to a \$2.00 per day late fine (beginning on

the eleventh day of the month) which will be accrued to their account. Please keep copies of your deposited checks as proof of payment.

1. Housing fees cannot be withheld because of needed repairs, damages or other inconvenience experienced by the tenant.
2. If there are any questions about the amount due, the tenant is responsible for visiting the Housing Office, 103 Orlowitz, to settle the account question. Office hours are Monday – Friday, 9-5 p.m. Questions should be directed to the Property Manager, 215-955-4346.

G. RENT EXTENSIONS: Residents are advised to meet with a representative of the PMC (103 Orlowitz). Rent extension requests must be received by Housing Operations on or before the 10th day of the month to avoid late fees. The Department of Housing and Residence Life will provide written confirmation or denial of requests for fee deferment. Confirmations are granted based on information provided by the Office of Financial Aid, date of graduation, and general payment record.

H. TERMINATING OR SUB-CONTRACTING A HOUSING AGREEMENT

In Barringer and Orlowitz, contracts terminate on June 30th. The option to terminate on May 15, May 31 or June 15 may be offered to graduating tenants in March of every year.

1. Housing Agreements are terminated if a tenant withdraws or is dismissed from Thomas Jefferson University, or if the tenant resigns or is terminated from a Post-Doc Fellowship or a house staff position. Residents with a change of status must visit the Housing Office to complete termination paperwork. **There are no other conditions under which the University will terminate the housing contract earlier than June 30th.**
2. In the apartments, a tenant wishing to terminate the contract early has two options: 1) locate an eligible tenant to assume the contract; or 2) sub-lease the housing contract to an eligible affiliate of the University. A representative from the Housing Office, 103 Orlowitz (955-8913) can answer any question you may have about either of these options.

I. ROOMMATE CONSOLIDATION: One, two, three or four roommates may share an accommodation. Depending on the occupancy standard for the apartment and/or current assignment lists, when a roommate situation changes, the remaining roommates will be offered the option to reapportion monthly housing fees to include the amount previously paid by the ex-roommate. If that option is not chosen, roommate consolidation will occur.

1. Barringer and Orlowitz consolidation will usually occur in late summer or early fall as first year students move in. The second consolidation period may take place in December and/or January. Roommate consolidation may be required at

2. The Operations and Residence Life staff will facilitate consolidation and will assist tenants during the consolidation periods. The Housing Office will assist tenants in connecting with potential roommates who are also in units with minimum occupancy. A “Roommate Book” located in the Housing Office, 103 Orlowitz lists tenants in need of a roommate.
3. Call a Resident Assistant or the Assistant Director of Residence Life at (215) 955-1755 if you have questions regarding roommate issues. The RAs can be contacted via the front desk staff.

J. TRANSFERS: Requests for changes in room assignments may be made during the year. However, transfers are dependent, in part, on availability. The Department of Housing and Residence Life cannot guarantee a transfer. Since Housing Administration records are used to locate residents and to establish responsibility for possession of room keys, access cards and room conditions over the year, it is necessary for all transfers to be formally processed through the Housing Office before any moves occur. To initiate a room transfer, contact the Department of Housing and Residence Life at (215) 955-8913 to discuss your situation. The Housing Coordinator will attempt to equitably resolve transfer requests. If the tenant is not satisfied or if there are no options available, the tenant may file an appeal with the Director of Housing and Residence Life.

K. INSPECTIONS: A member of the Property Management staff inspects the apartment before occupancy. Another inspection takes place when the room is vacated. Tenants are responsible for any damage that takes place during their occupancy. Upon move-in, each tenant receives a move-in survey. Tenants are required to complete the form and return it to the Front Desk or the Housing Office (103 Orlowitz) within 48 hours after move-in. In order to avoid being charged for damages upon move-out, it is important that you note anything needing repairs on this form. Additional Property Management inspections will take place during occupancy to insure fire safety and adherence to University and/or departmental policies.

L. MOVING OUT: The following information will help you prepare to move out of University housing. If you have any questions or concerns, contact the Assistant Director of Housing Operations at (215) 955-2890.

1. The U.S. Postal Service will not honor individual mail forwarding requests when mail is distributed by another entity, such as the Department of Housing and Residence Life. Therefore, it is important to leave your forwarding address with the building Front Desk. All first class mail will be forwarded for one (1) year. Second class mail will not be forwarded. Most professional journals are classified second-class mail, so please contact the publishers directly with your

change of address.

2. Be sure to return all keys to the Front Desk on or before your approved termination date or the refund of your security deposit will be jeopardized.
3. Be sure to remove food from the refrigerator and leave the setting on number 1.
4. It is the responsibility of the tenant to possess all furnishings and appliances originally assigned to the room. Replacement costs for missing furnishings, including blinds, will be billed to the tenant account. If you have furniture to be discarded, please notify the Property Manager at (215) 955-4346. Do not leave furniture in the hallways or common areas.
5. Remember to remove any items from the basement storage room upon termination of your Housing Agreement. Items found in storage after a resident's move-out will be considered abandoned and discarded. Thomas Jefferson University and the Department of Housing and Residence Life and are not responsible for items lost, stolen, damaged or discarded.
6. Please do not attempt to patch any holes in the walls or to remove pictures or mirrors that are fastened to the walls by adhesives. Notify the Front Desk or the Property Manager at (215) 955-4346 to arrange removal so that damages or possible charges can be minimized.
7. Elevators and moving carts cannot be reserved. They are available on a first come, first served basis when you leave a photo ID at the front desk. Do not pass the cart to another tenant for use. It must be returned before it is logged out again or the cart remains your responsibility as the last "official" user.

M. APARTMENT FEATURES:

1. **Ovens/Ranges:** the ranges in Orlowitz and Barringer are electric. The burner elements do not cool immediately the way they do with gas ranges. Food will burn if left on the element. Please do not place hot pots and pans directly onto the kitchen countertops, as they will scorch.
2. The Orlowitz and Barringer sinks are not equipped with garbage disposals. Do not discard food in the drain. Drain filters can be requested through a work request at the Front Desk.
3. **EXHAUST FANS:** In Barringer and Orlowitz the exhaust fans operate continuously. Only on the 19th and 20th floors in Orlowitz have are switch controlled fans. If the fans are not working, notify the Front Desk.
4. **DISHWASHERS:** Some units are equipped with dishwashers.
5. **SMOKE DETECTORS:** Residents may report smoke detector malfunctions or replacement battery requests at the Front Desk. Residents are responsible for checking their smoke detector's weekly. Tampering with equipment may result in a \$500 fine.
6. **FIRE ALARMS:** In addition to the smoke detectors, each unit is equipped with fire alarms that announce when there is a fire emergency in the building. These

alarms also flash.

7. **SPRINKERS:** Each unit is equipped with sprinklers. Residents are not to tamper with the fire alarms, sprinklers or smoke detectors. There is a \$500 fine issued to the residents in any apartment whose fire safety equipment has been tampered.

XIII. THE RESIDENTIAL INTERVENTION PROCESS

The Residential Intervention Process is designed to respond to tenant needs; violations of university, departmental or building proprietary policies, and, behaviors that compromise the well being of the tenant and/or the residential community. Interactions that occur throughout the process will not be made available as public record.

The Residential Intervention Process consists of four successive tiers: 1) Resident Assistants, 2) Assistant Director of Residence Life, 3) Director of Housing and Residence Life, 4) Senior Vice President of Facilities and Campus Planning.

A. Resident Assistants

The primary intervention is the initial action or response taken by the Department of Housing and Residence Life in responding to infractions and inappropriate behaviors.

1. Primarily, Resident Assistants conduct the interventions. The Assistant Director of Residence Life, the Director of Housing and Residence Life, or other authorized departmental personnel may also conduct interventions.
2. For minor infractions (i.e. initial noise complaints or smoking in common areas,) the intervention process may not go beyond the first tier. Instead, the incident will be responded to with limit setting, a verbal warning or (in the case of multiple party disputes) mediation. For all offenses and potentially serious misconduct (or behavior that compromises the well-being of the tenant or the community,) the Resident Assistant is required to notify the Assistant Director of Residence Life to coordinate an appropriate primary intervention or refer the incident to the second tier. Regardless of the nature of the incident, or if the incident is resolved in the first tier, the Resident Assistant is required to complete an incident report. This will enable the Assistant Director of Residence Life to track repeated offenses and respond accordingly.

B. The Assistant Director of Residence Life

The second tier of the Residential Intervention Process rests in the position of the Assistant Director of Residence Life. The Assistant Director of Residence Life or designee may adjudicate or intervene with cases at the primary response level (i.e. direct intervention or immediate referral from Tiers I or III or secondary response level (i.e. repeated infractions.) A student who is dissatisfied with the response given by

Tier I may also petition to the Assistant Director of Residence Life or designee.

1. The Assistant Director of Residence Life or designee may use the following interventions: advising/limit setting, mediation, verbal warning, counseling or counseling referral, written reprimand, restriction of privilege, educational referral, monetary restitution, residential community service, residential probation and college/department head referral. If the violation warrants action on a more severe level, the Assistant Director of Residence Life will refer the case to Tier III, the Director of Housing and Residence Life. If appropriate (i.e. roommate conflicts, etc.) the case may be handled by mediation conducted by Residence Life staff and coordinated by the Assistant Director of Residence Life.
2. The Assistant Director of Residence Life will maintain all intervention documentation. Information may be shared with college deans and/or department chairs when deemed appropriate by the Assistant Director of Residence Life. Residents' behavior in the residence halls must comply with, University, Departmental building policies and regulations as stated in the Housing Agreement, the residential building Handbook and the University Code of Conduct as the residence halls are deemed part of the University community.

C. The Director of Housing and Residence Life

The third tier rests in the position of the Director of Housing and Residence Life. The Director of Housing and Residence Life is authorized to either adjudicate or intervene with cases as the primary response (i.e. direct intervention or immediate referral from Tier II) the secondary response (i.e. repeated infractions that have been previously adjudicated at Tier II) or through the process of Tier II appeal.

1. The Director of Housing and Residence Life reserves the right to intervene at tenant's respective department does not preclude departmental interventions and actions.
2. The Director of his or her discretion. Action or inaction on behalf of the college(s) or the Housing and Residence Life may use any of the interventions available to the Assistant Director of Residence Life plus the following: relocation, refusal to permit renewal of *Housing Agreement* and termination of university housing. The Director of Housing and Residence Life may refer cases for counseling to the Assistant Director of Residence Life if he or she deems it appropriate.
3. If an individual disagrees with the decision of the Director of Housing and Residence Life, he or she has the right to petition for an appeal with the Senior Vice President of Facilities and Campus Planning.

D. Senior Vice President of Facilities and Campus Planning

The fourth tier of the Residential Intervention Process is used when a petitioner appeals the decision of the Director of Housing and Residence Life. A written petition

must be submitted to the Senior Vice President of Facilities and Campus Planning within 10 business days of the decision of the Director of Housing and Residence Life. Upon such review, the Senior Vice President of Facilities and Campus Planning may:

1. Affirm the decision of the Director of Housing and Residence Life or require the Director of Housing and Residence Life to reconsider the decision
2. Reduce the severity of penalty imposed by the Director of Housing and Residence Life.

In reaching a decision, the Senior Vice President of Facilities and Campus Planning may discuss the case with any statement-providing witness, the petitioner and/or any member of the Department of Housing and Residence Life.

If the Senior Vice President of Facilities and Campus Planning affirms or reduces the penalty given by the Director of Housing and Residence Life, the student will be notified in writing of this decision.

If the Senior Vice President of Facilities and Campus Planning requires the Director of Housing and Residence Life to reconsider he or she may address the Director of Housing and Residence Life directly or in writing to present his or her concerns. The Director of Housing and Residence Life may reconsider and modify his or her decision or remain resolute. The resulting decision is then reported to the Senior Vice President of Facilities and Campus Planning for final review.

The review by the Senior Vice President of Facilities and Campus Planning must be completed within 10 business days from the date the Director of Housing and Residence Life resubmits his or her decision.

Procedure for Effecting the Decision: The Tier IV decision shall be communicated to the tenant by the Senior Vice President of Facilities and Campus Planning. The Director of Housing and Residence Life will receive a copy of the decision.

E. The Four Tiers of The Residential Intervention Process

Tier I: Resident Assistants

-Primary Response

-Interventions and Sanctions:

- Advising/Limit Setting
- Mediation
- Verbal Warning
- Referral to Tier II

Tier II: The Assistant Director of Residence Life

-Primary or Secondary Response

-Interventions and Sanctions:

- All Tier I Sanctions
- Counseling or Counseling Referral
- Written Reprimand
- Restriction of Privileges
- Educational Referral
- Monetary Restitution
- Residential Community Service
- Residential Probation
- College/Department Head Referral
- Referral to Tier III

Tier III: The Director of Housing and Residence Life

-Primary, Secondary, or Tertiary Response

-Interventions and Sanctions

- All of Tier II Sanctions
- Relocation
- Termination of University Housing
- Refusal to permit *Housing Agreement* renewal
- Referral to Tier IV

Tier IV: Senior Vice President of Facilities and Campus Planning

-Appeal of Tier III Decisions

-Interventions and Sanctions

- Affirmation of all or part of Tier III decisions
- Dismissal of all or part of Tier III decisions
- Reduction of all or part of Tier III decisions

F. The Residential Intervention Process -Interventions/Sanctions

The following interventions and/or sanctions may be applied (any level intervention/sanction may be applied at any time; they do not have to be applied in a sequential order)

1. Advising/Limit Setting:

Advising/Limit setting is reminding a tenant of the policy violated and of the University's expectations for policy adherence. Advising when community standards are compromised. Advising/Limit setting is applicable to minor infractions and inappropriate behaviors that do not compromise the direct well being of the individual, the community or University property.

2. Mediation:

Mediation is cooperative problem solving with the assistance of a neutral third party. The neutral third party acts as a facilitator to help disputants reach their own agreement about the issues without forcing solutions. The mediator provides a forum within which disputants can construct their own mutual agreement. Mediation can be used successfully as an alternative to other interventions for cases that involve relationship conflicts, roommate disputes, neighbor issues (e.g., chronic noise complaints, etc.), interpersonal conflicts and any other situation that involves two or more parties that cannot agree. Mediation must be a voluntary process (for all parties involved) to be effective.

Mediation may be administered by Tiers I, II, III, IV.

3. Verbal Warning:

A verbal warning may be used for first-time infractions that do not compromise the direct well being of the individual, the community or University property. Staff members are required to document verbal warning with the Assistant Director of Residence Life (e.g. incident report or direct report).

A verbal warning may be administered by Tiers I, II, III, or IV.

4. Counseling and Counseling Referral:

Counseling is an intervention that addresses the personal, emotional or social needs of a person. Counseling may be an alternative to, or used in conjunction with, other interventions. It is recommended for community standard violations.

A counseling referral is a recommendation for counseling to be conducted by a therapist or counselor outside of the Department of Housing and Residence Life. A referral may be to a resource inside or outside of the University, and may be used in conjunction with other interventions.

Counseling may be administered by Tier II with referral from Tiers I, II, or IV. A Counseling referral may be administered by Tiers II, III, or IV.

5. Written Reprimand:

A written reprimand is a written warning. The written reprimand is kept on file by the Department of Housing and Residence Life. Successive violations may result in residential probation or more severe sanctions. A written reprimand should clearly state the potential result of future violations (of similar or dissimilar nature).

A written reprimand may be administered by Tiers II, III, or IV.

6. Restriction of Privileges:

A Restriction of Privilege is the denial of access to a specific community privilege. Examples of privileges that might be restricted include (but are not limited to) reservation of building lounges for parties and usage of communal appliances.

A Restriction of Privilege may be administered by Tiers II, III, or IV.

7. Educational Referral:

An educational referral is the utilization of internal or external educational resources designed to increase an individual's awareness and understanding of an issue. Examples of resources include (but are not limited to) alcohol awareness programs, stress management programs, safety and security seminar, etc. Educational referrals may be combined with a written reprimand or residential probation.

An educational referral may be administered by Tiers II, III, or IV.

8. Monetary Restitution:

Monetary restitution is used in incidents involving damages to University property. Monetary restitution may be used in conjunction with other interventions. Monetary restitution should cover the cost of replacement, repair, and/or cleaning under University guidelines. It does not include fines or punitive charges.

Monetary restitution may be administered by Tiers II, III, or IV.

9. Residential Community Service:

Residential Community Service is the utilization of internal or external vocational resources designated to increase an individual's awareness and understanding of an issue. Examples of resources and appropriate services include (but are not limited to) checking fire equipment under the direction of the Fire Marshall, and coordinating a safety and security seminar. Residential Community service may be used with residential probation, relocation, or college referral.

Residential Community service may be administered by Tiers II, III, or IV.

10. Residential Probation:

A tenant may be placed on Residential Probation for a specified period of time

(including the duration of university housing affiliation) during which any further violations may result in removal from university housing.

Residential Probation may be administered by Tiers II, III, or IV.

11. College/Department Head Referral:

A college/department head referral is the process of notifying the appropriate Student Affairs Officer of the individual's respective college or supervisor within the department of employment of the violation(s) and the actions taken to date. Violations will be communicated to these noted representatives on a regular basis.

College referral may be administered by Tiers II, III, or IV.

12. Relocation:

Relocation is the process of transferring a tenant from one room or apartment to alternate on-campus accommodations. Relocation may serve as a permanent resolution to a violation or as a temporary measure to alleviate tensions.

Relocation may be administered by Tiers III or IV.

13. Termination of University Housing:

Termination of University Housing may be used for infractions that, in the judgment of the Director of Housing and Residence Life, compromise the direct well-being of the individual, the community or University property; violations of federal, state or local laws; violations of residential probation; direct violations of the University Code of Conduct; and other similar violations.

Termination of University Housing may only be administered by the Director of Housing and Residence Life (Tier III). Termination may be affirmed by the Associate Vice President of Facilities Design (Tier IV).

14. Refusal to Permit *Housing Agreement* Renewal:

Termination of University Housing may be used for infractions that, in the judgment of the Director of Housing and Residence Life, compromise the direct well-being of the individual, the community, or University property; violations of federal, state, or local laws; violations of residential probation; direct violations of the University Code of Conduct; and other similar violations.

Termination of University Housing may only be administered by the Director

of Housing and Residence Life (Tier III). Termination may be affirmed by the Associate Vice President of Facilities Design (Tier IV).

XIV. LIQUID OXYGEN FACILITY (BARRINGER BUILDING)

A Liquid Oxygen storage facility is located at the northwest corner of the Bluemle Life Sciences Building, behind the Barringer Building. The liquid oxygen is supplied as gaseous oxygen to many inpatient and outpatient areas throughout the hospital. It is a necessary item, especially in areas of critical care.

Oxygen is not flammable or explosive. Its association with flammability stems from the fact that when we introduce oxygen into an already existing flame, the oxygen allows the flame to burn vigorously until the material (not the oxygen) is used up.

The oxygen found in the storage facility is used as a gas, but stored as a liquid. This is necessary because in order to store oxygen in the gaseous state a larger tank is required due to the expanded volume of gas. Also, liquid oxygen is at a significantly lower pressure than oxygen gas, which reduces the chance that the vessel could rupture from pressure fractures.

The gaseous oxygen is super cooled to a lower temperature thereby reducing its volume and lowering its pressure. Prior to use, it is allowed to warm and convert back to its gaseous state through a process at the base of the storage vessel.

The tanks are inspected twice a year and each time they are filled. There are low level alarms which sound in the Department of Respiratory Care.

Parking is prohibited on the concrete slab surrounding the tank. In the event that any oxygen leaks during the filling process, contact with automobile oil could result the spontaneous combustion of the oil on the slab. To avoid this, field service technicians inspect the concrete slab for gasoline, diesel fuel, and oil.

Center City tractor trailer restrictions (7am-6pm), traffic or track repair delays, and low oxygen levels all dictate delivery times. The optimum delivery scenario is arrival between 7 pm and 8 pm with the departure before 10 pm.

If you have questions about this information, contact the Department of Environmental Health and Safety at (215) 503-6260 or the Assistant Director of Housing Operations at (215) 955-2890

XV. DINING FACILITIES

A. HOSPITAL ATRIUM The hospital atrium is located on the 2nd floor of the Gibbon building. Breakfast is served between 7:00am - 10:00am, Lunch at 11:00am - 2:30pm and Dinner between 4:30 pm-7:00 pm. There is a limited menu available between the hours of 2:30 pm-4:30 pm and dinner 4:30 pm-7:00pm. Different discounts and events occur throughout the year. For more information about the automatic debit card system contact the Department of Nutrition and Dietetics at (215) 955-7140. You can also access the menu and more information on pulse under dining services.

B. ADDITIONAL FOOD COURTS: The Atrium operates several satellite food carts on the Jefferson Campus – at the Hospital of Neuroscience as well as Jefferson Alumni Hall. Breakfast hours are 7:00 a.m. (depending on location) until 10:45 am, Lunch 11-2:00 pm, Monday through Friday, excluding University holidays. Breakfast includes hot and cold cereals, yogurts, fresh fruit, muffins, bagels, donuts and breakfast pastries. Lunch includes a selection of sandwiches, salads and pretzels. Hot and cold canned and bottled beverages are available at both meals. A soup, hot entree and hot sandwich are featured daily.

C. OUTSIDE FOOD DELIVERIES: Outside Food may be delivered to the lobby of the building for residents to pick up. Food cannot be delivered to residential rooms.

XVI. IMPORTANT TELEPHONE NUMBERS (Area Code 215)

Barringer Front Desk _____	955-8967 or 955-8811
Orlowitz Front Desk _____	955-6726 or 955-8482
Martin Front Desk _____	503-8511 or 503-6209
Housing Assignments and Billing _____	955-8913
Short-Term Housing _____	955-6479
(PMC) Property Management _____	955-4346
Residence Life _____	955-1755
Security Department _____	955-8888
(from a campus phone) _____	811
Activities Office/Wellness Center _____	503-7743
Bookstore (TJU) _____	955-7922
Emergency and Trauma Center _____	955-6840
Photo Identification Center _____	955-7942

Scott Library_____	503-6384
Student Personal Counseling Center (SPCC) _____	503-2817
University Health Services_____	955-6835
University/Hospital Phone Directory Information_____	955-6000
University/Hospital Page Operator _____	955-6060