

# LANGDON WOODS NEWS... WELCOME BACK EDITION

## **For your safety and security:**

*Residents will need to use their entrance key in order to access the south elevator and the first floor hallway past the main lobby. This means all guests should be escorted to living areas within the building at all times.*

## **About the Office:**

Located on the first floor in the lobby, the office is where you will find the **Langdon Woods Manager**, the **Associate Director for Residential North**, and the **desk reception staff**.

### Visit the office to

- register your overnight guests
- check-out a vacuum
- Borrow reusable shopping bags, snow brushes, snow shovels
- borrow a board game
- enter a work request
- get assistance when you are locked out of your room

The office is staffed:

**Mon-Fri: 7am-9pm**

**Sat-Sun: 4pm-9pm**

*\*after 9PM, the CAs on duty will be available in the office as well*

*(Please note: Office hours may be limited until we have trained and scheduled desk staff.)*

## WELCOME TO LANGDON WOODS!

On behalf of the Langdon Woods staff, I welcome new residents and returners to Langdon Woods for what is certain to be an exciting year.

We hope you will enjoy getting settled into your new home and preparing for the **first day of classes, Wednesday, September 2.**

This year in Langdon Woods, we hope you will:

- be respectful of your neighbors and the community
- observe and abide by all University and Residential Life policies
- take care to maintain your living space

Doing these things will enhance your experience in Langdon Woods.



Our staff is here to assist in any way we can. Please get in touch with your CA if you have questions about life in your new home.

I welcome you to contact me if you have questions, concerns, or want to be involved in our community (by email: [jtwiggett@plymouth.edu](mailto:jtwiggett@plymouth.edu) or by phone: x5-3297).

Let's have a great year!

-Janette

## CONTACT OUR STAFF

**Allison Blais**, Community Advisor  
Room: 101 Ext: 5-3463  
Singles, suites, & doubles LL & 1st

**Scott Russer**, Community Advisor  
Room: 203 Ext: 5-3464  
Singles & suites on second floor

**Natalie Mello**, Community Advisor  
Room: 239 Ext: 5-3465  
Second floor double rooms

**Bob Feeny**, Community Advisor  
Room: 301 Ext: 5-3466  
Singles & suites on third floor

**Joe Woollard**, Community Advisor  
Room: 339 Ext: 5-3467  
Third floor double rooms

**Kyle Mallinger**, Community Advisor  
Room: 403 Ext: 5-3468  
Singles & suites on fourth floor

**Jordan Jones**, Community Advisor  
Room: 439 Ext: 5-3469  
Fourth floor double rooms

**Liz Chartrand**, Community Advisor  
Room: 539 Ext: 5-3470  
Fifth floor double rooms

**Janette Wiggett**, Manager  
Office Ext: 5-3297  
Email: [jtwiggett@plymouth.edu](mailto:jtwiggett@plymouth.edu)

### Office Assistants:

Alyssa Buckley, Holly Nelsen, Hanna Fyfe  
Heather Gauthier, Alex Beecy,  
Jordan Richardson  
**Main Office Ext: 5-3300**

## GETTING SETTLED IN YOUR ROOM

### ***Did you know?***

*You can add FLEXCASH to your ID at the Cash Value Stations located in the Centre Lodge and in the HUB.*

### **The key to your door lock...**



- Inside your door, you will notice a thumb latch above your door handle.
- Turning the thumb latch an eighth turn (about 45 degrees) will lock your door.
- Turning the thumb latch a quarter turn (about 90 degrees) will enable the deadbolt.
- Turning the handle once will release the deadbolt, but leave the door in the locked position.
- Turning the thumb latch to an upright position will unlock the door.
- In the suite singles, privacy locks will allow you to lock the door while you are in your room.
- If you are locked out, please go (with your ID) to the office where a staff member can assist you.

**Furnishings**– All students are provided with a **desk, chair, wardrobe, bureau, and bed.** Beds may be bunked or adjusted at 10 height levels. **Suite common areas** are furnished with a 3-seat couch, lounge chair, end table, coffee table, and television table.

**Bathrooms**– Unlike the traditional residence halls, students are responsible for the routine deep cleaning of their bathroom and for providing their own shower curtains and toilet paper.

**Telephone**– students who wish to have a land line may contact Telecom for service at an additional cost. All residents are provided a ‘virtual’ voicemail box at no additional cost.

**Refrigerator**– Units up to 5 cu feet permitted.

**Microwave**– Units .6 cu feet or smaller permitted.

**Lamps**– Additional lighting to compliment standard wall lighting is permitted– excluding halogen lamps.

**Sprinkler heads**– are quite sensitive. To avoid water damage to your belongings, never hang anything from them.

**Screens**– must remain installed at all times. Removal of screens in a violation of policy and a danger to the safety and security of the community.

**Temperature control**– residents are able to adjust the thermostat in their room. Sensors in the windows read whether it is opened or closed and will override the system to prevent energy loss.

### **Items not permitted:**

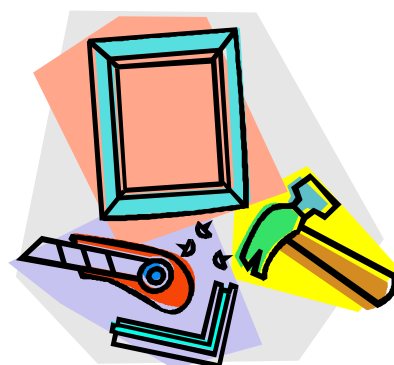
- extension cords (only UL listed power strips are permitted)
- halogen lamps
- candles and incense
- pets (fish in a small tank permitted)
- open coil appliances: toasters, toaster ovens
- George Foreman-type grills
- any other item that might contribute to or be a violation of PSU’s policies and expectations outlined in the Student Handbook.

### **Decorating your space:**

Please decorate wisely! You will be financially responsible for excessive tack holes,

tape marks, or embellishments that exist upon your check-out in May.

More detail regarding personal and decorative items permitted on campus can be found at: [www.plymouth.edu/reslife/faqs.htm](http://www.plymouth.edu/reslife/faqs.htm)



## WATER CONSERVATION FEATURES

Our community’s sustainable design elements include faucet aeration leading to the conservation of thousands of gallons of water each semester.

From your sink, the water flow is a mere 1/2 gallon per minute.

This also means, that from some locations, it might take a few seconds

longer for hot water to reach its destination. You might need to let water run before it comes up to temperature.

If, however, you find yourself waiting for longer than 70 seconds for things to heat up, please let us know.

You will also notice that there are two flush buttons on your toilet: half

flush and full flush. Please use this water conservation feature at your discretion!

**H2O TIP:** While waiting for your water to heat up...take time to water your plants, replenish your fish tank, refill your humidifier, soak your dishes, wash out your recycling bin, or rinse away soap scum!

## WORK ORDER REQUESTS

We want Langdon Woods to be in great shape for years to come. So, when work needs to be completed in your room, we want to know about it! Even if you caused damage, we prefer to have our skilled trades staff complete the repair rather than have students complete the work on their own. This will ensure that the proper materials are used.

Entering a request for work to be completed in your room is a simple process! Just stop by the office and complete a work request or click the work order link when you are logged in to myPlymouth. Either of these methods will allow your work request to be entered in a timely manner.

Remember, detail is very important when submitting a work request!



We want to hear from you...we look forward to passing your compliments along when work is completed.

## SMOKING:

Smoking is not permitted in Langdon Woods at any time. Residents found in violation of this policy may be assessed cleaning and replacement charges.

Those who wish to smoke may do so outside as long as they remain at least 20 feet away from the building and dispose of butts properly in a nearby collection post.

## A FEW EXPECTATIONS

Langdon Woods provides a more independent living environment for its residents and along with it some additional expectations that we hope you will take time to learn about:

**Guest Registration:** All hosts and over night guests must complete a guest registration form with a staff member upon guest's arrival. These forms are a tool for us to use in the event of an emergency. Guests should carry the form at all times during their stay.

**Community Damage:** Excessive messes and/or vandalism do not promote an environment that is conducive to your academic success. Any damage that occurs within the building's common areas will be considered for community damage billing. These bills are divided

up among residents of a floor, wing, or entire building based on the location and extent of the incident. Please do your part to be responsible for yourself, friends, and guests in this regard.

**Alcohol:** The responsible consumption of alcohol by those 21 years of age or older is permitted in Langdon Woods as long as there are no minors present. Alcohol is not permitted in the common areas at any time.

For residents who are under 21, to be consuming alcohol, to be in the presence of alcohol, or to be in possession of alcohol or empty alcohol containers (this includes bottle displays) is not permitted at any time.

**For more information** regarding these or any policies and expectations, please attend your floor meeting or visit your Community Advisor.

## *Bicycle Storage*

*There are a number of bicycle storage room keys available.*

*Please contact Janette in the office if you are interested.*

## PARKING:

To be eligible for a Residential North permit, students must be 21 as of Sept. 1 or have accumulated 50 credits.

Please visit [www.thepermitstore.com](http://www.thepermitstore.com) to purchase a parking permit.

For more information, please contact University Police, x5-2330.

\*There is NO PARKING in the shuttle stop area in front of the building. Violators will be ticketed and/or towed.

## RECYCLING AND PERSONAL TRASH REMOVAL:

We are fortunate to have recycling stations located throughout the building. In order to keep our recycling program operating effectively, **all personal trash must be taken directly to the compactor outside!**



### Personal trash includes:

foil products, juice boxes, cardboard dairy containers, wax/poly coated boxes, six pack rings, PIZZA BOXES, paper plates, paper towels, waxed paper, caps, lids, ceramics, Styrofoam, yogurt cups, food, food-covered items.

### These items are recyclable:

- glass, tin, and aluminum (empty)
- soda bottles and plastic containers labeled #1 - #7
- computer/printer paper, junk mail, magazines, telephone books, newsprint, cardboard, post-it notes, gift wrap, non-metallic six-pack carriers

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## YOUR RIGHTS & RESPONSIBILITIES

We'd like to highlight some of your "rights," things to which you are entitled as a resident of Langdon Woods – as well as your "responsibilities," what is expected of you as a member of our community. They are not legally binding, but they are meant to complement the formal Residential Life and University policies.

Langdon Woods provides residents with the opportunity to experience a more independent living environment. With that independence comes an increased amount of responsibility as well...

**YOU HAVE THE RIGHT** to a safe and secure room/suite;

**YOU HAVE THE RESPONSIBILITY** to keep your room door locked and not allow those you do not know to roam the hallways.

**YOU HAVE THE RIGHT** to a reasonably peaceful and quiet space in which you can sleep and study;

**YOU HAVE THE RESPONSIBILITY** to observe quiet hours, to keep your stereo and your voice at a reasonable volume in your room, and to remind others that you expect the same of them.

**YOU HAVE THE RIGHT** to privacy and the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room;

**YOU HAVE THE RESPONSIBILITY** to let your roommate know of your wishes and preferences for hours of sleep, study and visitation, and to work through any differences you may have in a peaceful manner and within the guidelines established by the Department of Residential Life.

**YOU HAVE THE RIGHT** to confront another person's behavior which infringes on your rights or the rights of others;

**YOU HAVE THE RESPONSIBILITY** to examine your own behavior when confronted by another and to work toward resolving conflicts.

**YOU HAVE THE RIGHT** to be living in an environment that encourages you to develop traits that lead to a better life;

**YOU HAVE THE RESPONSIBILITY** to participate within the community...whether it be formally or informally, in the spotlight or behind the scenes.

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## HEALTH & SAFETY

Taking care of Langdon Woods is the responsibility of all residents. We want to be sure that we maintain the rooms and common areas so that residents may enjoy the building and what it has to offer for years to come.

In order to help residents remain successful with this endeavor, the staff will be completing monthly health and safety inspections. During inspections we will enter rooms to look for any fire or life safety policy violations.

We will also be checking to see if routine deep cleaning is occurring in your space. If it is not, we will have recommendations and offer assistance with strategizing the best way to keep up with the responsibilities that come with Langdon Woods living. We want to help you enjoy your room and avoid charges later on when you check-out.

**To start, we offer the following suggestions:**

- Develop a chore chart with specific responsibilities and timeline
- Use only non-abrasive cleaning products on the counters and shower
- Address carpet stains with Janette immediately
- Regularly vacuum your carpet and mop your floor to reduce dust and grime
- Recycle! Bringing items to the recycling area means less trash to haul to the dumpster.

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## ROOMMATE RELATIONSHIPS

You are facing a new and exciting opportunity that has many positive and rewarding challenges. You have roommates!

There is no magic formula for creating a successful roommate relationship. Like building any relationship, it will involve some trial and error and also require patience and persistence. Don't give up. There is much to be gained from the experience. You can learn a lot about yourself as you get to know your roommate (s). You will explore new feelings and emotions as you develop and refine valuable interpersonal life skills for your future.

**Some things to consider with your roommate:**

**Cleaning your room/suite:** Who does what? How often?

**Sleeping arrangements:** When? How quiet? Early/late nights or mornings?

**Use of personal belongings:** What can/can't be borrowed? How will we shop for cleaning supplies and common items?

**Study time:** When? Noise tolerance? Visitors in the room/suite?

**Communication:** How we agree to communicate if we experience a problem.

**Overnight guests:** How often? How many? Advance notice?

**Respect for each other:** What is our definition of respect?

**Goals as roommates:** How will we get to know each other?