

# UNIVERSITY APARTMENT NEWS

## Apartment Community Advisors

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<i>Alexa Moore</i>	<b>Apt. 104</b>
<i>Todd (T.J.) Palmer</i>	<b>Apt. 129</b>
<i>Ben Giorgi</i>	<b>Apt. 136</b>
<i>Bobby Costanzo</i>	<b>Apt. 152</b>
<i>Nikki Bourgeois</i>	<b>Apt. 166</b>

### Please Note:

- Apartment residents may **check in Monday, September 2 from 8:30am-11pm** or 8am-11pm Tuesday, September 3. Classes begin at 5pm on Tuesday, September 3.
- Curbside and core areas of the complex will be for unloading only... please move vehicles promptly after unloading belongings and before unpacking.
- Print your [Move-In Parking Pass](#) from home.
- Parking permits are available to eligible students at: [psu.thepermitstore.com](http://psu.thepermitstore.com)

## WELCOME TO OUR COMMUNITY!

Greetings!

We are excited to welcome you to our community- whether you are new to the apartments or returning.

Please take a few moments to read this newsletter. It includes information about the apartments, your arrival to campus, and what will be expected of you as you get settled and begin your academic year.

Throughout the summer we have been preparing for your arrival. Along with your Apartment Community Advisors, we are looking forward to offering you a variety of opportunities to be involved in our community this year.

We hope you enjoy your remaining days of summer, and wish you safe travels to Plymouth.

We look forward to seeing you soon!

Jill Martineau, Apartment Residence Director-  
Janette Wiggett, Assistant Director-Residential Life

### Questions prior to move-in?

Call the Centre Lodge: 603.535.2320  
or contact Jill: (603) 254.6173,  
[jemartineau@plymouth.edu](mailto:jemartineau@plymouth.edu).



### Check your PSU e-mail for E-CHECK-IN instructions!

<https://orgsync.com/31362/forms/79456>

**Copy and past the link above to check-in online from home & advance to the next step of check-in when you arrive to the Centre Lodge.**

## ABOUT THE UNIVERSITY APARTMENTS

The University Apartments consist of 166 units. Apartments 1-30 are the **Non-Traditional Student Apartments (NTSA)**, and are intended for graduate students and older undergraduates. The **White Mountain Apartment Complex (WMAC)** includes apartments 31-166 and is intended for students who are sophomore and above. Located in apartment 31 is the **Outdoor Center**. The **Centre Lodge** serves as the administrative and service area for all apartment residents. It includes a computer cluster (Granite Room), the Bradford Room for meetings and events, a copy machine for public use, vending, and a cash value station for adding campus flex cash. The Assistant Director, Apartment Residence Director, main office, and CA on duty can be found at the Centre Lodge as well.

As an upper class student, living in an apartment provides you with the opportunity to experience a more independent living environment. With that opportunity also comes additional responsibility. This year at the University Apartments, we invite and expect you to:

- be respectful of your neighbors nearby and the greater Plymouth community
  - observe and abide by University and Residential Life policies
  - take care to maintain your living space
- By doing so, you and the members of the community around you will likely have a successful living experience in the University Apartments. Our goal is to help residents along the way with this living/learning process. We encourage you to be actively and positively involved this year.



**Summer Projects at the University Apartments:**

- Replacement of cushions, mattresses, and furniture in various locations throughout the complex
- Painting in various locations throughout the complex
- Roof replacement on Cabot and Passaconaway buildings
- Hot water system upgrades throughout complex
- New siding on the Cabot building (apartments 97-102)
- New flooring installed in selected units
- Laundry Rooms: work in progress. Laundry machine upgrades throughout complex.
- Updated and improved additional wireless access points throughout complex

**SOME ITEMS OF NOTE:**

**Apartment Inventories**– will be provided to each resident at check-in. It is important to review, sign, and return an inventory to the Centre Lodge, as this is what is used at the end of the year to assess for damages.

**Work Requests**– can be entered online via MyPlymouth or by visiting the Centre Lodge office. **PASSWORD** is panthers. Please be certain to let us know if there is something in your apartment that needs repair. Cable and internet requests should be directed to the Help Desk x52929.

**Furnishings**– must remain inside your apartment at all times. If you enjoy sitting outside in the nice weather, consider bringing a folding camp chair. Upholstered personal furniture may not be left outside.

**Recycling Bags**- a green, reusable recycling bag is provided in each apartment for students to collect their recyclable materials. Once full, students can deposit their recyclables at the recycling station near the compactor.

**Waste Removal**– residents are responsible for taking waste to the compactor. Trash should never be piled outside of apartments or left in storage closets. This can pose a fire safety hazard and/or may attract nuisance animals.

**Apartment Care**– all residents are responsible for the routine deep cleaning of their living space. Consider creating a chore chart to divide responsibilities among roommates. Regular health and safety inspections will occur to ensure apartment care and upkeep.

**Smoking**– is not permitted within the University Apartments. Residents who do smoke outside of their apartment area must keep it free of filters and cigarette waste at all times.

**Alcohol**– may not be consumed outside of apartments or on porch areas at any time. Please refer to the student handbook for more detail regarding University and Residential Life alcohol policies.

**Quiet Hours**– begin at 10pm each evening. In the Non-Traditional Student Apartments, quiet hours begin at 8pm. 24-hour courtesy hours are always in effect.

**Pets**– (even ones “just visiting”) are not permitted in the University Apartments at any time. Only fish in small tanks are allowed.

**Wireless**– Wireless network access is available throughout the complex; data jacks in apartments can be activated upon request to IT; 535-2929.

**PERSONAL FURNITURE**

While not encourage, students may bring additional furniture to enhance the comfort of their living environment. Personal furniture is permitted when the following are taken into consideration:

- Furniture bases are treated with pads that will prevent scratches on flooring surfaces. Felt stick-on discs are widely available for purchase for this purpose.
- Furniture is carefully examined for environmental pests such as fleas and bed bugs. Consider the source of any “free” furniture you may obtain for your living space.
- Upholstered furniture should meet the fire safety standard set forth in either CAL TB 117 or 16 CFR part 1633 federal flammability (open flame) standard for mattress sets.

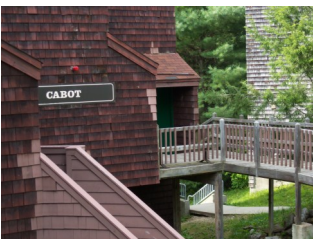


### ***Did you know?***

The use of grills within the apartment complex must be at least 10 feet away from the building. Grilling may not be done on porches, balconies, or under overhanging portions of the building.

Additionally, campfires are not permitted within the apartment complex.

Please respect our campus policies and fire safety codes.



## SETTING UP YOUR NEW HOME...

### **Items to bring:**

- UL listed power strips
- Wastebasket
- Recycling Wastebasket
- Twin extra-long bedding
- Laundry basket or bag
- Shower curtain liner & hooks
- Bathmat (towel style recommended)
- Toilet paper, soap, toiletries
- Broom and dust pan
- Mop for laminate/tile surface areas
- Vacuum cleaner for carpet areas
- Cookware\* and utensils  
(\*apartments 32-43 and 103-166 have smaller ovens; please consider this when purchasing bake ware)
- Dishwashing supplies: dish soap, drying rack, dish towels & cloths
- Small kitchen appliances such as microwave, toaster, coffee maker, and electric kettle. These are permitted but may be used *only* in the kitchen area of the apartment.

### **Cleaning Products:**

You will need to plan for regular cleaning of your apartment. Consider purchasing environmentally friendly cleaning products if you are able. You will need the following items:

- *Glass cleaner*– for mirrors and glass
- *Multi-surface spray cleaner*– for counters, tables, and appliance surfaces
- *Tub & Shower cleaner* (non-abrasive)
- *Toilet bowl cleaner & brush*
- *Trash bags*

### **Items not permitted:**

- extension cords
- halogen lamps
- candles/ incense
- lava lamps
- fire crackers/fireworks
- space heaters
- air conditioners
- any other item that might contribute to/ be a violation of PSU's policies and expectations outlined in the Student Handbook. [www.plymouth.edu/office/student-life/psu-student-handbook/handbook](http://www.plymouth.edu/office/student-life/psu-student-handbook/handbook)

### **Decorating your space:**

Please decorate wisely! You will be financially responsible for any damage caused by tape marks, nails, *excessive* tack holes or embellishments that exist upon your check-out in May.

Double sided tape and duct tape have a tendency to tear paint chips from the walls and are **not recommended**.

We have found **blue painter's tape** and **push pins** to cause little to no damage when used sparingly and removed with care.

### **Reporting Damages:**

In order to provide all residents living in an apartment with the best service, we ask that you visit the Centre Lodge to complete a **Reported Damage Sheet** within 24 hours if damages (such as holes in walls, etc.) occur in your apartment. This will allow us to make repairs and assess responsibility in a timely manner.

Damages that go unreported and are discovered during health and safety inspections or after residents move out will result in charges that are higher than those that are proactively reported by residents.



### JOIN US!

*University Apartment Community Council will be seeking residents of the apartment community to serve as its membership. More details will be available at check-in.*

## ARRIVING TO CAMPUS & CHECKING IN

From I-93 take exit 26 to Route 3. At the top of the ramp turn right. Follow Route 3 to Merrill Street. Turn right on Merrill Street; the Centre Lodge will be on the right. Unloading areas for the University Apartments will be in the lots surrounding the complex and within the apartment core.

After unloading, please move your vehicle to a parking spot to allow others nearby access; please do not leave your vehicle unattended in the apartment core. Family and guests assisting you will need to move their vehicles when they are finished unloading.

When you arrive to the Centre Lodge, you will read and sign important documents including behavioral and community standards (see p. 1 for E-Check-In details). You will then be issued your key and apartment inventory. Residents should complete their inventory and return it to the Centre Lodge prior to unpacking.

***A friendly request: To be sure you have all the information you need and so we may provide you with the best service possible, please do not skip the check-in process!***

## APARTMENT HEALTH & SAFETY GUIDELINES

*During the month of September the first Health and Safety Inspections will be conducted by the University Apartment Staff. Here is a sneak peek of what we will be looking for during our visit to your apartment:*

- Health and Safety Pre-Inspection Worksheet is completed and taped to the refrigerator (pre-inspection worksheets are issued approximately one-week before health and safety inspections to aid residents in the preparation process).
- The interior of apartment is clean– trash and recycling removed; bathroom toilet and shower have been recently cleaned; oven and burners do not have excessive food build-up or grease; carpets have been vacuumed; tile areas mopped.
- Apartment is free of pets.
- Fire extinguisher is charged.
- Apartment is free of candles, oil lamps, propane tanks, incense, lava lamps, fire crackers, fire works, and other flammable items.
- Proper electrical cords are used appropriately: no more than 1 power strip plugged into a single wall outlet– not into an extension cord and then outlet, power strips are fuse protected, cords do not run underneath area rugs, cords are not taped to carpet or flooring.
- Apartment is free of halogen lamps of any kind, space heaters. and non– ‘UL listed’ items.
- All cooking appliances should be located in the kitchen area.
- Smoke detectors are intact and working properly.
- Lighting fixtures, smoke detectors, heat sensors, and sprinkler systems are free of obstructions (paper, cloth decorations) and nothing is hanging from any of these items.
- Tapestries and posters are not hanging from ceilings. No excessively large tapestries hanging from walls. No tapestries or sheets covering doorways or entryways.
- All screens are intact.
- The exterior of apartment is clean and free of trash, cigarette waste, and other items.
- Apartment is free of damage (or, if damage exists, a Report of Damage Sheet is on file).