Residential Life and Services

Residence Halls Mission Statement
“Residential Life- Comfort, Convenience and Community”
The goal of the residence halls is to provide a comfortable, safe and well-maintained living environment that supports and respects the academic and social goals of resident students. It is our aim to accomplish this mission through outstanding customer service and professional facilities management.

What is Residence Life and Services?
The State University of New York (SUNY) Downstate Medical Center (DMC) believes that the residence hall environment has a significant impact on the student's personal development.

A residence hall is a continually changing environment in which resident students can explore the varied relationships and life cycles crucial to their development into well-rounded individuals. The residence hall is a place where students live, learn, and relax within an environment that stresses both individual freedom and community responsibility. Downstate's residential life program is designed to enhance these experiences.

The Resident Directors (RDs) and Resident Assistants (RAs) are Downstate's representatives within this environment. They share in the responsibility of fostering growth in all developmental areas, particularly in activities external to the classroom experience. The Office of Residential Life and Services (ORLS), working with Facilities Management and Development (FM&D) and University Police, is responsible for providing safe, secure, and well-maintained facilities for our students.

Space in the residence hall is reserved for full-time students of SUNY DMC. Married students and those with domestic partners can apply for housing with the proper documentation (i.e. marriage certificate, domestic partnership certificate, etc). If rooms are available, space will be made for faculty, staff and visiting students. The residence halls are not available to individuals not associated with SUNY or DMC.

The Residential Life and Services staff manages the residence halls at SUNY Downstate Medical Center. Our main office is located on the first floor of 811 New York Avenue and our office hours are 8:00 a.m. - 5:00 p.m., Monday – Friday for professional staff; however, the front desk is open 365 days a year from 8:00 a.m.-10:00 p.m. Appointments with the professional staff can be made with the Staff Assistants in the main office.

The Department of Residential Life and Services falls under the auspices of the Assistant VP for Student Affairs. The professional staff consists of the Director of Residential Life and Services, and an Assistant Director of Residential Life and Services. Two full-time Staff Assistants and a six-person housekeeping staff support them. The paraprofessional staff that manages the halls during non-business hours consists of four Resident Directors (RDs), 10 Resident Assistants (RAs) and student assistants (desk clerks).

During non-business hours an RD and two RAs are responsible for all residence hall operations. To determine who is on duty, you can inquire at the main desk, located in the lobby of 811 New York Avenue, or view posted information in the glass-enclosed bulletin boards in each building’s main lobby. If you need a staff member, please contact the RA on-duty in your building for assistance.

Resident Directors are part-time members of the SUNY Downstate staff and full-time students in one of the four colleges. They share responsibility for supervising the RAs assigned to their buildings,
coordinating programming activities, supervising the Desk Clerks and reporting any facilities problems to the Director of Residential Life and Services.

RAs are part-time members of the SUNY Downstate staff and full-time students in one of the four colleges. The RAs are responsible for all programming and operational issues on a given number of floors within one of the residence halls. They are responsible for coordinating activities for their floors, in addition to assisting their residents with maintenance requests, disseminating information, enforcing all policies and procedures and resolving any roommate or community conflicts that may arise. There are ten RAs on staff, with five being assigned to each building.

**Student Life Staff**

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Administrative Housing Policies

Contractual Obligation
A resident-licensee who vacates before the expiration of an academic year will be liable for the full academic year rental, except in the following instances:

a. Withdrawal due to induction in the military.

b. Withdrawal due to circumstances beyond the control of the student (illness or illness in the family, change in students' financial situation, etc).

A student-licensee wishing to apply for a reduction in the rental charge for one of the reasons stated above must follow these procedures:

a. Submit a letter to the Director of Residential Life and Services requesting a release from the contract and indicating the reasons for their request at least two weeks prior to their intended check-out date.

b. Submit any supporting documentation that may be required (i.e., doctor's notes, etc.). Set up an appointment with the Director of Residential Life and Services.

c. All contract release requests will be reviewed promptly and students will receive written notice within two weeks of their contract release meeting.

Residents will not be released from the rental obligation for circumstances not indicated above.

Housing Options in the Residence Halls

One Bedroom Apartment: Double or single occupancy, including married couple or domestic partnership. Each occupant has his/her own bedroom. The apartment contains a bathroom and a kitchenette unit.

Studio Apartment: Either single or double occupancy. Each apartment contains a bathroom and a kitchenette unit.

Standard Room: Double or single occupancy. This room contains a sink/vanity. A toilet is shared with the adjoining room. A common shower room is located on the same floor and is shared with other residents on the floor. Each floor is a same gender floor only. This room does not contain a kitchenette unit. Microwave ovens are located in the kitchen at the end of the corridor.

Keys
Residence hall room and mailbox keys are issued from the Main Desk. If a resident loses their keys, they should go to the Bursar's Office and pay a $20.00 replacement fee. The resident then brings the receipt to the ORLS and a replacement key will be issued. Replacement keys are issued only between 9:30 a.m. - 4:30 p.m. Monday through Friday. RESIDENTS ARE NOT PERMITTED TO TRANSFER THEIR KEYS TO ANY OTHER PERSONS.

Leave of Absence Policy
Residence hall students who are granted an academic leave of absence must check-out of the residence halls within seventy-two (72) hours of the effective date of their leave of absence. Students wishing to remain in the residence halls while on a leave of absence must apply to the ORLS prior to the effective start date of the leave. Granting of this request will be dependent on the following:

a. Residents must be current on all rental obligations.

b. No students must be on the waiting list for housing.
c. The following procedure must be followed for the request to be granted;
   1. Residents must request an extension, in writing, at least five business days prior to the effective date of their leave of absence.
   2. A letter must accompany this request from the dean of their college supporting the request.
   3. The resident students must pay in full, and in advance, all rental obligations for the leave period.

Lockout Policy
Resident students may obtain a passkey for their room in the event that they are locked out, between 8:30 a.m. and midnight seven days a week, from the 811 Main Desk. They must leave a current and valid DMC/ID card as collateral for the passkey. No key will be issued without a DMC ID. Lockouts after midnight are at the discretion of the Resident Assistant staff on-duty for that night.

Reservation of Common Area Lounge Space
Any student or organization wishing to utilize any public residence hall space or lounge area for an event must complete a "Room Reservation Form" available in the Student Center at least one week in advance of the event. Residential Life programs take precedence over organization and independent student events.

Room Assignment/Upgrade Policy
Rooms are assigned on a first-come, first serve basis. Once rooms are filled all other room requests are placed on a waitlist. Copies of all waitlists are available from the ORLS. Room changes are at the discretion of the Director of Residential Life and Services and based on the availability of rooms. Students wishing to upgrade or change rooms should give a written request to the Director of Residential Life and Services. Residents will be notified in writing of the room change and will have 48 hours to complete the move.

One-Bedroom Apartments: These are reserved for students in the MED-3, MED-4, CHRP-2, NURSING-2 programs. Additionally graduate students who have been in the housing system for at least two years are also eligible.

Studio Apartments: These are reserved for students in the MED-2, MED-3, MED-4 CHRP, NURSING, and Graduate School programs. Students not assigned to studio apartments are placed in standard rooms. Students are then placed on a waitlist based on application date.

Roommate Notification Policy
The ORLS is not required to notify residents in advance of new roommate assignments. However, when possible, ORLS will attempt to give residents 24 hours notice of a new roommate. Residents living in a double occupancy space must maintain a standard of cleanliness that is appropriate for the arrival of a new roommate. This includes making sure that common areas are clean and that the roommate has adequate bed, closet, desk, and dresser space and room for belongings when he/she arrives. Students residing in double occupancy space may not remove unused room furniture.

Roommate Problems
Residents experiencing roommate difficulties during the year are directed to their RA. In the event the problems cannot be resolved, and there are vacancies available, they may apply for a room change with the ORLS. All room changes are made at the discretion of the Director of Residential Life and Services. Downstate reserves the right to change the room assignment, with 24 hours notice, any time during the semester.
Safety, Security and Emergency Systems and Procedures

Access to Residence Halls

I. Resident Access: Residents are required to have their valid Downstate ID-Card visible at all times in order to gain entry into the residence halls, the recreation room in 825 and the study room in 811. The Downstate ID Card will provide access to the residence halls on a 24-hour a day basis. Residents are prohibited from transferring possession of their Downstate Card or their keys to any other individual.

II. Non-Resident Access:

A. Accompanied by a Resident: The resident student must sign the visitor in at the main desk in 811 before going upstairs.

B. Pre-Signing in the Visitor: If the resident knows in advance that they will be receiving a visitor, they should go to the main desk at 811 New York Avenue and pre-sign the visitor into the Visitors Log. Upon the guests' arrival they will be required to complete the Visitor’s Log and show valid ID. The clerk will then call the residents room to obtain authorization.

C. Signing in a Visitor:

1. The guest must sign/complete the Visitors Log. All required information must be provided. An example of all required information appears on the top of each page in the visitor's log.

2. The guest presents appropriate photo ID. Appropriate ID includes a driver's license, passport, SUNY Downstate ID, Military ID, or other state or federal picture identification. If a visitor does not have ID, the resident or host must come down to the main desk at 811 New York Avenue to identify the visitor.

3. The desk clerk will call the resident's room on the phone. If the resident is home, they may give VERBAL AUTHORIZATION to have the non-resident sent up. In this instance the clerk will write "VERBAL AUTHORIZATION" in the resident's signature section. The clerk will then direct the visitor to the resident's room.

4. If the resident is not home or can’t be reached, regardless of whether or not the guest is pre-signed-in, the visitor may wait in the 811 lobby, or come back later. No guest will be allowed to enter the residence halls if the resident is not at home to authorize their entry.

D. Delivery Persons: Delivery persons are not permitted past the lobby of the residence halls. The resident may either wait in the lobby or ask the clerk to contact them so they may come to the lobby when the delivery arrives. After midnight, when the front desk is closed, the resident must wait for the delivery person in the 811 New York Avenue lobby.

E. Minor Sign-in Policy: Children of resident students living in the residence halls must be at least 18 years of age in order to sign-in a visitor.
F. **Study Room**: SUNY Downstate students, who are not residents, are NOT allowed to use the study room located on the first floor of 811 New York Avenue.

G. **Non-Resident Access After Midnight**: If a resident will be expecting a visitor after midnight, when the desk is closed, they must either meet them in the lobby of 811 New York Avenue and sign them in, or leave a phone number with the University Police Officer in the lobby. The University Police Officer will then call the resident to obtain approval. Visitors who arrive unannounced or for whom no resident is waiting will not be admitted. After midnight, resident students should do the following:

1. Complete the Visitors Log in advance and leave a phone number at which the PSO may call them when the guest arrives.
2. After midnight, the resident will be required to report to the main desk and sign the guest in.

**Asbestos Containing Materials**

The residence halls contain cementitious asbestos on the ceiling. The cement-asbestos is hard, painted over, non-friable and, if left undamaged, perfectly safe with virtually no possibility of fiber release into the ambient air. However, damage due to unauthorized renovation or aesthetic embellishments done by residents may cause disruption of asbestos-containing material. Residents are to take the following precautions:

a. Do not drill holes into the ceiling.
b. Do not hang plants or anything else from ceilings covered with asbestos materials.
c. Do not damage asbestos ceiling material while moving furniture, etc…
d. Do not disturb asbestos material when replacing light bulbs.
e. Do not allow curtains, drapes, or dividers to damage asbestos materials.

Although the potential for a health hazard is minimal, residents are to refrain from affixing decorations on ceilings and they should promptly report any evidence of damage due to unforeseen conditions (i.e., water pipe rupture) to the ORLS. Damages, which may cause the need of abatement or encapsulation, will be charged back to the student.

**Carbon Monoxide Detectors**

Each room/common area with a kitchen has a carbon monoxide (CO) detector. These detectors are battery operated and placed on the wall outside of the kitchen area. An instructional sheet is posted on the room door explaining what to do if your detector goes off.

Actuation of your CO alarm indicates the presence of CO, a hazardous, colorless and odorless gas. If this occurs, follow the steps below:

1. Operate test/reset button
2. Call your emergency services at 718-270-2626
3. Immediately move to fresh air-outdoors. Do not re-enter the premises until emergency services responders have arrived, the premises have been aired out, and your alarm remains in normal condition.
4. After following steps 1-3, if your alarm re-activates within a 24 hour period, repeat steps 1-3 and a technician will be called to investigate sources of CO from fuel burning equipment and appliances and inspect for proper operation of this equipment. If problems are identified during this inspection, the office will have the equipment serviced immediately. Consult the
manufacturer’s instructions or contact the manufacturer directory for more information about CO safety and this equipment.

**Damage Claims/Personal Property Insurance**

Although incidents which damage personal property are rare in the residence halls, residents are strongly advised to have all their personal property protected against theft, damage and other loss by appropriate individual or family insurance coverage. SUNY Downstate Medical Center does not provide insurance coverage against personal property, theft, damage or loss.

If you need to file a University Damage Claim you must:
- Type a personal statement outlining the specifics of the incident.
- Type a complete list of damaged/lost items, including costs and receipts.
- Submit the claim to the Office of Residential Life & Services.

Please be aware that the submission of a claim to the ORLS **does not ensure** reimbursement. A complete packet including your statement, receipts, and an ORLS incident report, a University Police incident report, are then forwarded to the University official charged with reviewing the claims process. This official will conduct a review of the matter and keep all parties informed of the status of the damage claim.

We recommend the following to prevent damage from an accidental flood:
- Protect your personal property such as textbooks and clothing by keeping them in your closets, dressers and desks.
- Avoid leaving books and important papers on the floor where they may be damaged by water.
- Invest in renters insurance. For more information please feel free to pick up a brochure at the front desk in 811 in regards to obtaining insurance. You may also choose to add a rider to a current homeowners or renter’s policy.
- To keep all electronics and computes off of the floor.

**Fire Safety Procedures**

If the smoke detector in your room sounds, call the 811 front desk immediately at 270-1466.

All residents are required to evacuate the building whenever the building wide fire alarm system is activated. If a resident sees a fire or smells smoke, they should immediately report the situation to the University Police officer in the lobby of the building. Residents are not to use elevators during a fire alarm situation. Failure to evacuate may be punishable as a criminal offense. Residents tampering with fire safety devices will be subject to disciplinary action and will be charged any restitution for correcting damage that may have been caused by tampering. The Residential Life staff will conduct two fire drills during both the spring and fall terms.

Living in a New York City high-rise, it is imperative that we work together to reduce the threat of fire by strictly observing the following fire safety regulations in the residence halls.
- Always evacuate the building when a fire alarm is activated. It is important to exit the residence hall when you hear the fire alarm. Several persons in the fire at Seton Hall in January of 2000 were injured and treated for burns and smoke inhalation because they did not evacuate the building when the alarm sounded.
- The use of appliances with open coils is prohibited in all residence hall rooms, studios, and one-bedroom apartments.
- The use of candles, space heaters, and halogen lamps are prohibited in the residence halls.
Other Important Tips

- Do not cook with oversized pots or pans on your stove. If these items are too close or are touching the walls or countertops, they are too large. **DO NOT USE THEM.**
- Avoid cooking foods with oil at high temperatures.
- Avoid an unsafe condition by keeping your stovetop clean and free from grease or other build-up. When cooking food in your oven, use the boiler tray that came with your stove so grease or fat does not drain directly into the burner below. In addition, try to keep the areas surrounding your stovetop free from papers, plastics, or other flammable materials.
- Never leave the stove unattended while in use.
- Familiarize yourself with entrances and exits and do your best to know where items are in your room in case you need them quickly. Avoid blocking entrances and exits with furniture, clothing, or other personal belongings.

If you notice a condition you believe to be unsafe, please report it to the ORLS immediately. Call 270-1466 or call University Police at 270-2626.

Security Systems

**Closed Circuit TV:** Closed circuit cameras are positioned to watch common areas in both buildings, including all entrances and exits. These cameras are monitored and recorded 24 hours a day by security personnel at the 811 front desk.

**Fire Safety System:** Each residence hall is equipped with a life safety system, which consists of room and common area smoke and heat detectors, strobes and warning horn and emergency lighting. **If your local fire alarm is activated, you must report it via telephone to the 811 desk at 718-270-1466 to have it reset. DO NOT OPEN YOUR ROOM DOOR TO CLEAR ANY SMOKE; THIS WILL SET-OFF THE BUILDING-WIDE ALARMS IN THE HALLWAY.** You cannot reset the smoke detector yourself from your room. It must be reset from a central panel. If the main desk is closed, you must report the alarm condition to the Resident Assistant on-duty in your building. As required by both SUNY policy and New York State law, all residents must evacuate the building whenever a building-wide alarm sounds. **Residents tampering with fire safety devices will be subject to disciplinary action and will be charged any restitution for correcting damage that may have been caused by tampering.**

**Panic Alarm System:** Panic alarm buttons are located on each floor, in the stairwells, connecting link and in the basement area of each building. Should you need to activate the system in case of an emergency, press upward on the underside of the unit. This will alert the University Police Officer in the main lobby who will investigate.

**Safe Banks:** Every room is furnished with an electronic safe bank. Provided free of charge, the safe is fire-proof, electronically coded, and securely installed to prevent theft. The safes are individually programmable and provide a cubic foot of secure storage for documents, electronics, and other valuable items.

Air Conditioners

1. Air conditioners are prohibited in the residence halls. Students may not install their own units. Limitations of the electrical service in the buildings preclude the installation of air conditioners.
Students who violate this policy may be subject to disciplinary procedures and/or financially responsible for the removal costs.

2. Students who need air conditioning for medical reasons may request one by doing the following:
   a. Send a request in writing to the Director of Residential Life and Services to have an air conditioner installed. Included with this request should be a note from a physician stating that it is “medically necessary” for the student to have an air conditioner.
   b. The Director of Student Health Services will review all requests.
   c. The Director of Student Health Services will make a recommendation to the Director of Residential Life and Services. Based on this recommendation, the Director of Residential Life and Services will either grant or deny the request.

3. If the request is granted the student will be responsible for the following:
   a. Purchase an approved air conditioning unit. The unit should be no more than 6000 BTU and 115 volts.
   b. Delivery of the unit to the ORLS for installation.
   c. Installation will be scheduled by the ORLS. The cost of installation will be billed back to the student requesting the air conditioning unit.

4. The following is important information:
   a. The air conditioner must be removed when student vacates the room. The cost of this removal will be billed back to the student.
   b. Air conditioning units will be installed and removed only once per academic year.
   c. The student understands that once the air conditioning unit is installed the window to the room/apartment is sealed and cannot be opened or closed.

Alcohol Policy

The possession and use of alcoholic beverages in the residence halls are governed by both the State of New York Law and the Residence Hall Alcohol Policy. Any student or organization wishing to utilize any public residence hall space or lounge area for an event at which alcoholic beverages will be dispensed must complete a “Terms and Conditions for Serving Alcoholic Beverages Form”. This form is available in the ORLS in 811 New York Avenue. It must be turned in at least one week in advance of the event. The registration of events in private rooms, at which alcoholic beverages will be consumed, is not required, although all such events must conform to all applicable state and campus regulations. A copy of the complete Residence Hall and Student Center Alcohol Policy can be obtained from the ORLS. Consistent with the above regulations, no open containers are permitted in the public areas of the residence hall without written permission from the ORLS.

Cleaning/Cleanliness Standards

Students are responsible for cleaning their own rooms. Students must maintain standards of cleanliness that meet health and safety guidelines. Students not maintaining these standards will have 24 hours to correct the situation. Standards of cleanliness will be set and monitored by the Residential Life staff.

Construction - Student Rooms

Residents are not permitted to construct walls, lofts, or any other structures that violate state and city building and fire codes. This includes the construction of partition walls in one bedroom apts. In addition, residents are not permitted to bunk beds. Residents are not permitted to drill into the walls, ceilings, or floors. Electrical or plumbing modifications are also prohibited. Nails, screws, etc.
may not be used to fasten objects to the walls or closets in the residence hall rooms. Painting, the use of decals or stickers on furniture, doors, mirrors, sinks or windows is also prohibited. Residents may not use adhesive contact paper for kitchen cabinets, closets, lining drawers or covering furniture.

Cooking in Apartments
All apartment kitchens were renovated in 2005. Students are advised to take precautions when cooking to insure damage is not done to the counter top, side splash, stove, or cabinets. **Oversized pots and pans touching these surfaces while cooking will result in damage.** Students should remove the range counter top piece while the oven is in use. Students will be charged for any damages caused by careless cooking (See kitchenette damage charge list on page 26).

Cooperation
Students are expected to cooperate with University officials when those officials have identified themselves and are acting within their authority to enforce University policy. University officials include faculty and staff of the University. Also included are student employees who are carrying out assigned work responsibilities. Failure to do so may lead to University discipline. Cooperation includes, but is not limited to, appearing at offices when requested to do so, showing IDs when asked, completing or adhering to the terms of a judicial sanction, etc.

Fireworks/Firearms
Fireworks or firearms of any nature are prohibited in the residence halls. The possession, storage, or use of fireworks, firearms, ammunition, explosives, or other weapons, including any dangerous article or substance with the potential to injure or discomfort a person is prohibited at any time for any purpose at any place on the campus or other property.

This regulation may be conditionally waived from temporary periods by the college president for authorized law enforcement officers in the line of duty, or for college-sanctioned public firework displays presented and supervised by qualified groups.

This regulation may also be conditionally waived for temporary periods by the president under such conditions as may be prescribed to permit the exhibition and temporary storage on campus of such articles in connection with activities or events approved and sanctioned by the college. This regulation does not prohibit an individual otherwise subject to its provisions from carrying or possessing a self-defense spray device on campus property if such carrying or possession would not constitute a crime under New York criminal law.

Furniture Additions/Removals
Residents are not permitted to remove or add any state-owned furniture without approval by the ORLS. Residence hall furniture is tagged with an asset code number and entered into a database. University owned furniture may not be transferred from room to room, removed from the building, or taken from a lounge area. Residents will be held responsible for any changes to the “Room Inventory Form” that have not been approved by the ORLS. Residents wishing to have furniture added or removed from their room should report to the 811 Main Desk and complete a “Housekeeping Request Form.” If approved, this request will be scheduled and completed within seven business days. If for any reason a requested item is not currently in stock, the resident will be notified. Room furniture may not be placed in hallways, corridors, or lounges as this is a potential safety hazard. Residents are prohibited from bringing any furniture that does not meet California Technical Bulletin 133 fire safety standards.
Halogen Lamps
Halogen lighting cannot be used in the residence halls. Current studies have shown these items to be unsafe and a potential hazard to an individual’s health and safety.

Household Appliances
The use of appliances with open coils is strictly prohibited in rooms and apartments. Any items of this nature will be confiscated by the ORLS and returned to the resident at checkout. Electrical appliances with high amp usage are prohibited. Non-UL appliances are also prohibited.

Maintenance Services

Extermination Service Requests
Requests for extermination services should be submitted at the 811 main desks. Routine extermination of the residence halls is completed every two weeks.

Housekeeping Service Requests
ORLS Housekeeping Staff is responsible for maintaining all housekeeping services in the residence halls. This includes general cleaning of common areas, light bulb replacement in common areas, refuse removal, and furniture moving. Requests for any of these services should be made by submitting a request through the online maintenance request system.

Light Bulbs
The ORLS is responsible for replacing common area light bulbs and fluorescent bulbs in student rooms. Once a room is occupied, the ORLS neither supplies nor replaces any incandescent bulbs in student rooms.

Maintenance and Repair Service Requests
The ORLS is responsible for processing and forwarding resident maintenance service requests to the FM&D. The staff of the ORLS is not responsible for insuring or completing any maintenance service requests. Residents are responsible for the timely reporting of all maintenance problems in their apartments. The procedures for submitting a maintenance service request are below:

Non-Emergency Requests: Log your request on the Maintenance Direct online system, or complete a FM&D Work Order form at the 811 New York Avenue main desk. The request is logged then forwarded to FM&D for completion. If you would like to follow-up on your request, please see Staff Assistant or Assistant Director at the 811 main desks during normal business hours.

To access Maintenance Direct, go to http://www.myschoolbuilding.com, and enter Account #119880617 and Password: SUNYDMC1.

Emergency Requests: All emergency requests (i.e., situations in which the safety of the resident or facility is in jeopardy) are to be reported to the 811 main desks immediately. If the main desk is closed, please contact the RA on-duty in your building. The staff will then contact the appropriate Facilities Management Office by phone.

Needle (Sharps) Disposal Procedures
Residents are prohibited from disposing of needles in any garbage receptacle in the residence halls. Residents must follow OSHA guidelines for the disposal of sharps. Needles should be disposed of using the receptacles provided in the hospital and labs. Building residents, who have medical
conditions requiring the use of sharps should dispose of these items into a rigid container, such as a milk jug or detergent jug, etc. When it is full they should bring it to the housekeeping service in the University Hospital of Brooklyn building (UHB). The extension for housekeeping in UHB is 2998. They will instruct students where to bring the full container. **Housekeeping staff in the residence halls CANNOT dispose of sharps**

**Recycling**

There are recycling bins located inside each floor trash room. Recycling is a New York City law. Signs are located on the wall inside of the trash room to inform residents of the items that are to be recycled in New York City.

**Other Services and Information**

**Cable Television**

Cable television with network and premium channels is provided within the residence halls. Television ports are already activated. The cable outlet requires a coaxial cable that will screw into the outlet and into the TV. Residents are responsible for purchasing the necessary cable. In addition, residents must program their televisions to accept the channel line-up. Those who have trouble with the cable television may report the problem to the 811 reception desk or e-mail us at residentiallife@downstate.edu

**Cable Television Stations**

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<td>HISTORY CHANNEL</td>
<td>SCIENCE CHANNEL</td>
<td>WOMEN'S</td>
<td>ENTERTAINMENT</td>
<td>ESPN</td>
<td>ESPNEWS</td>
<td>ESPN2</td>
<td>ESP CLASSIC</td>
<td>ESP U</td>
<td>DISCOVERY</td>
<td>DISCOVERY</td>
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<td>LIFETIME</td>
<td>TV LAND</td>
<td>NICKELODEON</td>
<td>A&amp;E</td>
<td>BET</td>
<td>FOX NEWS</td>
<td>HBO (EAST)</td>
<td>HGB SIGNATURE</td>
<td>HBO2 (EAST)</td>
<td>HBO WEST</td>
<td>HBO2 WEST</td>
<td>HBO FAMILY W</td>
<td>HBO FAMILY</td>
<td>SPIKE TV</td>
<td>FUEL TV</td>
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<td>TV ONE</td>
<td>LOCAL ORGINATION</td>
<td>LOCAL ORGINATION</td>
<td>LOCAL ORGINATION</td>
<td>LOCAL ORGINATION</td>
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</tr>
</tbody>
</table>

15
Equipment
Equipment, such as vacuums, hand-trucks and moving carts may be obtained from the 811 main desks from 9:00 a.m. - midnight, daily. Residents must leave their valid Downstate Card as collateral for any item borrowed.

Fresh Direct
Fresh Direct is the new way to shop for food. Select a time that you will be available for the delivery, and Fresh Direct usually makes the delivery the next day. You must be able to pick up the delivery in the 811 lobby. The front desk will not hold a package from Fresh Direct. To sign up for Fresh Direct or to get more information, go to www.freshdirect.com.

Internet Access
Both wired and wireless Internet access is available in all student rooms/apartments. To use the wired network, you must have both an Ethernet port installed on your computer and an RJ-45 computer (Ethernet) patch cable (to connect your computer to the port in the room). To use the wireless network, you must have either a computer with built in wireless or a wireless card. Most computers and laptops now available should already have the Ethernet port installed and many include built in wireless. If your computer does not have one, it is your responsibility to purchase and properly install either an Ethernet or wireless card adapter. If you are considering the purchase of a computer and would like advice, please contact the Office of Educational Computing/Technology via email: ect.admin@downstate.edu or Tel: (718) 270-7416.

Other Important Information regarding the network:
1. The residence hall network will have access to campus subnets in the Health Science Education Building and the Library only. There is no access to the residence hall network from off-campus. Access to all other campus networks will remain the same.
2. Due to security regulations, there are limitations on non-web protocols going out to the Internet. Residents can obtain a complete listing of allowed protocols at the main desk.
3. Internet capable network devices such as routers or hubs are prohibited.
4. You must have a Windows 2000, Windows XP, or Mac OS10 operating system. No other operating system will be supported. Operating systems that are running on the 64-bit version are not being supported
5. The wireless computer network went on-line in the residence halls in the fall of 2005. If you do not have a built-in wireless card, a separate wireless network card must be purchased for your computer in order to connect to the wireless network.
6. All computer or computer related problems should be immediately reported to the main desk on a computer problem report form. These forms are available at the 811 main desk.

Laundry Rooms
The Faculty Student Association operates the laundry rooms located in the basement of each residence hall. The washing machines currently operate on a 30-minute cycle (the 16 lb. capacity machine cost is $1.50 per cycle and the larger 30 lb. capacity machine cost is $1.75 per cycle). The dryers operate approximately on a 30-minute cycle ($1.25 per cycle). These prices are for card use-coin prices are $.25 higher per machine. If you find any machine not functioning properly, please report it to the main desk. Refunds are obtained from the FSA Office located in the Student Center.
Laundry Service
Bubble Works provides quality Dry Cleaning and Laundry Services with free pick up and delivery. They provide quality dry cleaning, deluxe wash and fold laundry, tailoring, platinum shirt laundry, 48 hour turn-around time in most cases, seven days a week. Price listings can be found on their website bubbleworks4u.com.

Locations:
856 Fulton Street, Brooklyn 718-789-8991
718 Washington Ave, Brooklyn 718-783-8888

Mail Services
Each student is assigned a mailbox located in the lobby of 811 New York Avenue. You will receive your mailbox key along with your room key at check-in. Mail is delivered directly from the local Rugby Road Post Office to the ORLS. It is placed in the student mailboxes by the clerical staff by 5:00 p.m. each day. If a resident receives a package, a Parcel Post notice is placed in the recipient’s mailbox and an email is sent to the recipient. To claim a package, the resident must present a valid DMC ID with the Parcel Post notice at the 811 front desk between the hours of 8:00am and 10:00 pm. The correct residence hall mailing address is as follows:

YOUR NAME
BUILDING NUMBER New York Avenue, YOUR ROOM NUMBER
Brooklyn, NY 11203

Change of Address: If you are moving please change your address with the ORLS, University registrar and post office as soon as possible. The Residence Halls will only forward first class mail for three months to previous occupants

Storage Areas
Storage rooms are located in the basement of each building for student use. All belongings must be clearly labeled and include the students first and last name, their room number, a phone number and e-mail address. Labels are available at the reception desk. Any belongings not labeled in this manner may be discarded.

SUNY will assume no responsibility for any items left by a student in these rooms. Arrangements to access student storage may be made by contacting the reception desk at 811 New York Avenue at (718)-270-1466. You will be asked to complete a contract and the student storage log before being allowed access to the storage room. You will also be asked to bring all of your personal belongings to the basement prior to the RA being paged. Storage is only for current residents and there is no charge for students returning to the Residence Hall. However, if you check out of the residence hall and decide not to return, you will be charged $75.00 per month for the storage of your belongings. If you remove your storage items without paying the storage fee, the Bursar’s Office will be notified and a hold will be placed on your account. Please read the storage contract carefully for additional details. Once you check out of the residence halls any personnel belongings left in storage will be considered abandoned and discarded.

Study Room and Recreation Room
A 24-hour study room is located on the first floor of 811 New York Avenue. Study room regulations are posted within the room. There is a recreation room located on the first floor of 825 New York Avenue. The recreation room is utilized for Residence Hall events and meetings and when not in use can be used by individuals and groups for studying.
Vending Machines
There are vending machines located in the lobby of each residence hall. The service contracts for these machines are maintained by the FSA. Residents should report any problems with these machines either to the 811 main desks, or by calling the service phone number posted on the unit. Refunds may be obtained from the FSA Office located in the Student Center.

In addition to these policies and guidelines, students and guests living in SUNY DMC Residence Halls are required to abide by all policies outlined in the Student Handbook.

Important Telephone Numbers

Bookstore (718) 270-2486
Bursar (718) 270-1078
Change Machine Problems (718) 270-2900
Copy Machine Problems (718) 270-2900
Escort Service (University Police) (718) 270-2626
Faculty Student Association (FSA) (718) 270-3187
Financial Aid (718) 270-2488
Laundry Machine Problems (718) 270-2900
Library (718) 270-7400
Parking (718) 270-3163
Print Station Problems (718) 270-1466
University Police (718) 270-2626
Registrar (718) 270-4551
Residential Life and Services (718) 270-1466
Student Affairs (718) 270-2187
Student Center Desk (718) 270-2487
Student Counseling Service (718) 270-7657
Student Health (718) 270-1995
Substance Abuse Information (718) 270-4545
Vending Machine Problems (718) 270-2900

General Information Phone Numbers in Brooklyn

Brooklyn Academy of Music (718) 636-4100
Brooklyn Borough President's Office (718) 802-3700
Brooklyn Botanic Garden (718) 623-7200
Brooklyn Children's Museum (718) 735-4400
Brooklyn Coll. Center for the Performing Arts (718) 951-5006
Brooklyn Conservatory of Music (718) 622-3300
Brooklyn Museum of Art (718) 638-5000
Brooklyn Public Library @ Grand Army Plaza (718) 230-2100
Prospect Park Wildlife Center (212) 439-6500
New York Aquarium (Coney Island) (718) 265-3400
Information About the Neighborhood

Parking

On Campus

State Garage
Parking Office, 270-3163
135 E. 34th St. There are a limited number of spaces available, which are divided up by college. 3rd and 4th year medical students with rotations or internships at the hospital have the best chance of getting a space. Lot is open around the clock.

Health Science Center Foundation Lot
FSA Office, Student Center 203
104 Winthrop St. Not state owned. The waiting list for a spot is about 1½ years. Once name comes up, cost to park is $30/month. Until then, you can purchase individual parking coupons for the lot, which are $20/week. During the summer, anyone can get a spot for $30/month. The lot is only for Downstate students and employees. Lot is open from 6am - 10pm, and is closed on weekends and major holidays.

Off Campus

Clarkson, between New York Avenue and Nostrand
718.941.1004

Street Parking
Street parking is available on all streets in the near campus area, except for Clarkson Avenue in front of King's County Hospital. Every block has times during which parking is illegal, and these times are clearly posted. Some streets may also have parking meters, although most do not. All street parking is parallel, except for Lenox Road in front of the Health Sciences Education Building and University Hospital. Street parking is available on a first come first serve basis but, due to the dense population of the neighborhood, it is often quite difficult to find a spot.

Shopping

Atlantic Center and Atlantic Terminal
These two shopping centers, across the street from one another and connected to each other via an enclosed skywalk, are easily accessible from campus via the number 2 line. The Terminal is built directly above (with an indoor entrance from) the Atlantic Avenue/Pacific Street station, which serves the B, D, M, N, R, Q, 2, 3, 4, and 5 lines, as well as the Long Island Railroad (LIRR). The shopping centers feature the following tenants:

Atlantic Center
Department of Motor Vehicles
Pathmark
Burlington Coat Factory
Party City
Marshalls
Old Navy
Bony's Bagels
PayHalf
Public Insurance
National Vision Center
Consortium for Haitian Employment
Cell 2000
Atlantic Center Jewelers
Sleepy's
<table>
<thead>
<tr>
<th>Atlantic Terminal</th>
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<tbody>
<tr>
<td>The Children’s Place</td>
<td>Target</td>
</tr>
<tr>
<td>DSW</td>
<td>Starbucks Coffee</td>
</tr>
<tr>
<td>Mrs. Fields Cookies</td>
<td>Payless Shoe Source</td>
</tr>
<tr>
<td>Verizon Wireless</td>
<td>McDonald’s</td>
</tr>
<tr>
<td>Bath and Body Works</td>
<td>Mandee</td>
</tr>
<tr>
<td>Avenue</td>
<td>Atlantic Terminal Dental</td>
</tr>
<tr>
<td>Daffy’s</td>
<td>Chuck E. Cheese’s</td>
</tr>
<tr>
<td>Belmont Steaks</td>
<td>Liberty Travel</td>
</tr>
<tr>
<td>Buffalo Wild Wings</td>
<td>Motherhood Maternity</td>
</tr>
<tr>
<td>Guitar Center</td>
<td>Men’s Warehouse</td>
</tr>
<tr>
<td>Gamestop</td>
<td>Cold Stone Creamery</td>
</tr>
<tr>
<td>Carver Federal Savings</td>
<td>Victoria’s Secret</td>
</tr>
<tr>
<td>Carol’s Daughter</td>
<td>Subway</td>
</tr>
<tr>
<td>Atlantic Optical</td>
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</table>
# Useful Phone Numbers & Addresses

## Movies

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kings Plaza Cinemas 6</td>
<td>5201 Kings Plaza</td>
<td>(718) 253-1110</td>
</tr>
<tr>
<td>Bay Ridge Alpine Cinemas</td>
<td>6817 5th Avenue</td>
<td>(718) 748-4200</td>
</tr>
<tr>
<td>Cobble Hill Cinema</td>
<td>265 Court Street</td>
<td>(718) 596-9113</td>
</tr>
<tr>
<td>Kent Triplex</td>
<td>1170 Coney Island Ave.</td>
<td>(718) 338-3371</td>
</tr>
<tr>
<td>Movies at Sheepshead Bay</td>
<td>Knapp and Harkness Ave.</td>
<td>(718) 615-1700</td>
</tr>
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## Banks

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Chase</td>
<td>Lobby of BSB Building</td>
<td>(718) 771-1694</td>
</tr>
<tr>
<td>Citibank</td>
<td>702 Utica Avenue</td>
<td>(800) 788-7000</td>
</tr>
<tr>
<td>Washington Mutual (Map #45)</td>
<td>1462 Nostrand Ave</td>
<td>(800) 788-7000</td>
</tr>
<tr>
<td>HSBC</td>
<td>815 Flatbush Ave</td>
<td>(800) 975-4722</td>
</tr>
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## Bookstores

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Barnes &amp; Noble</td>
<td>267 7th Ave</td>
<td>(718) 832-9066</td>
</tr>
<tr>
<td>Waldenbooks</td>
<td>Kings Plaza Center</td>
<td>(718) 253-1287</td>
</tr>
<tr>
<td>B. Dalton</td>
<td>Kings Plaza Center</td>
<td>(718) 253-5283</td>
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## Florists

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Harbell by Ron</td>
<td>228 4th Ave.</td>
<td>(718) 246-4700</td>
</tr>
<tr>
<td>Marine Florists</td>
<td>1995 Flatbush Ave.</td>
<td>(718) 338-3600</td>
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## Taxi

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Apple Radio Cars Inc.</td>
<td>41 Broadway Ave</td>
<td>(718) 363-9000</td>
</tr>
<tr>
<td>Arecibo Car Service</td>
<td>170 5th Ave</td>
<td>(718) 783-6465</td>
</tr>
<tr>
<td>Bedstar Car Service</td>
<td>528 Empire Blvd</td>
<td>(718) 771-2299</td>
</tr>
<tr>
<td>Clinton Car Service</td>
<td>60 Schermerhorn St.</td>
<td>(718) 522-4474</td>
</tr>
<tr>
<td>Ellis Transportation Service</td>
<td>147 Utica Ave</td>
<td>(718) 221-5341</td>
</tr>
<tr>
<td>Good Morning Car Service</td>
<td>5918 Snyder Ave</td>
<td>(718) 498-7672</td>
</tr>
<tr>
<td>Legends Car Service</td>
<td>197A 7th Ave</td>
<td>(718) 788-1234</td>
</tr>
<tr>
<td>Montague Car Service</td>
<td>149 Atlantic Ave</td>
<td>(718) 625-6666</td>
</tr>
<tr>
<td>Winthrop Car Service</td>
<td>6924 Glenwood Rd</td>
<td>(718) 209-1616</td>
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## DMV

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</thead>
<tbody>
<tr>
<td>Motor Vehicle Department</td>
<td>625 Atlantic Ave.</td>
<td>(718) 488-5710</td>
</tr>
<tr>
<td>Places of Worship</td>
<td>Address</td>
<td>Phone</td>
</tr>
<tr>
<td>---------------------------</td>
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</tr>
<tr>
<td><strong>Places of Worship</strong></td>
<td></td>
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</tr>
<tr>
<td>KCH Chapel</td>
<td>&quot;A&quot; Building, Room 1230A</td>
<td>(718) 245-3706</td>
</tr>
<tr>
<td>Downstate Chapel</td>
<td>UH A1-346</td>
<td>(718) 270-2594</td>
</tr>
<tr>
<td>Apostolic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Triumphant Apostolic Church</td>
<td>1420 Pitkin Avenue</td>
<td>(718) 735-8438</td>
</tr>
<tr>
<td>Baptist</td>
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</tr>
<tr>
<td>St Mark's Baptist Church</td>
<td>551 Rogers Avenue</td>
<td>(718) 756-9816</td>
</tr>
<tr>
<td>St. Ann's Baptist Church</td>
<td>1061 Nostrand Avenue</td>
<td>(718) 778-0332</td>
</tr>
<tr>
<td>Episcopal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Gabriel's Episcopal Church</td>
<td>331 Hawthorne St</td>
<td>(718) 774-5248</td>
</tr>
<tr>
<td>St. Paul's Episcopal Church</td>
<td>157 St. Paul's Pl</td>
<td>(718) 282-2100</td>
</tr>
<tr>
<td>Evangelical</td>
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<tr>
<td>Bethel of Praise Ministries</td>
<td>631 New York Ave</td>
<td>(718) 282-2100</td>
</tr>
<tr>
<td>Trinity Evangelical Church</td>
<td>717 Foster Ave</td>
<td>(718) 859-7521</td>
</tr>
<tr>
<td>Greek Orthodox</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Three Hierachs Greek Orthodox</td>
<td>1724 Ave P</td>
<td>(718) 339-0280</td>
</tr>
<tr>
<td>St. Nicholas Church</td>
<td>1822 65 St</td>
<td>(718) 232-7358</td>
</tr>
<tr>
<td>St. Barbara Greek Orthodox Church</td>
<td>27 Firsyth St</td>
<td>(212) 226-0499</td>
</tr>
<tr>
<td>Jehovah's Witness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kingdom Hall of Jehovah's Witness</td>
<td>5201 Foster Ave</td>
<td>(718) 451-1620</td>
</tr>
<tr>
<td>Jehovah's Witness Eastern Parkway</td>
<td>1128 St. John's Pl</td>
<td>(718) 778-7012</td>
</tr>
<tr>
<td>Methodist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>St. Paul's Methodist Church</td>
<td>3714 Ave D</td>
<td>(718) 462-5086</td>
</tr>
<tr>
<td>St. Mark's United Methodist Church</td>
<td>2017 Beverly Rd</td>
<td>(718) 282-6304</td>
</tr>
<tr>
<td>Allen Memorial AME Church</td>
<td>944 Rogers Avenue</td>
<td>(718) 282-7860</td>
</tr>
<tr>
<td>Trinity CME Church</td>
<td>1148 Eastern Parkway</td>
<td>(718) 756-0466</td>
</tr>
<tr>
<td>Pentecostal</td>
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<td></td>
</tr>
<tr>
<td>Emmanuel Pentecostal Church</td>
<td>1285 Nostrand Ave</td>
<td>(718) 940-3368</td>
</tr>
<tr>
<td>Antioch Pentecostal Church</td>
<td>201 Atlantic Ave</td>
<td>(718) 596-2970</td>
</tr>
<tr>
<td>Roman Catholic</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holy Cross RC Church (Map #46)</td>
<td>2530 Church Ave</td>
<td>(718) 469-5900</td>
</tr>
<tr>
<td>St. Catherine of Genoa Catholic Church</td>
<td>520 Linden Blvd</td>
<td>(718) 282-7162</td>
</tr>
<tr>
<td>St. Francis of Assisi Catholic Church</td>
<td>319 Maple Street</td>
<td>(718) 756-2015</td>
</tr>
<tr>
<td>Synagogues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Congregation Lubavitch</td>
<td>304 Kingston Avenue</td>
<td>(718) 774-1770</td>
</tr>
<tr>
<td>Sephardic Jewish Center of Canarsie</td>
<td>9320 Flatlands Avenue</td>
<td>(718) 257-0400</td>
</tr>
<tr>
<td>Madison Jewish Center</td>
<td>2989 Nostrand Avenue</td>
<td>(718) 339-7755</td>
</tr>
<tr>
<td>Prospect Park Temple Issac</td>
<td>1419 Dorchester Rd</td>
<td>(718) 284-8032</td>
</tr>
<tr>
<td>Temple Beth-Emeth of Flatbush</td>
<td>83 Marlborough Rd</td>
<td>(718) 282-1596</td>
</tr>
<tr>
<td>Union Temple of Brooklyn</td>
<td>17 Eastern Parkway #1</td>
<td>(718) 638-7600</td>
</tr>
</tbody>
</table>
## Mosques

<table>
<thead>
<tr>
<th>Masjid-Al Aman</th>
<th>203 Forbell</th>
<th>(718) 277-3976</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mohammad Mosque</td>
<td>308 Summer Avenue</td>
<td>(718) 919-7458</td>
</tr>
</tbody>
</table>

For additional worship information, please contact the University Hospital Chaplain’s Office at x2594.

## Laundry

<table>
<thead>
<tr>
<th>Laundry King of Flatbush</th>
<th>2038 Bedford Ave</th>
<th>(718) 282-8170</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic Laundry</td>
<td>4718 Church Ave</td>
<td>(718) 693-3074</td>
</tr>
</tbody>
</table>

| Clean-Rite (Self-Service) | 2712 Church Avenue | (718) 462-9819 |

## Dry Cleaners

<table>
<thead>
<tr>
<th>J &amp; H French Cleaners</th>
<th>3011 Church Ave</th>
<th>(718) 287-4040</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nostrand Cleaners</td>
<td>1332 Nostrand Ave</td>
<td>(718) 284-7445</td>
</tr>
<tr>
<td>Nu-Life French Cleaners</td>
<td>3403 Church Ave</td>
<td>(718) 282-4756</td>
</tr>
</tbody>
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## Pharmacies

<table>
<thead>
<tr>
<th>CVS (Map #2)</th>
<th>1251 Nostrand Avenue</th>
<th>(718) 282-2507/6614</th>
</tr>
</thead>
<tbody>
<tr>
<td>King’s Drug &amp; Surgical*</td>
<td>492 Clarkson Ave</td>
<td>(718) 363-3300</td>
</tr>
<tr>
<td>Rite Aid</td>
<td>2819 Church Avenue</td>
<td>(718) 940-3461</td>
</tr>
<tr>
<td>Duane Reade (Map #48)</td>
<td>750 New York Ave</td>
<td>(718) 941-8694</td>
</tr>
</tbody>
</table>

*Downstate students receive 10% off of every purchase when they show their SUNY ID at King’s Drug and Surgical (Map #14).

## Pizza

### Non-Kosher

<table>
<thead>
<tr>
<th>A&amp;V Pizza</th>
<th>837 Utica Avenue</th>
<th>(718) 345-0049</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carini’s Pizza (Map #15)</td>
<td>500 Clarkson Avenue</td>
<td>(718) 773-8335</td>
</tr>
<tr>
<td>Chef Pizza</td>
<td>1241 Nostrand Avenue</td>
<td>(718) 693-5611</td>
</tr>
<tr>
<td>Corona Pizzeria (Map #38)</td>
<td>658 Rogers Avenue</td>
<td>(718) 826-6300</td>
</tr>
<tr>
<td>Domino’s Pizza</td>
<td>1555 Nostrand Avenue</td>
<td>(718) 826-3030</td>
</tr>
<tr>
<td>Gino’s Pizzeria</td>
<td>831 Flatbush Ave #A</td>
<td>(718) 287-8800</td>
</tr>
<tr>
<td>Tony’s Pizzeria</td>
<td>4311 Church Avenue</td>
<td>(718) 940-4372</td>
</tr>
<tr>
<td>Pizza Den</td>
<td>3523 Church Avenue</td>
<td>(718) 693-7519</td>
</tr>
</tbody>
</table>

### Kosher

<table>
<thead>
<tr>
<th>Amnon Kosher Pizza</th>
<th>4814 13th Avenue</th>
<th>(718) 851-1759</th>
</tr>
</thead>
<tbody>
<tr>
<td>Troy Avenue Pizza</td>
<td>411 Troy Avenue</td>
<td>(718) 493-4370</td>
</tr>
<tr>
<td>Pizza Natanya II</td>
<td>1506 Avenue J</td>
<td>(718) 209-0636</td>
</tr>
<tr>
<td>Dagan’s Pizza</td>
<td>6187 Strickland Ave.</td>
<td>(718) 209-0636</td>
</tr>
</tbody>
</table>

Restaurants in italics deliver to the Downstate campus. A fee may and/or minimum orders may apply to deliveries.
### Chinese

#### Non-Kosher

- **Chen Kong Restaurant**
  - 1438 Nostrand Ave
  - (718) 282-3170
- **China Dragon**
  - 2182 Clarendon Road
  - (718) 856-9015
- **Chung Mee Restaurant**
  - 3017 Church Ave
  - (718) 856-1220
- **Fu Hing**
  - 1212 Nostrand Ave
  - (718) 771-2230
- **Golden Star Chinese Restaurant**
  - 3719 Church Ave
  - (718) 282-5757
- **Good Friend Chinese (Map #34)**
  - 1398 Nostrand Ave
  - (718) 287-2345
- **Jing Lung (Map #19)**
  - 1242 Nostrand Ave
  - (718) 462-8854
- **Joy Kitchen**
  - 1153 Nostrand Ave
  - (718) 221-0626/1587

#### Kosher

- **Shalom Hunan**
  - 1619 Avenue M
  - (800) 293-0200
- **Chang Chai**
  - 2189 Flatbush Avenue
  - (718) 377-6100

*Restaurants in italics deliver to the Downstate campus. A fee may and/or minimum orders may apply to deliveries.*

### Kosher

- **Amnon Kosher Pizza, Inc.**
  - 4814 13th Ave
  - (718) 851-1759
- **Dagan's Pizza**
  - 6187 Strickland Ave.
  - (718) 209-0636
- **Pizza Natanya II**
  - 1506 Ave J
  - (718) 258-5160
- **Jay & Lloyd's Kosher Deli**
  - 2718 Avenue U
  - (718) 891-5298
- **Shalom Hunan**
  - 1619 Ave M
  - (718) 382-6000
- **Shang Chai**
  - 2189 Flatbush Ave
  - (718) 377-6100
- **Troy Avenue Pizza**
  - 411 Troy Avenue
  - (718) 493-4370

*Restaurants in italics deliver to the Downstate campus. A fee may and/or minimum orders may apply to deliveries.*

### West Indian

- **Buffalo Soldier (Map #49)**
  - Nostrand Ave
  - (718) 826-0992
- **Chez Ames (Map #50)**
  - Nostrand Ave
  - (718) 940-6277

### Grocery

- **Bravo**
  - 80 E. 93rd St
  - (718) 773-9000
- **C-Town (Map #4)**
  - 212 Clarkson Ave
  - (718) 282-6587
- **Key Food**
  - 2200 Clarendon Rd
  - (718) 282-5774
- **Pathmark**
  - 1525 Albany Avenue
  - (718) 859-4600
- **Waldbaums (24 Hours)**
  - 2149 Ralph Avenue
  - (718) 531-9115
### Approximate kitchenette damage costs:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laminate damage (minor- small cracks, surface damage, no larger than 12”x12”)</td>
<td>$150.00</td>
<td>Includes labor and materials</td>
</tr>
<tr>
<td></td>
<td>$175.00</td>
<td>If plywood backing needs to be replaced</td>
</tr>
<tr>
<td>Damage to stove (minor- missing burner, damage to handles)</td>
<td>$25.00</td>
<td>For snap on parts</td>
</tr>
<tr>
<td></td>
<td>$45.00</td>
<td>Missing broiler tray</td>
</tr>
<tr>
<td>Damage to stove (major- dents in unit, major cleaning resulting in surface damage)</td>
<td>$150.00</td>
<td>Parts</td>
</tr>
<tr>
<td></td>
<td>$115.00</td>
<td>Labor/hour</td>
</tr>
<tr>
<td></td>
<td>$320.00</td>
<td>Cost to Replace</td>
</tr>
<tr>
<td>Damage to refrigerator (minor- shelves, snap on plastic parts, missing items, seals)</td>
<td>$50.00</td>
<td>Materials and labor</td>
</tr>
<tr>
<td>Damage to refrigerator (major- doors/hinges/dents, cracks)</td>
<td>$150.00</td>
<td>Parts</td>
</tr>
<tr>
<td></td>
<td>$115.00</td>
<td>Labor/hour</td>
</tr>
<tr>
<td></td>
<td>$375.00</td>
<td>Cost to replace</td>
</tr>
<tr>
<td>Damage to cabinet doors (cost to replace)</td>
<td>$50.00</td>
<td>Small cabinet</td>
</tr>
<tr>
<td></td>
<td>$75.00</td>
<td>Drawer</td>
</tr>
<tr>
<td></td>
<td>$100.00</td>
<td>Large doors</td>
</tr>
<tr>
<td>Replacement of kitchen cabinet frame</td>
<td>$200.00</td>
<td>Materials</td>
</tr>
<tr>
<td></td>
<td>$160.00</td>
<td>Labor</td>
</tr>
<tr>
<td>Microwave cabinet &amp; cabinet over microwave replacement</td>
<td>$175.00</td>
<td>Materials</td>
</tr>
<tr>
<td></td>
<td>$160.00</td>
<td>Labor</td>
</tr>
<tr>
<td>Base cabinet replacement</td>
<td>$300.00</td>
<td>Materials</td>
</tr>
<tr>
<td></td>
<td>$240.00</td>
<td>Labor</td>
</tr>
<tr>
<td>Missing cabinet shelves</td>
<td>$25.00</td>
<td>Cost to replace</td>
</tr>
<tr>
<td>Countertop damage</td>
<td>$325.00</td>
<td>Materials in studio</td>
</tr>
<tr>
<td></td>
<td>$385.00</td>
<td>Materials in one bedroom</td>
</tr>
<tr>
<td></td>
<td>$400.00</td>
<td>Labor</td>
</tr>
<tr>
<td>Missing additional countertop (Corian stove top piece)</td>
<td>$180.00</td>
<td>Cost to replace</td>
</tr>
<tr>
<td>Corian backsplash</td>
<td>$75.00</td>
<td>Studio</td>
</tr>
<tr>
<td></td>
<td>$100.00</td>
<td>One bedroom</td>
</tr>
<tr>
<td>Microwave replacement</td>
<td>$90.00</td>
<td>Cost to replace</td>
</tr>
<tr>
<td>Hood/Exhaust fan replacement</td>
<td>$45.00</td>
<td>Cost to replace</td>
</tr>
<tr>
<td>Handles and other accessories (clips)</td>
<td>$5.00</td>
<td>Cost to replace</td>
</tr>
</tbody>
</table>