

# **Residential Life and Services Handbook**

## **Residence Hall Mission Statement**

*“Residential Life & Services — A Safe, Convenient, Community...”*

*The mission is simple: To provide a safe & secure living environment that supports our student's academic and personal success. We accomplish this mission by providing well maintained facilities and excellent customer service.*

## **Residential Life and Services General Information**

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

Residence Halls foster students' development into well-rounded individuals through their dynamic environments allowing students to explore the varied relationships and life cycles that are crucial to their growth. Residence Halls provide a space for students to live, learn, and relax within an environment that promotes 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 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.

**Eligibility:** 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.

**Hours:** The Residential Life and Services staff manages the residence halls at SUNY DMC. Our main office is located on the first floor of 811 New York Avenue and staffed with full time professionals from 8:00 a.m. - 5:00 p.m., Monday – Friday. 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 Assistant in the main office.

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.

**Employees:** The Department of Residential Life and Services falls under the supervision of the Assistant Vice President for Student Life. The professional staff consists of the Director of Residential Life and Services, and an Assistant Director of Residential Life and Services. One full-time Staff Assistant 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).

RDs are part-time members of the SUNY Downstate staff and full-time students in one of the five 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 five 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. Five RAs are assigned to each building.

### Student Life Staff



**Assistant Vice President for Student Life - Meg O'Sullivan**  
Phone # (718) 270-2487

### Residential Life Staff Names & Numbers



**Director of Residential Life & Services - Dr. Justin Alger**  
Phone # (718) 270-2798



**Assistant Director of Residential Life & Services - Sherice Fields**  
Phone # (718) 270-1468



**Staff Assistant for Residential Life & Services - Jennifer Hayes**  
Phone # (718) 270-3855

**Paraprofessional Staff: RA picture and contact are posted outside of every resident's door for your convenience.**

**Building 811 New York Avenue**

**RD – Theresa Feng**



**RD – Christina Trinh**



**RA – Ana Diaz**



2<sup>nd</sup> and 3<sup>rd</sup> floors

**RA – Iqra Akram**



4<sup>th</sup> and 5<sup>th</sup> floors

**RA – Mackenzie Pert**



6<sup>th</sup> and 7<sup>th</sup> floors

**RA – Julie Park**



8<sup>th</sup> and 9<sup>th</sup> floors

**RA – Jesse Sengillo**



10<sup>th</sup> and 11<sup>th</sup> Floors

**Building 825 New York Avenue**

**RD – Michelle Garcia**



**RD – Ankuri Desai**

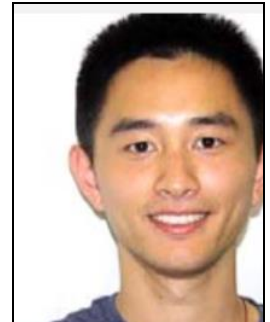


**RA – Michael Chen**



2<sup>nd</sup> and 3<sup>rd</sup> floors

**RA – Michael Chen**



4<sup>th</sup> and 5<sup>th</sup> floors

**RA – Khushal Shah**



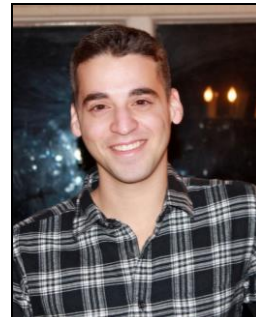
6<sup>th</sup> and 7<sup>th</sup> floors

**RA – Matthew Vitale**



8<sup>th</sup> and 9<sup>th</sup> floors

**RA – Samuel Einbinder**



10<sup>th</sup> and 11<sup>th</sup> Floors

## 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 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 at least two weeks prior to their intended check-out date requesting a release from the contract, indicating the reasons for their request.
- b. Submit any supporting documentation that may be required (i.e., doctor's notes, etc.) and 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**

Two Bedroom Apartment: Double or single occupancy. 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 ORLS 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 10pm 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 10pm are the responsibility of the RA staff on-duty for that night.

### **Smoking Policy**

The Residence Halls are smoke free along with the rest of the SUNY Downstate Campus. Smoking is not permitted within 15 feet of any entrance of the campus. This includes the front gate to the Student Center and Res Halls. There is a zero tolerance policy for the Res Halls in regards to smoking, if a resident is found smoking in their room, they will be evicted and held liable for the remaining charges of their contractual obligation.

### **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.

Two 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 they arrive. Students residing in double occupancy space may not remove unused room furniture.

### **Roommate Problems**

Residents experiencing roommate conflicts 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 security desk in 811 before going upstairs.
  - B. 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. Once signed in, guests must be accompanied by their host at all times. Guests are the responsibility of the host, and residents may be held responsible for their guest's misconduct.
    3. 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.
    4. The maximum length of a guest's stay is four days and three nights in a two week period.
    5. If the resident is not home a 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.**
  - C. Delivery Persons: Delivery persons are not permitted past the lobby of the residence halls. The resident must wait for the delivery person in the 811 New York Avenue lobby.
  - D. 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.
  - E. 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.
  - F. Non-Resident Access after 10 PM: If a resident will be expecting a visitor after 10 PM, when the desk is closed, they must meet them in the lobby of 811 New York Avenue and sign them in with the Security Officer. Visitors who arrive unannounced or for whom no resident is waiting will not be admitted.

### **Asbestos Containing Materials**

The residence halls contain cementation asbestos in 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.
- c. Do not damage ceilings while moving furniture, etc...
- d. Do not disturb asbestos containing ceiling material when replacing light bulbs.
- e. Do not allow curtains, drapes, or dividers to damage ceilings.

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 emergency services at 718-270-2626
3. Immediately move to fresh air-outdoors. Do not re-enter the premises until emergency services 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 DMC does not provide insurance coverage against personal property, theft, damage or loss.

We recommend the following to prevent damage from an accidental flood:

- Protect personal property such as textbooks and clothing by keeping them in 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
- Keep all electronics and computers off of the floor

### **Fire Safety Procedures**

Our two residence halls located at 811 and 825 New York Avenue are bridged on the ground floor. The halls are partially sprinklered and are equipped with a fully integrated voice annunciated fire alarm system. The fire alarm panels are monitored 24 hour, 7days per week.

The fire protection system comprises:

- Resident rooms are equipped with carbon monoxide detection integrated with smoke and head detectors.
- Corridor smoke detection and manual alarm pull stations.
- The buildings are sprinklered in the utility rooms (“trash rooms”) and basement level.
- ABC dry chemical fire extinguishers are conspicuously installed in all corridors.

If the smoke detector in your room sounds, call the 811 front desk immediately at 718-270-1466.

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.

Annual campus security ‘Clery’ and fire safety report can be found at [www.downstate.edu/police](http://www.downstate.edu/police)

SUNY Downstate campus includes two residence halls located at 811 and 825 New York Avenue bridged on the ground floor. The halls are partially sprinklered and are equipped with a fully integrated voice annunciated fire alarm system. The fire alarm panels are monitored 24 hours, 7 days per week.

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 two 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 718-270-1466 or call University Police at 718-270-2626.



## **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 RA 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, including 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.
4. The following is important information:

- a. The air conditioner must be removed when student vacates the room.
- 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 two 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**

Students are advised to take precautions when cooking to insure damage is not done to the countertop, side splash, stove, or cabinets. **Oversized pots and pans touching these surfaces while cooking will result in damage.** Students should remove the range countertop 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 17).

### **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.

### **Furniture Additions/Removals**

Residents are not permitted to remove or add any state-owned furniture without approval by the ORLS. 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 complete an on-line work order. 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.

### **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

### **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. 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.**

**Approximate kitchenette damage costs:**

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

**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](mailto:residentiallife@downstate.edu)

### **Cable Television Stations**

2	WCBS	16	ABC FAMILY	43	CBS SPROTS NETWORK
2.1	WCBS-DT	17	BLOOMBERG	44	CNN
2.2	WCBS-DT2	18	MSNBC	45	FX
3	USA NETWORK	19	CNBC	46	TNT
4	WNBC	20	CSPAN1	47	CARTOON NETWORK
4.1	WNBC-DT	21	CSPAN2	48	WEATHER CHANNEL
4.2	WNBC-DT2	22	RU TV	49	OPRAH WINFREY NETWORK
5	WNYW	23	COMEDY CENTRAL	50	AMC
5.1	WNYW-DT	24	MTV	51	ANIMAL PLANET
6	WNJU	25	MTV2	52	NATIONAL GEOGRAPHIC
7	WABC	25.1	WNYE-DT	53	E! ENTERTAINMENT
7.1	WABC-DT	25.2	WNYE-DT2	54	SYFY
7.2	WABC-DT2	26	VH1	55	LIFETIME
7.3	WABC-DT3	27	VH1 CLASSIC	56	TV LAND
8	HEADLINE NEWS	28	FIT TV	57	NICKELODEON
9	WWOR	29	FOOD NETWORK	58	A&E
9.2	WWOR-DT	30	HGTV	59	BET
10	WXTV	31	TRAVEL CHANNEL	60	FOX NEWS
11	WPIX	32	HISTORY CHANNEL	61	HBO (EAST)
11.1	WPIX-DT	33	SCIENCE CHANNEL	62	HBO SIGNATURE
11.2	WPIX-DT2	34	WE TV	63	HBO2 (EAST)
11.3	WPIX-DT3	35	GAME SHOWNETWORK	64	HBO WEST
12	TBS	36	ESPN	65	HBO2 WEST
13	WNET	37	ESPNEWS	66	HBO FAMILY (EAST)
13.1	WNET-DT	38	ESPN2	67	HBO FAMILY (WEST)
13.2	WNET-DT2	39	ESPN CLASSIC	68	SPIKE TV
13.3	WNET-DT3	40	ESPN U	69	FOX SPORTS 2
14	DISCOVERY	41	MSG PLUS	70	TV ONE
15	TLC	42	MSG	71	BRAVO

### **Equipment**

Equipment, such as vacuums, hand-trucks and moving carts may be obtained from the 811 main desks from 9:00 a.m. – 10 PM, 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](http://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](mailto: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. If your device does not have either a [DMC or DMCRH](#) wireless profile, please click instructions based on the device platform. *Please note:* residence hall occupants should substitute DMCRH where DMC appears in the instructions.
5. There are two wireless networks for general usage: **DMC/DMCRH** and **DMC-Portal**.  
**DMC (OR "DMCRH" IN THE RESIDENCE HALLS):**  
6. For Downstate students, faculty and staff who have campus network (Active Directory) accounts. Use this network if you can; it will allow access to more resources.  
To access the **DMC** wireless network students, faculty and staff will need to log in using your campus **network (Active Directory) account**. *This is a **different** account from your email account.*  
*Students:*  
Your username is your nine-digit Downstate student ID number; your password is the one you were issued by Student Admissions for email, Banner and the Application Checklist when you first started.  
*Staff, Faculty:*  
Most faculty/staff already know their campus network username and password since they use those to log onto their Downstate computer. Your username is your first initial and last name (up to a total of 8 letters).
7. 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.

## 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 personal 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. 34<sup>th</sup> St.** There are a limited number of spaces available, which are divided up by college. 3<sup>rd</sup> and 4<sup>th</sup> year medical students with rotations or internships at the hospital have the best chance of getting a space. Lot is open around the clock.

#### Off Campus

##### **Clarkson Avenue, 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).