The Department of University Housing And Residence Life



Community Handbook 2025-2026

SAVANNAH STATE UNIVERSITY

Updated 8-1-25

Welcome to University Housing & Residence Life

"Goodbye to the days of dormitory living, Hello to living and learning Residence Halls."

Although the need to house students is an essential function of residence halls, it is not the most important reason for investing institutional resources in these facilities. If the only purpose of residence halls was to house students, off-campus apartment owners could do it equally well and with less cost. Organizing the peer environment in residence halls as a means of facilitating various aspects of students' cognitive and psychosocial growth and development is the principal reason for investing.

The very word "university" comes from the Latin "universitas," meaning the whole, the universe, a community, society. Such a community must allow for many opinions and beliefs, recognize and respect individual differences, and offer a level of personal security that fosters growth. We all arrive on campus with varying degrees of knowledge and understanding about people different from ourselves, and the opportunity to learn about others is one of the most significant benefits of life here at Savannah State University. Students have different backgrounds, ethnicities, races, religious affiliations, sexual orientations, national origins, abilities, and other identities. This richness in diversity is what makes living on campus so great. Living and interacting with people who are different from you helps you learn and grow as a person, increases your understanding of others, and better prepares you for living in our increasingly diverse and global world. We encourage you to take the initiative to meet and become friends with someone different from you. You are sure to create lasting friendships and many memories.

Please know the residential facilities are staffed with professionals who care… they care about you and about helping you make your time at Savannah State University the best experience possible. We are dedicated to you not only as a student but also as a valued person and customer. We will strive to provide a safe, comfortable environment conducive to your educational, social, and overall developmental growth. In addition, we encourage you to take advantage of every opportunity to develop sound working relationships with all those with whom you will share space to create a sense of community.

The next time someone refers to your living facility as a dorm, tell them that at Savannah State University, we have 'residence halls', where students' collegiate experiences are enriched.

Again, Welcome to Savannah State University Housing & Residence Life





Savannah State University
Housing & Residence Life

Our Focus
*"Building **Community** through Mutual **Respect**, Shared **Responsibility**, and Individual **Empowerment** to Foster Student **Success**"*

Mission
The mission of Housing and Residence Life is to provide comfortable, affordable, and inclusive communities that engage students in living and learning experiences within a safe and secure environment that fosters a sense of belonging, supports personal development, and promotes academic success.

Vision
Creating environments where students come to live, live to learn, and leave to change the world.

Community Living Standards
Members of SSU's residential community choose to live in a richly diverse environment that encourages each resident to realize their full potential. As such, each community must foster growth by recognizing and respecting individual differences. In addition, it allows a level of personal security where all can express their beliefs and opinions.

Our Community Principles (Pillars)
- *Community* –cultivate and sustain an environment where individuals and groups learn, grow, and develop to their full potential
- *Respect* -embrace the value of inclusiveness and diversity by treating every individual with dignity, courtesy and kindness
- *Responsibility*- exhibit thoughtful behavior and continuous refinement of personal perceptions to foster an atmosphere of mutual respect and civility
- *Empowerment*- pursue the development of the personal skills and perspectives necessary to become positive and productive members of society
- *Success*- embrace lifelong learning by challenging and supporting individuals to pursue intellectual, personal and professional development

Our Goals
- To offer a safe and secure living environment
- To provide inclusive living and learning communities
- To foster a culture of learning
- To provide exceptional customer service

Resident Learning Outcomes Inquisitiveness
- Students will be able to articulate how experiences challenge them outside of their comfort zones
- Students will be able to demonstrate the ability to engage in inquiry that promotes further personal learning

Self-Awareness & Integrity
- Students will be able to identify and articulate differences among members of the community from their own
- Students will be able to explore their personal values and articulate a time when their decision-making did or did not align with those personal values

Civility
- Students will be able to demonstrate positive behaviors and respect toward others in their communities
- Students will be able to understand how their behaviors (positive and negative) affect community members

Leadership & Service
- Students will be able to recognize and advocate for change
- Students will be able to use their values, strengths, and experiences to improve the lives of others
- Students will be to identify the needs of their campus and Savannah community and demonstrate service through everyday interactions/actions

Community Living Guide - Reference Guide
If you have any questions, please ask your residence hall staff or refer to the Community Living Guide.

GUEST/VISITATION POLICY

- All guests must have a valid official United States-issued photo ID to be checked in at the community desk upon arrival.
- Escort your guests at all times. You are responsible for your guest's behavior and you will be held accountable for their actions
- You may have overnight guests stay in your room for up to two (2) consecutive nights (University Commons & University Village), but guests may not sleep in common areas (living rooms or floor lounges). Due to the size of the residential rooms in the traditional facilities, overnight visitation is not allowed.
- Residents and guests may have up to three (3) overnight visits per semester. Overnight hours are 12 a.m. - 7 a.m. During final exams and during certain times of the year when heightened security is necessary to protect Savannah State University residents and residence halls, visitation may be restricted. Examples of such events include citywide events that significantly affect the Savannah State University Community and the surrounding area and events that create crowd control concerns.
- Residents must get approval from Resident Hall Director 48 hours prior to guest arrival.

ALCOHOL/DRUGS/TOBACCO USE

- Drugs and/or alcoholic beverages or any other controlled substances are not allowed on the campus of Savannah State University. The consumption of drugs and/or alcoholic beverages is strictly prohibited on campus.
- Any items considered a weapon or drug paraphernalia may not serve as decorations. Violators will be subject to arrest, fines and/or eviction. (See Student Rights, Responsibilities, and Ethics).
- Empty alcohol containers may not be used as decoration or as a collectible
- You may not possess, use, distribute, sell, or manufacture illegal drugs/narcotics.
- If you choose to smoke tobacco, understand that Savannah State University is a smoke-free campus.

DISTURBANCE/DISRUPTION

- Savannah State University will not tolerate harassment, a hostile environment, or threats of violence, including aggressive advances.
- You and your guest(s) must comply with reasonable requests of University officials

FIRE SAFETY/SECURITY/EQUIPMENT

- Candles, incense and items with open flames, halogen lamps, extension cords, and exposed heating elements are not permitted.
- Nothing can be hung from the ceiling in the residence halls
- Weapons (real, decorative, and toy) are not allowed. This includes water, airsoft, pellet, and paintball guns
- Tampering with fire safety equipment is a criminal offense under State of Georgia and City of Savannah laws
- You must vacate your room during an evacuation

SOLICITATION/POSTING POLICY

- Soliciting and posting is prohibited inside and outside the residence halls, except as otherwise permitted by the posting policy which may be referenced on page 46

APARTMENT/ROOM RESPONSIBILITY

- Insurance: Fire, flooding, theft, environmental growth, and vandalism are examples of events that can cause damage to or loss of personal possessions. Your personal property is not insured by the University. As such, SSU strongly encourages students to secure insurance coverage for personal belongings either through their parent/guardian's homeowner's insurance or with a separate renter's insurance policy.
- Room/apartment check process: Over the summer, all rooms are inventoried, inspected, and cleaned. **If you find damages, you will have 48 hours after you move in to submit a maintenance request.** ***If you do not submit a maintenance request, you can be held responsible for any damages.*** **If you are missing items in your rooms, you will have 48 hours to notify your RHD via email.** ***If you do not notify your RHD of any missing items in your room you can be held responsible for any items when your room receives its next inspection (winter break or spring closing).***
- Each roommate shares responsibility for common and/or shared cleaning, painting, repairs, or replacements of damaged residence hall property in your apartment/room unless a roommate accepts responsibility for the damage
- You are responsible for keeping your apartment/room clean and submitting maintenance requests for broken items
- Fish/small turtles in a tank no larger than 10 gallons are the only approved pets in University Housing
- Submit a maintenance request http://maintenanceportal.cglcompanies.com/

KEYS/STUDENT ID CARDS/ACCESSING HALLS

- Under no circumstance may you allow anyone to borrow or use your SSU ID or key
- You are expected to report any information regarding any lost or stolen key(s) and/or ID to a University Housing staff member or residence hall community desk

Lost Key(s) and Access Card Fees

- Room Key: $95
- You are not permitted to duplicate or modify any university-issued key or IDs
- You are not permitted to change and/or add locks to apartments or rooms
- You must return all university-issued keys/IDs to the appropriate staff members upon moving out of the residence hall or when changing rooms

NOISE/QUIET & COURTESY HOURS

- Quiet hours: Sunday-Thursday, 10 p.m. – 10 a.m. and Friday-Saturday, 12 a.m. – 10 a.m.
- During quiet hours, noise should not be heard between apartments, bedrooms, or common areas
- Courtesy hours are in effect 24 hours a day, 7 days a week
- During final exams, quiet hours are in effect 24 hours a day

PROHIBITED ITEMS (Comprehensive list will be emailed with housing assignment)

- Alcohol
- Weapons, decorative or otherwise
- Prescription medicine not prescribed to you
- Illegal drugs and drug paraphernalia
- Pets (except fish)
- Halogen lamps, candles, space heaters, incense, open element cooking appliances
- Extension cords, multi-plug outlets
- Personal transportation devices, which include, hoverboards, self-balancing scooters, electric scooters/mopeds, battery-operated scooters/mopeds, gas-powered scooters/mopeds and segways

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University Housing reserves the right to revise the Community Living Guide at any time and to make such other rules as deemed appropriate or necessary for the safety, care, and cleanliness of the Residence Facility and for securing the comfort and convenience of all occupants of the Residence Facility.

University Housing Staff

The University Housing Office is part of the Division of Student Affairs. It is responsible for the comprehensive management of the residence halls, including resident welfare, facilities, staffing, community builders, discipline, room assignments, budgeting, policy information, and advising the Residence Hall Association (RHA).

Central Office Staff

Director	Michael A. Sharpe
Assistant Director	Tadisha Young
Administrative Coordinator	Vacant
Residential Health Education	Joslyn Whipple
Student Assistant, Residential Operations	Breaun Early
Student Assistant, Residential Operations	Giovanni Monroe
Student Assistant, Residential Operations	Sidney Montfort

Facilities Staff - ABM

Senior Facilities Manager	Mark Berkley
Facility Manager	Mandy Whitten

Residence Life Staff

Graduate Assistant, Student Staff Selection & Training	Justin Pounds
Graduate Assistant, Student Staff Selection & Training	Candace Bills
Graduate Assistant, Student Staff Selection& Training	Deovion Peek
Residence Hall Director, Camilla-Hubert/Richard R. Wright Sr., Hall	DeVaughn Hamilton
Residence Hall Director, Melvin Bostic Hall	Rayne Clark
Residence Hall Director, Tiger Place	Ta'Mya Dorsey
Residence Hall Director, University Commons	Barry Dorsey
Residence Hall Director, University Village	Troy Asbury

Community Assistants

Each building has designated undergraduate student staff member(s) called the Community Assistant (CA). The CAs are peer leaders who live among students in residential communities. CAs develop meaningful relationships with and shape the learning experience of residents in their community. CAs are trained to assess and meet the needs of residents through daily interactions and by engaging residents in the planning and implementation of the residential curriculum. The CAs serve as a resource to residents, act as a liaison between residents and the university community, and mediate conflicts.

Graduate Assistants

Graduate assistants perform a myriad of community office administrative duties, including overseeing office operations and providing administrative support for full-time staff. They are also available to assist residents with any questions or concerns.

Residence Hall Director

The Residence Hall Director (RHD) is a live-in, full-time professional staff member with a bachelor's degree in college student development or a related field. The RHD is primarily responsible for the residential curriculum, assisting residents, supervising the CAs, and day-to-day oversight of their facilities. The RHD has an office in your residence hall and maintains regular office hours.

Maintenance & Operations Staff

The facility's custodial staff is on-site Monday - Friday, 8:00 a.m. – 5:00 p.m. The maintenance staff is on-site Monday - Friday, 8:00 a.m. - 5:00 p.m., and is available on an on-call basis 24/7. See page 20 of the Community Living Guide for steps to submit a maintenance request. The staff works cooperatively with the community desk, RHDs, and Director to ensure that all facility issues are resolved in a timely manner. Call the CA on Duty should you need emergency assistance in your room or apartment after business hours. Please go to page 14 of this guide for more information on our facility services.

Student Assistants

Residents are an integral part of our success. University Housing employs Student Assistants in various positions within University Housing & Residence Life and the Central Housing Office.

Eligible Students

Fall and Spring Eligibility Requirements:

Only students accepted to Savannah State University are eligible to live in University Housing, and students must be officially admitted to the University before completing the Housing application process. Acceptance of the Housing Contract is not a commitment of admission to the University, and any housing assignment inadvertently made to one who has not been admitted to the University for the involved academic term shall be null and void. The University requires minor students to have a guarantor co-sign all Housing Contracts and shall not enter into any contract with a minor student without a co-signer's written guarantee of payment. Residency in University Housing requires full-time student status at Savannah State University State as defined by the University Registrar's Office. Fewer hours are acceptable only in the semester of graduation or with prior written permission from the Director of University Housing or designee. Students will not be permitted to maintain occupancy in University Housing during academic sessions when not registered for classes except upon the prior written permission of University Housing.

Summer Eligibility Requirements:

1. Officially enrolled Savannah State University students and attending classes during the summer semester.

2. A limited number of halls will be open to accommodate students enrolled in summer classes. Students who want to live in University Housing during this period must submit a summer housing application.

Checking In/Moving In

When you check-in, you will sign for and receive the following items:

1. **Room Key**- provides access to your apartment or suite and bedroom doors (if applicable).

You will be responsible for these items for the duration of your residence hall stay. If they are lost or stolen, refer to pages 17 and 34.

Your room has been inspected and cleaned prior to your arrival on campus. You should take a very close look and note anything out of the ordinary – specifically, damaged or missing items. If you notice any missing items upon moving in, you must email your RHD **each item within 48 hours** of moving in. This is ***very important*** because at the end of the year after you have checked out, staff will go through the rooms to determine what needs to be repaired and what needs to be replaced. If you do not submit maintenance requests for any damages, we can only assume that the damage occurred during your stay, and your student account may be charged upon check-out.

Checking Out/Moving Out

End of Fall Term - All Residence Halls will officially close for non-graduating residents on the Friday of Fall Commencement at 1 P.M. unless specified by the university. The Residence Hall for graduating residents will close on Saturday following Fall Commencement at 1 P.M unless specified by the university.

End of Spring Term —All Residence Halls will officially close for non-graduating residents at 1 p.m. on the Friday of Spring Commencement unless specified by the university. The Residence Hall for graduating residents will close on the Saturday following Spring Commencement at 1 p.m. unless specified by the university. The university will not provide housing between the end of spring and the beginning of summer school for those students residing in on-campus housing for the first and extended sessions.

Failure to check out properly may result in being charged a $175 Improper Checkout fee.

Our staff will inspect your room/suite/apartment after you leave.

TIP: If possible, arrange to check-out with your roommates to avoid confusion over who is responsible for any damage. All common area damage is divided among all residents as appropriate.

When you check out, move out, change rooms, or leave University Housing:

1. Remove everything from your bedroom & apartment. University Housing is not responsible for abandoned items.
2. Completely clean your bedroom, bathtub, sink, toilet, oven, stove, refrigerator, mop all floors, etc., and return all furniture to its original location.
3. Return your key at the time of check-out.
4. Be sure to fill out a forwarding address form at your mailroom to forward your mail to your new residence.

Residence Hall Information

Camilla-Hubert

Description

Camilla-Hubert Hall provides suite-style living for approximately 76 residents on 3 floors. Residents share a bathroom inside their unit. The suite has a total occupancy of two residents. Two bedroom suites is a double occupancy room and one is a single occupancy.

The suites feature a lockable built-in closet for each resident, LVT flooring, an extra-long (38” x 80") twin bed, three drawer dresser, desk and chair per resident. Each room includes one or two windows with shades. Wireless internet access is available for the living area. Streaming services are available with Xfinity TV with a SMART TV.

Dimensions

Dimensions vary as some rooms are laid out slightly different for structural and utility accommodations. It is best to wait until you check-in and take measurements before purchasing items to decorate your suite.

The Living and Learning Center

Description

The Living and Learning Center provides suite-style living for approximately 306 residents on 3 floors. Two Resident rooms are connected by a bathroom to be shared by two or four residents. Four person cluster is a double occupancy room and two person cluster is a single occupancy.

The suites feature a built-in closet for each resident, LVT flooring, an extra-long (38” x 80") twin bed, three drawer dresser, desk and chair per resident. Each room includes one or two windows with shades. Wireless internet access is available for the living area. Streaming services are available with Xfinity TV with a SMART TV.

Dimensions

Dimensions vary as some rooms are laid out slightly different for structural and utility accommodations. It is best to wait until you check-in and take measurements before purchasing items to decorate your suite.

Richard R. Wright Sr. Hall

Description

Richard R. Wright Sr., Hall provides suite-style living for approximately 104 residents on 3 floors. Residents share a bathroom inside their unit. The suite has a total occupancy of two residents. Two bedroom suites is a double occupancy room and one is a single occupancy.

The suites feature a lockable built-in closet for each resident, LVT flooring, an extra-long (38” x 80") twin bed, three drawer dresser, desk and chair per resident. Each room includes one or two windows with shades. Wireless internet access is available for the living area. Streaming services are available with Xfinity TV with a SMART TV.

Dimensions
Dimensions vary as some rooms are laid out slightly different for structural and utility accommodations. It is best to wait until you check-in and take measurements before purchasing items to decorate your suite.

Melvin Bostic Hall

Description
Melvin Bostic Hall provides suite-style living for approximately 325 residents on 5 floors. Residents share a bathroom inside their unit. The suite has a total occupancy of two residents. Two bedroom suites is a double occupancy room and one is a single occupancy.

The suites feature a lockable built-in closet for each resident, LVT flooring, an extra-long (38” x 80") twin bed, three drawer dresser, desk and chair per resident. Each room includes one or two windows with shades. Wireless internet access is available for the living area. Streaming services are available with Xfinity TV with a SMART TV.

Dimensions
Dimensions vary as some rooms are laid out slightly different for structural and utility accommodations. It is best to wait until you check-in and take measurements before purchasing items to decorate your suite.

Tiger Place

Description
Tiger Place provides suite-style living for approximately 171 residents on 3 floors. Residents share a bathroom inside their unit. The suite has a total occupancy of two residents. Two bedroom suites is a double occupancy room and one is a single occupancy.

The suites feature a lockable built-in closet for each resident, LVT flooring, an extra-long (38” x 80") twin bed, three drawer dresser, desk and chair per resident. Each room includes one or two windows with shades. Wireless internet access is available for the living area. Streaming services are available with Xfinity TV with a SMART TV.

Dimensions
Dimensions vary as some rooms are laid out slightly different for structural and utility accommodations. It is best to wait until you check-in and take measurements before purchasing items to decorate your suite.

University Commons

Description
There are 42 townhome buildings which make up University Commons. University Commons consist of one bedroom/one-bathroom units, two bedroom/two bathroom, two bedroom/one bathroom, three bedroom/two bathroom and, four bedroom/two bathroom units. One bedrooms units are reserved for students with a 3.60 GPA or higher and graduate students in good academic standing. The townhomes include living areas, private bedrooms, as well as a full kitchen with a refrigerator, stove and oven. All units are fully furnished with an twin extra long bed, three drawer dresser, desk and chair per resident. The living areas include a sofa and sofa chair with a dining room table and chairs. Wireless internet access is available for the living area. Streaming services are available with Xfinity TV with a Smart TV as part of living in on-campus housing.

Dimensions
Dimensions vary as some rooms are laid out slightly different for structural and utility accommodations. It is best to wait until you check-in and take measurements before purchasing items to decorate your suite.

University Village

University Village houses approximately 660 residents in 10 buildings. University Village has fully-furnished apartments. There are one, two, and four bedroom apartments. One bedrooms units are reserved for students with a 3.50 GPA or higher and graduate students in good academic standing. Two bedroom units are reserved for students in the Honor's Program. The apartments include living areas, private bedrooms, as well as a full kitchen with a refrigerator, stove and oven. All units are fully furnished with a twin extra-long bed, three drawer dresser, desk and chair per resident.

Dimensions

Dimensions vary as some rooms are laid out slightly different for structural and utility accommodations. It is best to wait until you check-in and take measurements before purchasing items to decorate your suite.

University Housing Services

Mail

Mailboxes are located in the mailroom in King-Frazier as well as in Adams Hall. All mailboxes are accessible during the business day for checking your mail. Your campus mailbox and your student e- mail address are the methods that University Housing staff use to communicate with all residents. In the table below, the "XXXX" is the box number assigned at check-in.

Mailing Address Format

(first and last name) 3219 College Street Mailbox # **XXXX** Savannah, GA 31404

****Omit using "Savannah State University" on mail or packages to avoid delivery delays.*

Package Pick-up

Package pick-up hours are posted on the mailroom door. If you receive a package, you will receive an automated email to your SSU student email account. You must bring a picture ID to pick up your package and will be required to sign for your package. Residents can only accept packages addressed to their name (no nicknames, no parents' names). Packages not claimed within one week or not addressed to a current resident will be returned to sender. Amazon packages are ready the next business day after you receive a "delivered" notification from Amazon.

Outgoing Mail

The mailroom will accept your stamped envelopes for outgoing mail service. Full service post offices are also located at 1900 E. Victory Dr. Suite 3, Savannah, GA 31404.

Mail Forwarding

Prior to move-out, complete the mail forwarding form and turn into the mailroom. Your mail will be forwarded for 30 days to the address you submit or until the mailing labels run out. Once mailing labels run out, all mail will be returned to sender. It is the residents' responsibility to notify others of mailing address changes.

Mail Tampering

Tampering with mailbox locks or removing mail addressed to another person is prohibited. Mail addressed to anyone other than the current occupant(s) should be returned to the mailroom. It is a federal offense to tamper with mail not addressed to the designated person.

Laundry Facilities
Washers and dryers are located in the laundry rooms in each residence hall. If there are any problems with the machines, please submit a work request (see page 20 for instructions to submit a work request). Community residents may only use these machines to clean their personal items. The university does not assume liability for damage to, loss, or theft of personal property. Students must assist with maintaining the cleanliness of the laundry rooms and the machines. To report damage or repair issues with the community laundry room, contact the laundry vendor at https://laundryroomequipment.com/contact-us/ or see your Resident Hall Director.

Elevators
Tampering with, misuse of, or vandalizing elevators is prohibited. This includes but is not limited to, forcing doors open, unnecessary use of alarms/emergency phones, accessing elevator controls or control room, and entering the elevator shaft or exterior of an elevator. All residence hall residents may be charged for any damage if the responsible party is not found. Elevator service may be temporarily discontinued if elevators are repetitively abused.

Lost and Found
The community desk accepts lost and misplaced items by placing them at the community desk. If you believe an item was stolen, report it to the Savannah State University police immediately. Savannah State University assumes no responsibility for abandoned, lost, or stolen items.

Trash Removal
Residents are responsible for removing all trash from their bedroom and apartment.

Cable Services
Xfinity is our provider of cable service. Xfinity Stream is included with your campus housing. Just log in at xfinityoncampus.com to start watching live TV, sports, and thousands of other movies and shows. Then, download the Xfinity Stream App to watch your favorite TV shows and movies on the go. You must also provide your own instrument (television, computer, etc.).

Getting started is easy:

- Download the Xfinity Stream app or visit xfinityoncampus.com
- Tap "Sign in here" for Xfinity On Campus Students
- Enter your school in the search field
- Log in using your school credentials
- Once authenticated, start watching

Parking
Students who desire to park motor vehicles on campus must purchase a parking permit (see savannahstate.edu/permit). Students and their guests who drive vehicles must obey all parking and traffic regulations. During restricted hours (7:30 AM to 4:00 PM, Monday to Friday), students may park only in their designated zone/lot. Students without parking permits or those improperly parked are subject to ticketing, booting, and/or towing at the owner's/operator's expense. More information can be found at www.savannahstate.edu/parking-transportation. Official communications regarding parking will be sent via SSU Tiger mail.
Parking double, in fire lanes, or in designated staff, faculty, or commuter/visitor spaces during restricted hours or anytime in a reserved space will result in the vehicle being ticketed, booted, and/or towed at the vehicle owner's expense. The University is not responsible for damage that may occur during towing. Vehicle reconditioning, repair, and maintenance (including changing oil or changing tires) are not permitted within any parking lots at Savannah State University. Vehicles without decals and vehicles deemed inoperable or in disrepair by management may be removed at the owner's cost. Additional parking information, fines, and the ticket appeals process are found at www.savannahstate.prohibited inedu/parking-transportation.

Parking Policy

- You must own or legally possess a vehicle to be issued a parking space.
- Valid and current license plate are required for vehicles.
- Selling of your parking access to another individual is not allowed.

- Parking decals are not transferable. Parking access is only granted to the parking applicant that received approved parking decals.
- Vehicle information on the application must be complete and accurate.
- The parking decals must be displayed on your vehicle's windshield on the driver's side. Cars without parking decals will be ticketed/towed at the owner's expense.

Savannah State University assumes no responsibility for vehicles or the protection of any vehicle or its contents at any time. Illegally or improperly parked vehicles will be ticketed and towed at the owner's expense. Contact the Savannah State University Police for information regarding your towed vehicle. If you notice a vehicle improperly parked, report it to the police.

Facility Services Guide

Welcome to University Housing! ABM handles our facilities and custodial services. This facilities services guide will provide you with a good understanding of what you can expect from our staff while living in the residence halls at Savannah State University. There are handy tips for you to follow to maximize services and to minimize energy waste while maintaining a healthy, clean, and comfortable lifestyle as you journey through your college experience. Please let us know how we are doing when you see our staff working to maintain the residence halls. We like both praise and constructive feedback and look forward to serving you.

Our Staff

Our custodial staff can be seen on every floor **several** times throughout the day. They work in the public or common areas only. Maintenance staff will be on floors only when responding to service requests and emergencies, conducting walk-throughs/checks, or participating in tours.

Identifying Our Staff

Staff members who are not provided with a uniform are required to display an ID tag at all times. A combination of standard uniforms and/or ID cards is expected for other campus service staff and most outside contractors.

We Provide Your Maintenance and Custodial Services

ABM provides routine and emergency maintenance and custodial services to Savannah State University residence hall students. Because many factors can affect who, how, and when services are provided, this guide has been prepared to help you understand what you can expect in many typical situations that may arise while making your home in our residence halls. Please note that problems with cable TV or internet problems should be reported directly to your RHD.

Sometimes We Must Refer Problems

Our staff repairs the vast majority of work requests we receive. Sometimes, it may include redirecting work to off-campus service companies (e.g., elevator maintenance contractors) or renovation contractors (e.g., for residence halls that reopen after large or small renovations). Requests referred to others are also coordinated and tracked by the residence hall facilities staff.

It is our responsibility to contact all contractors. By maintaining our ongoing relationships with these service providers, we can typically follow up and secure repairs within a reasonable time. We hold some work until it can be combined into a larger, more efficient project or contract. Examples include room painting and carpet replacement.

Reporting Maintenance Work Orders: We Want YOU to Submit the Maintenance Request

By placing your own work request, we can contact you, the person who is most affected or has the best information, to describe what's wrong. Fires and medical emergencies should always be reported directly to SSU Police at (912) 358.3004 (DO NOT use 911 – on-campus emergencies are coordinated through SSUPD). Thefts and non-emergency police situations should be referred to SSUPD at (912) 358.3004.

Don't assume that someone else reported problems in public areas. Take the time to submit a work order for problems in floor lounges, hallways, stairwells, lobbies, and exterior doors. Common areas are all part of your home away from home. When requesting work for public areas, you can help us by providing the room number on the plastic room number sign.

What to Expect When You Submit a Maintenance Request

We ask for enough details to help our staff decide who will receive your request and help our service staff understand the problem as much as possible before arrival. Before you check into your room, our staff may have placed a

maintenance request to ensure that your room is in its best condition. Because these maintenance requests may have been submitted before your arrival, maintenance employees may arrive at your room to repair something that you did not submit. They will provide you with the reason for their visit before entering your room. If you are not home at the time, they will leave a notification that they were in your apartment or suite.

How to Submit a Maintenance Request
University Housing provides a web link to report maintenance concerns. Work orders are assigned in the order they are received. It is our goal to respond to work orders as quickly as possible. During non-peak times, we try to respond to non-emergency work orders within 24 business hours. It may take us longer to respond to you during peak times, like move-in. Work orders submitted after hours, on weekends, or holidays will be assigned the next business day. To submit a maintenance request, go to Asset Essentials | Dashboard.

Things to Consider:

1. Please inform your roommate(s) and/or suite-mate(s), of your maintenance request. This will eliminate duplicate calls for the same problem.
2. Only one maintenance request submission is necessary to report a problem. Repeated reports for the same problem will only overload and slow down the system for responding to issues.
3. If you report a problem in a common area (e.g., kitchen, lounge, or bathroom), please leave your name, room number, phone number, and email address. You will be contacted only if the maintenance worker has a question that needs to be addressed.

Reporting Emergency Problems
Problems that require immediate attention and arise during evening and weekend hours should be directed to the CA on Duty or the community desk.

Planning and Starting Work
Depending on the urgency of each maintenance issue, we will create a service request and contact our maintenance staff. Once your maintenance request has been submitted, you will receive an automatic email confirmation with your service request number. Once a manager approves your request and assigns it to maintenance or custodial staff, you will receive another email with your service request number. Please keep this number handy when contacting our office about the status of your request.

For most work, we currently do not schedule repairs the way that some agencies do, i.e., "Someone will be there between the hours of 9 and noon on Tuesday." Our pest control contractor will always schedule in advance due to the nature of their work. Most repair staff will arrive without prior notice.

When We Enter Your Apartment and/or Room
By making a request, you are giving implicit permission to enter your apartment and/or room. We have a responsibility to maintain our residence halls year-round, and we will enter resident spaces to fulfill these duties - sometimes without prior notice.

Every effort will be made to minimize this inconvenience. We train our staff to understand that private living spaces may only be entered for cause and always enter with a maintenance request or in response to emergencies. When we know that inspections or preventative maintenance must be conducted while the halls are occupied or over semester breaks, we will post notices advising residents of our intent to enter residential space.

There may be times when we have to enter your room, but we still need to return to finish the job. Staff will use their "I was here" door hanger to leave behind on your room door to let you know why we were there.

What We Expect from Our Staff

- Knock and announce themselves as "Maintenance" or "Custodian"
- Identify themselves personally if asked
- Leave the space in the condition it was found, cleaning any mess we create
- Answer any questions you may have
- Provide an "I was here" door hanger if residents are not present when work is complete
- Lock the door – even if the door was not locked.

Some Services We Cannot Provide
Certain services are not provided. Please see the examples listed below:

Examples of Services Not Provided:

- Orthopedic backboards
- Loan out our tools
- Mattress pads
- Installing locks on closet doors
- Storage of personal property
- Removal & storage of University Housing resident room furniture
- Repairs to personal property
- Running new electrical service into existing rooms

Delayed Services

Due to the nature of service requests, we may not have the necessary parts or supplies in stock. We make every effort to keep ample supplies in stock to avoid such problems. Additionally, work may need to be coordinated between work crews or scheduled sometime in the near future to avoid disruptions to residents. When we know about a circumstance that will delay our work in common areas of the residence halls, our staff will alert residents in the affected areas to the nature of the problem and any delay.

Deferred Services

Some repairs are deferred, so they may appear never corrected. This could be our choice (e.g., replacing carpeting in the summer when the residence hall is less occupied) or your choice (e.g., painting the space). If you have questions about repairs that have not been fulfilled, please get in touch with ssuservicerequestissues@cglcompanies.com or your RHD.

Our Response Time Emergencies - Utilities

Almost every utility outage to an entire residence hall can be restored within a few hours. However, some interruptions or combinations of problems may affect the continual supply of a utility. Please ask your Residence Hall Director for updates; they'll let you know what we know.

Routine Work

Routine requests received today are given to our staff as quickly as possible but no later than the start of the next work day. Our supervisors prioritize work daily so residents receive the best, timeliest services as resources permit. Repairs may take longer at the start of each semester because this is when most residents report problems. Most routine problems receive a response the same day.

Responses to Typical Repairs

Response times for maintenance problems vary according to the nature and timing of the problem. After the initial rush of reported problems that occur during fall and spring openings, the following generalizations may be made.

Emergency Repairs

Emergency requests will be addressed using the first available staff. Examples include no power, no water, a person stuck in an elevator, a flood, and no lights at all.

Routine Repairs

Routine problems submitted during the week will typically be addressed within 48-72 hours. Weekends and holidays are the exception; the work will be addressed the next work day. Routine problems include pipe drips, clogged sinks/toilets, clogged showers/tubs, insects in rooms, stuck windows/jammed garbage disposals, and/or lock-core changes.

Resident Satisfaction

We strive to provide service that meets your standards, and your feedback is very important to us. After we complete a service request in a resident's room, we will leave behind a door hanger. We will occasionally send a satisfaction survey; we encourage you to complete these so we can always work on improving our service.

General Inquiries

We'll respect your space, privacy, and belongings, and we hope you'll respect us for the work we do. Are you curious about what products we use, how repairs are made, and health or safety issues you hear about in the media? Interested in any aspect of facilities management? Start by emailing ssuservicerequestissues@cglcompanies.com. We'll find an answer or refer you to the best person.

Feedback about our Work

Upon completion of the work request, you may receive an email regarding the resolution to the original work request. Each option provides an opportunity for feedback. We encourage you to share your feedback about your experience with our facilities staff, both positive and negative. To help us assist you better, please have your work order number available.

Damage Billing Schedule

According to your Housing Contract, you are responsible for the condition of your room and any shared spaces. We work hard to attribute cleaning, repair, and/or replacement costs to the responsible resident for damages. Below is a list of items and the associated repair or replacement costs.

Damage Pricing Schedule ***(fees are subject to change)***			
		FURNITURE CLEANING	$50.00
APARTMENT/ ROOM KEY	$95.00	FRONT DOOR LOCKSET	$200.00
BATHTUB	$1,845.00	HOLES IN WALLS/CEILINGS	$175.00
BED FRAME	$255.00	LIGHT FIXTURE, BATHROOM	$50.00
BEDROOM DEADBOLT	$80.00	LIGHT SWITCH	$25.00
BEDROOM/BATHROOM LOCKSET	$70.00	MATTRESS	$225.00
BLINDS	$150	MICROWAVE/ HOOD	$300.00
CABINETS	$175.00	MIRROR	$200.00
CARPET CLEANING	$250.00 unless replacement is warranted	OUTLETS	$25.00
CLOSET SHELF	$25.00	OVEN/RACKS	$25.00
COFFEE TABLE	$129.00	PAINTING WALLS/CEILING	$35 minimum, plus $1 per sq. ft. over 35 sq. ft.
COUNTERS	$75.00 - 350.00	PHONE/CABLE JAC	$50.00
DESK	$290.00	REFRIGERATOR	$750.00
DESK CHAIR, ea.	$110.00	SHOWER ROD	$30.00
DESK DRAWERS, ea.	$45.00	SINK, BATHROOM	$150.00
DINING TABLE	$175.00	SINK/FAUCET	$125.00
DISHWASHER	$250.00	BUILDING SYSTEM DETECTOR/ AUDIBLE	$120.00
DOOR JAM REPAIR	$150.00	SMOKE DETECTOR (Local)	$30.00
DOOR REPAIR (small hole)	$200.00	SOFA	$550.00

DOOR REPLACEMENT (entry)	$500.00	SOFA CHAIR	$420.00
DOOR REPLACEMENT (bedroom, closet, bathroom)	$250.00	SOFA CUSHION (damaged - replacement)	$84.00
DRAWERS, (Kitchen/Dresser) ea.	$25.00	STOVE	$350.00
DRESSER	$290.00	THERMOSTAT	$75.00
END TABLE, ea.	$124.00	TOILET PAPER HOLDER	$25.00
FLOOR	$25 per 12" X 12" tile	TOILET SEAT	$25.00
FLOOR, CERAMIC TILE	$50 minimum fee and $10 additional fee for ea. sq. ft. over 1 sq. ft.	TOWEL RACK	$25.00
		VANITY	$350.00
		WINDOW (apartment)	$275.00
		WINDOW (other)	TBD

Selected Facilities Topics and Services

Below are selected topics that we know you care about. In this section, we provide very useful tips on maintaining a comfortable home in our residence halls while staying with us. Some tips below can save you and the department valuable resources, so please review them carefully. Contact your RHD should you have any questions about the information provided.

Heating and Air Conditioning

The heating and air conditioning systems in University Housing save energy when used correctly. They are balanced for maximum comfort. You only need to adjust the thermostat to get the room temperature to what is comfortable. The type of heating and air conditioning that is in your apartment depends on where you live:

- Camilla Hubert - split system heat pumps
- Living & Learning Center - two-pipe with electrical strip heating
- Richard R. Wright Sr. Hall–room PTAC with thermostat on the unit
- Melvin Bostic Hall - room PTAC with thermostat on the unit
- Tiger Place – room PTAC with thermostat on the unit
- University Commons – Split system heat pumps. Each apartment has its' own thermostat
- University Village – Split system heat pumps. Each apartment has its' own thermostat

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TIP: Opening windows causes the systems to unbalance, thereby overcooling or heating the bedrooms and bringing in moisture. Savannah has a humid climate, and introducing additional moisture into your living space will prevent your unit from operating correctly.

Roommates must discuss the room temperature to agree on a thermostat setting. You are entitled to comfort, but energy consumption leaves less for our future, so please keep this in mind.

Ensuring Proper Operation of Heating/Air Conditioning Units

Periodic filter changes are scheduled for all residence halls on campus to ensure the proper functioning of the unit. Please assist with this operation by allowing access to the unit during the residence hall's scheduled time.

In Tiger Place, Melvin Bostic Hall, and Richard Wright Hall, do not block the HVAC closet in your space. University Commons and University Village, do not place furniture or other objects in front of the HVAC closet door. Our facilities team cannot move your personal items but need access, at any time, to the closet for troubleshooting and repairs.

In Camilla Hubert, do not block the HVAC return vent in your room. The return vent needs at least 10 feet of clearance to operate correctly.

Be advised that your heating and air conditioning units will be less effective if your windows are opened. This is particularly true in warm weather during conditions of high humidity. Opening your windows in the "cool of the morning" will flood your room with moisture-saturated air, which is difficult for your HVAC system to remove. As a result, it will take several hours from the time you close your window (after it starts getting warm) for your air conditioning unit to return your room to a normal comfort level.

Leave your thermostat at "Auto" for optimal operation to give your system a break. Housing facilities do not recommend setting your thermostat AC setting below 70 degrees.

Common Area Cleaning

During each normal workday, the custodial staff enter common areas to empty trash and straighten up. They will not enter your room to clean up after you.

Carpet Cleaning in Suites and Apartments

Dirt and stains happen, but some residents make little effort to remove them from the carpet before the stain is set into the fibers. When we get apartments back in the summer, many stains have become permanent. We continue to improve our resident spaces by replacing the most damaged and severely stained carpeting. This work is expensive, and the cost of replacing the carpet early due to improper care will be passed along to the suite or apartment occupants. We expect residents to make every effort to blot and clean up spills immediately. Some carpet cleaning

products and stain removers you can buy at local stores are effective if used immediately. Sometimes, spills and stains may be of a sufficient magnitude to require professional treatment. Please submit a maintenance request immediately if you are unable to remove a carpet stain on your own.

We will continue to use outside contractors to replace badly stained or soiled carpeting or if the carpeting is damaged by bleach or burns. The cost of this work will be passed along to the responsible resident(s).

Elevators
Our elevators are mechanically sound and meet or exceed applicable codes.

Damages and abuse by residents are common reasons for elevators to become inoperable. When phones are damaged or taken, the elevator cannot be operated (as a safety policy), which causes inconvenience for everyone. State law requires us to shut down elevators if specific problems occur. Many of these problems are due to vandalism. Do not hesitate to report information concerning those responsible for vandalism. By allowing the misdeeds of a few to go unreported, you and your fellow responsible residents will continue to be inconvenienced by elevator outages and share the collective liability damage fees.

TIP: If an elevator stops between floors, people inside the car can use the phone in the elevator panel to directly connect to campus police at (912) 358.3004 so staff will be dispatched.

Flood Clean-up
Unfortunately, floods happen primarily due to carelessness or vandalism by others. After a flood, we will remove water from floors in common and resident spaces to prevent mildew and damage to floor tile or personal property. We need to enter resident spaces to determine the extent of flooding and extract the water. We will use the necessary equipment and outside vendors to assist in clean up. Regardless of the flood's cause, we assume no responsibility for damage or odors from rugs. Renter's Insurance is strongly recommended.

In the event of significant water entry, equipment may be left in your space to assist with drying. Residents should not touch or move the equipment. Residents will be billed for any damage to equipment left in their spaces.

Serious and significant water entry events could result in students being relocated. Please know that this decision is not taken lightly.

Vandalism, Graffiti, and Pranks
Every resident has a responsibility to treat the property with respect and to abide by the community living expectations that unwarranted damages and destruction of property shall not be allowed nor tolerated. Not only does the cost of repairs and replacements caused by pranks, vandalism, and graffiti affect everyone's bill, but it also reflects negatively upon everyone who allows it to continue. Residents have a responsibility and obligation as good neighbors to report negligent behavior by others so that appropriate disciplinary action and financial remuneration can be made. Please note that repairs to damages in common areas will be split amongst all residents in the community if no one accepts responsibility.

Upholstered Furniture
As with carpeting, residents need to act immediately to blot up spills and remove food on upholstery before permanent staining sets in. We invite residents to place a maintenance request after trying and failing to remove stains. We offer to respond if resources are available to see if we can prevent permanent staining. Residents remain responsible for replacement costs if permanent staining or other damage has occurred.

Beds
A lofted bed constitutes any bed frame that is more than 36" from floor level. University Housing beds at the highest level are 32" from the floor level.

Any request to raise, lower, or loft a bed must be submitted by email to your RHD.

All University-provided room furnishings must remain in the corresponding Housing room/apartment. University Housing has no space to store furniture residents do not wish to use, and furniture may not be removed.

Mattresses
We buy one standard mattress and do not offer soft, firm, or extra-firm mattresses. The size of the mattresses is generally 36" X 80"– XL twin.

Pests
Just like your own home, residence halls have plenty of places for small insects to hide. Complaints we receive are given to our local contracted service. Often, however, the lifestyles of others may cause a problem in other's space. For small infestation issues, you may consider purchasing consumer product traps or sprays.

TIP: To lower your chances of sharing an infestation, you should regularly clean up after cooking in rooms, remove the trash, recycle cardboard boxes, avoid leaving scraps on the floors, and keep up with general house cleaning.

Almost every year, we have confirmed cases of fleas and flea bites because other residents keep unauthorized pets. Pets are not allowed. Too often, we cannot trace problems to individual residents and rooms. Common sense is a lethal weapon against pests. You can help manage and control infestations by avoiding situations like those mentioned above.

Bedbugs were believed to have been eradicated 50 years ago in the United States and elsewhere with the widespread use of DDT. Today, they thrive in places with high occupancy. Check your luggage before coming home or back to the residence halls. You will significantly reduce the chances of a bedbug infestation. Although not strictly nocturnal, bedbugs are mainly active at night. If you get bitten, look very carefully around the mattress and bed to try to determine if it is a bed bug. Report the situation to your RHD and submit a maintenance request.

Once a report of suspected bed bugs is received, Housing Facilities will contact a local pest control company. This company will investigate and provide the next steps. Residents are expected to follow all recommendations and guidelines to assist with treatment.

TIPS: Bedbugs can be killed by heat over 98 degrees Fahrenheit. If you discover bed bugs in your clothing or linen, contact the community desk in your building immediately.

Painting and Wall Damages
We paint resident spaces as needed. Residents are not permitted to paint their own spaces. Whether on drywall, using commercially available adhesive wall putties (such as Hold-It) virtually guarantees not to mar paint finishes or drywall surfaces and to avoid possible charges for wall damages. Residents may not drill into walls. Surprisingly, most double-sided foam adhesive tapes are difficult to remove, can damage paint, and must be avoided. If you are not sure, ask your RHD what is appropriate. The bottom line is that your room and living areas must be returned in the same condition you received them, or you will be billed for anything other than normal wear and tear.

Equal Access
We work with the Office of Disability Services to offer assistive devices based on an individual's needs. Several spaces in residence halls have been equipped for mobility-impaired residents. We have ADA rooms with fixtures that enable all residents to use our facilities equally. Changes can usually be made to fire alarm systems and our campus telephones. Strobe lights, bed shakers, and even doorbells are possible for many locations. University Housing staff can also be made available to assist mobility-impaired residents in gaining access to our residence hall areas.

Insurance Claims
Residents are encouraged to obtain private insurance covering themselves and their property. The State of Georgia is one of many states nationally that protect itself and its workers from civil suits to recover costs and damages.

For Your Health
Community living will be an adjustment for you, not only psychologically but also physically. Before coming to campus, you perhaps lived in a single-family dwelling in some version of an apartment, condo, or house. Moving into a new environment takes time for your body to adjust. You can take steps to keep your body healthy throughout the academic year. Below are tips taken from the Center for Disease Control and Prevention website.

Take these everyday steps to protect your health:

- Cover your nose and mouth with a tissue when coughing or sneezing. After you use the tissue, throw it in the trash.
- Wash your hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose, or mouth. Germs spread this way.
- Try to avoid close contact with sick people.
- Stay home if you are sick for seven days after your symptoms begin or until you have been symptom-free for 24 hours, whichever is longer. This is to keep from infecting others and spreading the virus further.

Other important actions that you can take are:

- Follow public health advice regarding closures, avoiding crowds, and other social distancing measures.
- Be prepared in case you get sick and need to stay home for a week or so; a supply of over-the-counter medicines, alcohol-based hand rubs, tissues, and other related items could be useful and help avoid the need to make trips out in public while you are sick and contagious.

If you get sick, please notify your CA or RHD. Your RHD will help you locate the resources you need to get healthy again. Asking for help is the best way to get back to your healthy self, and we are here to help.

Cleaners and Disinfectants

Our custodial staff routinely disinfects common area sinks, urinals, and toilets. The products and chemicals used are selected for their effectiveness and ability to be used safely by our staff. Nevertheless, many products require personal protective equipment (e.g., gloves, goggles, or rubber-soled boots) to be worn by our housekeepers.

Pesticides

When pest problems require a chemical answer, a certified contracted staff of entomologists and applicators selects materials for their effectiveness as well as low toxicity. We use only pesticides that have been registered with the federal Environmental Protection Agency and the Georgia Agriculture Department. Many products often require personal protection to be worn by our applicator (e.g., goggles, respirators, or gloves). You have the right to know any information we have on the specific chemicals we use before or after any treatment we provide. You may e-mail us at housing@savannahstate.edu for more details.

Products We Use

Pesticides, cleaning agents, and disinfectants are but a few products that staff use each day. All of our other operations comply with regulations, and work methods approved by the different regulatory agencies, whether at the federal, state, or campus level. Products used by our employees are required to be reviewed for safety reasons, and the Materials Safety Data Sheets required by law are available for supervisors and employees to use. As we receive information on regulatory changes in work methods and the use of chemicals that can affect personal or resident safety, our managers will initiate the appropriate changes to comply and assure the safety of residents and workers alike.

"Rust" in Water

When water lines break underground, the resulting repairs may cause sections of pipe or damaged valves to be removed and replaced. Soil may be introduced into the lines and may cause water to run cloudy or rusty once water service is restored. Sometimes, the water in a residence hall will look rusty or cloudy or smell after long periods of not being used, such as semester breaks or over the summer. Running water in sinks or showers will help run the dirt or smell through the lines. When the fire department opens hydrants as part of their annual checks, sediment can be brought along in water lines. This, too, may cause water to appear cloudy, rusty, or smelly. Although these are almost always the reasons water may not look perfectly clear, feel free to report suspect water in a work request so someone can look into each problem.

Environmental Growth

Molds produce allergens, but like other allergen, exposed individuals will respond differently. If you have symptoms that you believe may result from allergens, make an appointment with Campus Health Services for an exam.

The EPA reports that "there is no practical way to eliminate all mold and mold spores in the indoor environment; the way you control indoor mold growth is to control moisture." Molds are part of the natural environment and can be

found everywhere, indoors and outdoors. More information can be found at www.epa.gov/mold/ten-things-you-should-know-about-mold.

Mold and mildew are not uncommon and can occur anywhere moisture may exist. The best way to eliminate the risk of encountering mold or mildew is to know what it is, what it looks like, and how to prevent it.

Mildew is often dusty and can be black, brown, yellow, pink, or orange. Mold is black, white, brown, or green and has a fuzzy appearance. If you see any areas of your room or belongings gain a few new spots, consider treating it right away. Small spots may be treated with eco-friendly cleaners such as vinegar, baking soda, or hydrogen peroxide. Alternatively, you can use bleach diluted with water or other household cleaners to treat small areas. If you are consistently treating the same location or have discovered a prominent spot, submit a maintenance request, and a member of our team will be by your room to address the concerns.

Residents can do the following to help prevent mold and mildew growth:

- Do not open windows while heating or cooling units are operating. This will cause condensation and may contribute to environmental growth.
- Do not place furniture or other items in front of heating and cooling units that can obstruct airflow.
- Set the thermostats to no lower than 70 degrees when cooling and no higher than 74 degrees when heating your room. The thermostats should be on "Auto."
- Do not leave wet or damp closets, towels, or shoes in closets.
- Use the bathroom vent fan when showering. After showering, allow the fan to run for 20-30 minutes and leave the bathroom door open to allow moisture to dry.
- Routinely clean bathroom areas to prevent the growth of soap scum or building of mildew.
- Make sure your shower curtain is the proper length to prevent water from escaping while showering. Use a bathmat to help absorb water after showering.
- Report any water problems (leaks, dripping faucets, wet carpets, drips) immediately by submitting a maintenance request.
- Remember that cleaning just once will not result in never having to clean that same area again. Regular cleaning is necessary to prevent mold.
- If you notice a moisture buildup, such as condensation, wipe it away with a dry cloth or paper towels.
- Small residential dehumidifiers can help lower relative humidity to an ideal 30-60% and decrease mold growth.
- "Pink mold," or the pink-tinted coloration in your toilet or shower, is not mold. It is a bacterium that grows in warm, wet environments and thrives on fatty substances like soap.

Energy Conservation

Conservation succeeds through the cooperation of two groups: the campus building managers and the residents. Building managers strive to keep their residence hall's systems operating efficiently and, when funds are available, pursue energy conservation renovations to reap pay-offs in future years. Building managers often know the size of their utility bills; residents do not. Most often, no one pays attention to how energy is being consumed and whether any of it can be saved— so, you see, everyone pays by doing nothing.

Energy conservation saves our environmental resources and your money. In residence halls, we are increasingly committed to finding and using better means to conserve or avoid energy waste. We need your help to be more successful.

You Can Conserve Too

Turn off room lights when you're not home. When studying, use your desk lamp, preferably with a fluorescent bulb, instead of the light in your room. Radios, televisions, computers, and other electric devices do not need to be on when you're not in your room. Some residents add additional lighting in their rooms or apartments. Halogen torchière lights are cheap, but do not use them. Fluorescent Torchière lamps are now commonly available and produce equivalent light at 20% of electrical consumption. Using fluorescent lamps will also decrease fire hazards and make your room more pleasant during the cooling season.

Keep sink faucets and shower fixtures from dripping and report those that do. Open your blinds only when necessary and see they are closed when the sun is shining on the glass. Encourage others to conserve. Every person makes a difference. Be energy conscious – a green world is our joint responsibility – conserve natural resources. Our future generations may depend on the choices we make today. Be an Energy Watcher in your residence hall and on campus, no matter where and what you're doing. Do not use halogen torchière lamps due to high fire risk.

Safety and Security

Fire Safety

University Housing follows the fire protection codes of the National Fire Protection Association, the National Fire Codes, and the Fire Prevention Codes. The fire safety system is designed to detect any potential threat to the facilities and residents. Any excessive smoke can activate the system. The system is also designed to extinguish fires as quickly as possible. When the system detects a fire, the sprinkler head activates and releases 35 gallons of water per minute until the system is manually reset. This volume of water can cause extreme facility damage that is very costly. Do not tamper with or touch a sprinkler head. Residents will be responsible for any restitution to residents and the University as a result of the activation of a sprinkler head.

The following items are prohibited from the residence halls: any candle, incense, potpourri burners, flammable liquids (i.e., gasoline, propane, and kerosene), space heaters, and any other open-flame items.

Tampering with and/or the misuse of fire and safety equipment (including, but not limited to, fire alarms, door alarms, fire extinguishers, exit signs, emergency phones, fire doors, smoke or heat sensors, sprinkler systems, etc.) is prohibited by law.

Stove and Oven Safety

- Never leave cooking food unattended. If you must leave the kitchen while cooking, turn off the stove.
- Grease fires must never be extinguished by water. Otherwise, serious injuries will occur. Use an oven mitt to remove the burning grease from the stove and place the pan in the sink.
- Never use flour or water to extinguish a cooking fire. Flour is combustible, and water can spread the fire.
- Should a pan fire occur, use a fire extinguisher, baking soda, or a tight-fitting metal lid to extinguish the fire. If the fire has spread already beyond the pan, get out immediately and **call the University Police at (912) 358.3004.**
- Your fire extinguisher is located under your kitchen sink. If it is missing or has been used, submit a maintenance request for replacement.
- Never attempt to carry a burning pan out of the kitchen area; severe burns could result, and the fire could spread.
- Keep pan handles turned inwards so they are not accidentally bumped.
- Do not wear clothing with loose sleeves while cooking.
- Remove combustible objects such as dishtowels, potholders, decorations, or boxes from or near the stove.
- Keep the stove clean. Do not allow grease to accumulate on cooking surfaces.
- Be sure to remove any food or grease that spills inside the oven.
- If the oven has a fire, turn it off and allow the fire to go out completely before opening the oven door.
- If a fire breaks in a microwave oven, keep the door closed and unplug the unit. Don't try to remove burning containers from a microwave.

- If a fire breaks out in your apartment, no matter what size, **call the University Police at (912) 358.3004**.

Resident Identification
University Housing requires that you have a photo ID in your possession or quick access to your photo ID. When a housing staff member or any official of the University who identifies themselves as such asks to see your ID, you must provide it to the requestor.

Weapons
The health, welfare, and safety of our students is a priority for Savannah State University. We are committed to maintaining an environment conducive to student well-being and success. State of Georgia law and Savannah State University policy prohibit the possession of weapons in University Housing. Violating the University Housing policy regarding weapons may result in cancellation of the housing contract, criminal charges, and/or the sanctions set out in the Savannah State University Student Code of Conduct. The resident is responsible for the actions of their guests, and their violations of the weapons policy may result in the cancellation of the resident's housing contract. If a resident's contract is canceled for a violation of the weapons policy, the resident is required to move out of their residence hall room. No refund will be made for any unused portion of the contract.

Insurance
Fire, flooding, theft, environmental growth, and vandalism are the types of events that can cause damage to or loss of personal possessions. The University does not insure your personal property and is not responsible for any loss or damages. As such, SSU strongly encourages students to secure insurance coverage for personal belongings either through their parent/guardian's homeowner's insurance or with a separate renter's insurance policy.

Emergency Contact Information
University Housing requires all residents to keep emergency contact information up-to-date per the Housing Contract. At check-in, residents will be asked to verify emergency contact information. Residents need only identify persons they wish for University Housing or the Dean of Students to contact in an emergency.

Savannah State University Police Department
The Savannah State University Police Department (SSUPD) is on-campus 24 hours a day, seven days a week. SSUPD patrols the residence hall zone, including the parking lots and hallways. SSUPD are fully trained and commissioned police officers with full arresting authority. SSUPD may assist residents with vehicle trouble (locked out of the car, dead battery, etc.), safety escorts, noise or disturbances in the public areas outside of the residence halls, and investigations of criminal and suspicious activities. SSUPD also responds to all fire alarms. The police generally do not address noise within the residence halls or assist with lockouts from rooms. For these services, contact the CA on duty or the community desk.

Escorts
The University Housing corridor is monitored by security and patrolled by police; however, please walk with fellow students, especially at night. SSUPD will provide safety escorts to various points on campus. If you feel unsafe and need an escort, please contact SSUPD at (912) 358.3004.

Evacuation Safety
In an emergency or drill that requires you to evacuate the residence halls, an audible alarm will sound with flashing lights to exit the residence hall. Every alarm *requires* prompt evacuation; you must leave your residence hall immediately. When evacuating, proceed to the nearest exit, go to the designated evacuation area noted below, and stand clear of all entrance and exit doors. A university official will notify you when it is safe to re-enter the residence hall. Failure to evacuate the residence hall during an alarm violates the Code and will result in disciplinary action.

Persons with Disabilities may need assistance in the event of a fire or emergency requiring evacuation. When it makes sense to do so, persons with disabilities should wait in the stairwell for rescue workers to assist. If University officials are not available to assist, volunteers may be necessary. The person with the disability knows how to best be assisted so persons volunteering assistance should ask for instructions on how to help.

Missing Student Notification Policy and Procedure Policy:
Each student who lives in University Housing must designate a person to be contacted ("Housing Emergency Contact") if the University ever determines the student to be missing from their on-campus residence. For students aged 17 and under, the designated Housing Emergency Contact must be a custodial parent or guardian, except when the student shows proof of emancipation. Upon reaching 18, students may change their designated Housing Emergency Contact upon request to a person who is not a custodial parent or guardian.

If a student who resides on campus is reported missing from their campus residence, University Housing will immediately notify the University Police Department. If the University Police Department determines that the student has been missing from their campus residence for 24 hours or more and has not returned to campus, then the University Police Department will notify the Dean of Student's Office and the Director of Housing as soon as possible, but in no event later than 24 hours after making this determination.

Procedures:

1. **Designating a Housing Emergency Contact:**
   On-campus student residents are required to designate a Housing Emergency Contact when checking in to University Housing. University Housing collects and maintains the Information on the student's Key and Emergency Contact Card. Before issuing housing keys to the student, a Housing employee checks to confirm that the student has completed the primary Housing Emergency Contact section on their *Key and Emergency Contact Card*.

2. **Missing Student Reports:**
   Reports to the University of students missing from University Housing should be brought to the attention of the Director of Housing or their designee as soon as possible. The Director of Housing, or their designee, is responsible for immediately notifying the Dean of Student's Office and the University Police Department of the report, together with the involved student's Housing Emergency Contact information.

3. **Determination by Law Enforcement:**
   If the University Police Department determines that a student has been missing from University Housing for 24 hours or more and has not returned to campus, then the University Police Department will contact the student's Housing Emergency Contact as soon as possible, and in no event later than 24 hours following this determination.

Security

University Commons and University Village residents receive a key to their main apartment door and assigned bedroom. Use your apartment door peephole to see who is there before opening the door.

Camilla-Hubert, Living & Learning Center, Richard R. Wright Sr., Hall, Melvin Bostic Hall, and Tiger Place residents receive a key to their assigned bedroom door and their student identification card that opens the main entry points of the above-mentioned residence halls. Use your bedroom door peephole to see who is there before opening the door. Keep your bedroom doors locked at all times, and do not hold the entrance/exit gates or doors open for others.

A resident using an exit door MAY NOT pop the door. Propped doors allow unauthorized people to enter the residence hall or complex and breach each resident's and their property's safety. Report all suspicious persons or activities to the Savannah State University Police at (912) 358.3004.

TIP: Do not leave an exit door ajar by placing any object in it or using any object to jam the locking mechanism. This puts your whole community at risk for unauthorized entry and possible harm to others.

Your Room/Apartment/Townhome

A more comprehensive list will be emailed with your housing assignment.

What Not To Bring

- Alcohol
- Prescription medicine not prescribed to you
- Illegal drugs and drug paraphernalia
- Pets (except fish)
- Halogen lamps, candles, incense, open element cooking appliances
- Any weapons
- Weight lifting equipment
- Extension cords, multi-plug outlets
- Space heaters
- Personal transportation devices, which include, hoverboards, self-balancing scooters, electric scooters/mopeds, battery-operated scooters/mopeds, gas-powered scooters/mopeds and segways
- Microwaves

What To Bring

- Under the bed storage boxes
- Laundry bag
- Linens (XL twin)
- Shower Curtain (XL)
- Clothes hangers
- Desk lamp/floor lamp (No halogen bulbs)
- Power outlet strip (14 or 12-gauge wire)
- Flashlight
- Lamps
- Mini-fridge that is energy star rated and does not exceed 4.4 cubic feet
- Small first-aid kit with basic medicines
- Posters, pictures, and *removable poster mounting adhesive*
- Microwave – energy star rated and not to exceed 700 watts

Electrical Equipment

- All lights/cords must be in good condition and be UL certified.
- Halogen lamps and extension cords are not allowed on Housing premises. Use energy-saving light bulbs and power strips.
- The residence halls have limits on electrical systems. Overloading the circuits can result in tripped circuit breakers and can present a fire hazard. Any damage caused by personal electrical equipment or misuse of the system is the resident's financial responsibility, including damage to the facility and/or other residents' personal belongings.
- Items with exposed heating elements are prohibited. This includes but is not limited to sun lamps, immersion heaters, and hot plates.
- Use Power Strips instead of extension cords.
- Surge suppressor-equipped UL-approved power cords are highly recommended for computer systems and other valuable electrical equipment. Do not rely on the integrity of the electrical system of the residence hall to protect your computer equipment.
- Washers and dryers are not permitted in resident apartments.
- Irons must only be used with ironing boards and should never be left unattended.
- Space heaters are not permitted.
- Cooking outside of the kitchen is not permitted.
- Multiple outlet plugs that insert into an outlet are not permitted.
- Stereo equipment and speakers are expected to be appropriate for an educational environment.

Cleaning

The entire apartment and bedroom care and cleanliness are the responsibility of the residents per the Housing Contract, section I. G. The facilities staff provides cleaning services of Housing common areas (hallways, lobbies, grounds, etc.). A reasonable amount of cleaning is expected to maintain safe and healthy living. "Reasonable amount of cleaning" must be defined by the residents in the Roommate Agreement. Create a cleaning schedule when completing the roommate agreement for your apartment's common areas (kitchen, bathroom, etc.).

Health and Safety Inspections

Your CA will conduct health and Safety inspections periodically each semester. If you are not present at the scheduled/posted time, the CA will enter and perform the inspection. A notice will be left as a result of the inspection. You will have 24 hours to correct problems and comply with standards, or a fine may be issued. Failure to do so will be considered a violation of the Housing Contract.

Odors

The effects of cooking smoke and other fumes/odors must be confined to individual rooms and/or apartments. Residents should turn on the hood fan over the stove every time the stove is in use. Strong odor-producing products, such as consumer cleaning products, are defined as 'strong odor" by the most smell-sensitive individual in an apartment. The choice of scented air fresheners or cleaning products should be discussed among the roommates to ensure nobody is allergic or offended by the scent. Everyone should agree to the use and choice of the odor-producing product.

Decorating and Furniture

We encourage residents to personalize their bedrooms and apartments. We want you to feel at home; however, personalizing your spaces has limitations. For complete details on these limitations, please refer to the Community Living Standards section of the Community Living Guide.

Damages

Housing staff works hard to attribute damage and vandalism charges to the individuals responsible, but when we cannot determine which individuals are responsible, members of an apartment, room, or residence hall may be charged equally and collectively for any damages. Residents will be required to share (collective liability) the cost of repair or replacement of property in common areas when such repairs are determined to be vandalism or above and beyond normal wear and tear.

University Housing will determine damage and cleaning charges. Repair or replacement will be accomplished at the sole discretion of University Housing. We hope that affected residents will provide information to Housing staff to assign these charges to the individual(s) responsible. There are no appeals for a collective liability charge. Failure to pay damage charges will result in a "hold" being placed on the student's account (preventing registration, graduation,

grade reports, and transcript receipt).

Keys
Residents are issued a key to open the apartment front door and their assigned bedroom door. All residents are expected to have their keys and student identification cards with them at all times. Keys are only issued to the resident of that specific room. No one will be granted access to another resident's room for any reason. Residents should not lend or give their keys to anyone. The replacement fee for a lost key and lock re-core is $95.

TIP: If you drop your keys down an elevator shaft, an elevator technician will retrieve your keys for you at your expense. Let the community desk know your situation and submit an online maintenance request.

TIP: If your keys are stolen, you must report this to the community desk immediately. You will be encouraged to file a police report. The replacement fee for a stolen key is $95.

Personal Property
The University is not liable, directly or indirectly, for the personal property of residents and guests due to loss by theft, damage by fire or water, environmental growth, or any other cause. Residents are encouraged to purchase personal insurance (renter's insurance) to cover such incidents. To secure personal property, residents are urged to lock bedroom and apartment doors.

Roommates

Resident Bill Of Rights
Thoughtful consideration and common courtesy among roommates and neighbors are essential to your enjoyment of life in University Housing. As a resident of University Housing, you are entitled to the following basic rights:

1. The right to live in a clean and functional residence hall and room.
2. The right to study and sleep in your room without undue interference or unreasonable noise.
3. The right to free access to your room without pressure from a roommate.
4. The right to expect that roommates and their guests will treat your personal belongings respectfully.
5. The right to privacy in your room, except as limited by your Housing Contract, University policy, or applicable law.
6. The right to be free from fear, intimidation, and physical or emotional harm.
7. The right to be treated respectfully by University Housing staff.
8. The right to seek redress of grievances.

Room Entry
The University Housing staff reserves the right to enter apartments and bedrooms in accordance with the Housing Contract. Under certain circumstances, in accordance with applicable law, law enforcement officials may search residents' apartments and bedrooms.

Room Change
Room changes will begin after the drop/add period of each semester (excluding summer) and end two weeks afterward. Residents requesting room changes will need to visit the Central Housing Office located in Adams Hall. If the request is approved, the resident must move to the new assignment during the time frame specified in the notice (typically 48 hours). University Housing makes every attempt to accommodate resident needs but does not give the resident the right to occupy a specific room.

TIP: As innocent as inside apartment changes may seem, swapping keys with your roommate is a policy violation. You must speak with your RHD, who will assist you with facilitating key and database updates.

Roommates

Roommate requests are not guaranteed. Every resident is assigned to a specific room and must occupy only the assigned room. New residents may be assigned at various times during the year; therefore, vacant bedrooms may become occupied without prior notice.

Roommate Agreement

Residents are expected to communicate openly and honestly with one another and make a genuine effort to resolve their issues before going to the CA, RHD/, or Director. The Roommate Agreement is made available to assist everyone in an apartment, suite, or townhome and help them think through how they will live together for the academic year. There are a series of questions that should be answered right away while emotions are not so charged and conflict seems unimaginable.

To assist in the communication process, the creation of a roommate agreement for each room or apartment is required. Your CA will bring a Roommate Agreement Form to you during the first week of class. Turn in the completed form to your CA. Revisions by mutual agreement are encouraged as the year progresses and if new issues arise. The best way to avoid conflict is to be upfront with your roommate about little annoyances before they become too many to manage.

University Housing staff is available to assist residents with issues that may arise between roommates, but their assistance does not mean they will resolve the issues. The RHD may assist in the mediation of roommates who have been unable to resolve their conflict. They will meet with you and your roommate(s) during the day or evening at everyone's convenience. They will assist everyone involved by mediating the conversation and making sure everyone is participating. They will assist with writing a new roommate agreement, but they do not police the agreement.

Violations of the roommate agreement should be brought to the attention of the RHD within 24 hours of the violation. The notification should be in writing. It is recommended that you e-mail your statement to your RHD. Violations of the roommate agreement may result in room reassignment or judicial action. Roommate conflict does not terminate a housing agreement; however, if the housing agreement is canceled, the resident will find the fees associated with canceling the agreement on the student account.

Getting Involved

Leadership Opportunities

There are multiple ways to get involved with Savannah State University Housing. We offer student leadership opportunities such as RHA, Hall Council, and CAIT.

Residence Hall Association (RHA)

RHA is a traditional and popular organization present on many college and university campuses. It serves as the student government of Savannah State University Housing and represents all SSU students living on campus. RHA is comprised of the RHA Executive Board, which serves as the leadership for the Hall Councils.

Hall Councils

Hall Councils are governing sub-bodies representing the residence halls. Each Area/Hall Council has its own executive board. Elections for the Area/Hall Council occur in the early part of the fall semester. Officers are elected for each residence hall on campus. Area/Hall Councils are linked closely with RHA, the overall student legislative body for University Housing. Both RHA and the Area/Hall Councils plan events for residents and address the needs and concerns of those living on campus.

Community Assistants (CAs)

CAs are trained student staff members who serve as leaders in the residence halls and on campus. They have learned the critical path to be successful and willing to share what they know. Some CAs claim they use the position to "give back" to the campus. They serve as positive role models in the residential community and make themselves available for assistance.

Community Assistants In Training (CAIT)

CAITs are trained student staff members who focus on program development for our traditional residential communities. They work closely with the CAs to provide an enhanced and engaging experience for our residents. The CAIT program fosters residential students' leadership development journey by incorporating the Social

Change Model. Through the program, residential students will learn the fundamental values of the Social Change Model, build personal leadership skills, gain an understanding of being a change agent, and become more committed to civic engagement opportunities within the SSU community. The program allows participants to build mentoring relationships with SSU professional staff and peer mentors.

Conduct

The Student Code of Conduct and Administrative Policies (the "Code") and the University Housing Living Standards govern student conduct in University Housing. Student residents are expected to familiarize themselves with the Code (https://www.savannahstate.edu/student-affairs/student-ethics.shtml) and the Community Living Standards set forth below, as compliance is required, and violations may lead to conduct charges and disciplinary action, up to and including termination of your Housing contract. Violations of the Code and/or Community Living Standards will be referred to the Office of the Dean of Students for processing via the procedures described in the Code.

Community Living Standards

I. Guest/Visitor Policy

Guest/Visitor

Any person who is not a current resident, University Housing staff member, University employee on official business in Housing, or a contractor performing contracted services for the University on Housing premises is considered a guest/visitor. The Roommate Agreement is an excellent place for roommates to write down the agreed-upon parameters for guests in their Housing assignment. All such parameters must also meet University Housing policy requirements.

Guests who violate University Housing policies may be escorted off the property, issued a Criminal Trespass Warning (CTW), and/or be arrested. Below are our official policies and procedures related to guests of University Housing.

Additional restrictions may apply during certain times of the year when heightened security is necessary to protect Savannah State University residents and residence halls. Examples of such events include citywide events that significantly affect the Savannah State University Community and the surrounding area and events that create crowd control concerns. All residents are expected to comply with temporary additional restrictions during these times.

Residential Students

1. Residential students have access to all residential areas' public spaces (e.g., lobby, lounges, hallways). Student rooms are not public spaces.
2. If they are not a resident of the hall, the individual must be checked in as a guest/visitor by a resident of the hall they are entering.

Residential Non-Students

1. If they are not a resident of the hall and not an enrolled student, the individual must be checked in as a guest by a resident of the hall they are entering.

Non-Residential Guests

(Nonresidential Savannah State University student, Non-Savannah State University student, general public)

Guest Check-In

1. Residents must check in all individuals who do not reside in University Housing
2. Each resident may check-in up to two guests at a time
3. Both the resident and the guest must present a government-issued photo ID upon check-in of the guest
4. The IDs will be kept at the check-in location until the guest is checked out
5. **Examples of Acceptable Forms of government-issued photo ID:**
    a. Driver's License
    b. State Issued Identification Card
    c. Passport

d. Military Identification

Residents must accompany their guest(s) while checked into the residential area. If a resident is not accompanying their guest while checked into the residential area and a guest is found without their host, the resident/host will be found in violation of the University Housing Community Living Standards and referred to the Dean of Students Office. The guest will be asked to leave the residential area and may be issued a Criminal Trespass Warning (CTW), banning him/her from entering the residential area for a set period of time.

Guest Check-Out

1. A guest must check-out each time they leave the residential area
2. The resident must escort their guest to the designated check-out location
3. When the guest is being checked out (with their host), the guest will receive back their government-issued photo ID
4. If the resident/host has multiple guests checked in, the resident/host will not receive their government-issued identification until the last guest has been checked out

Overnight Guest Policy

1. Residents can host a maximum of three (3) overnight stays total within a semester and no more than two (2) nights consecutively. Residents are considered guests in spaces not assigned to them. As such, they are to abide by the same maximum number of overnight stays. In addition, a guest is to be escorted by the host at all times.
2. When a resident exceeds their three (3) overnights in a semester, guests in spaces not assigned to them. As such, they are to abide by the same maximum number; a resident can no longer check any guests in, regardless of the time of day.
3. Due to the size of the residential rooms in the traditional facilities, overnight visitation is not allowed.

Occupancy

Units have the following maximum guest occupancy capacities (these occupancy numbers include residents of the unit). Coordinating guest visitation with roommates is the responsibility of each resident in the apartment/suite. The RHD has the ability to approve or deny the maximum number of guests per resident.

Camilla-Hubert

- 2 bedroom semi-private suite – 4 people
- 1 bedroom semi-private suite – 3 people

Living & Learning Center

- 2-person cluster – 3 people
- 4-person cluster – 6 people

Richard R. Wright Sr., Hall

- 2 bedroom semi-private suite – 4 people
- 1 bedroom semi-private suite – 3 people

Melvin Bostic Hall

- 2 bedroom semi-private suite – 4 people
- 1 bedroom semi-private suite – 3 people

Tiger Place

- 2 bedroom semi-private suite – 4 people
- 1 bedroom semi-private suite – 3 people

University Commons

- 1 bedroom townhome – 4 people
- 2 bedroom town home – 6 people
- 3 bedroom town home – 6 people

- 4 bedroom town home – 6 people

University Village

- 1 bedroom apartment – 4 people
- 2 bedroom apartment – 6 people
- 4 bedroom apartment – 6 people

Noise/Quiet and Courtesy Hours

3. As a part of Savannah State University, University Housing is an extension of the academic environment that exists on campus. During quiet hours, noise should not be heard between apartments, between bedrooms, or between the common areas and the bedrooms to the extent that is humanly possible given the community design of the facilities. Quiet hours apply to the entire complex, including the grounds. Noise, conversations, or music from the grounds should not be heard by or disturb residents in their bedrooms or apartments. To support this living and learning environment, the following quiet hours are enforced:
   - Sunday-Thursday 10:00 p.m. - 10:00 a.m.
   - Friday and Saturday 12:00 a.m. - 10:00 a.m.
   - Final Exam Period 24 hours a day

4. Courtesy Hours are in effect 24 hours a day, seven days a week. Residents are expected to comply with the reasonable requests of fellow residents or Housing staff members and go about their activities more quietly.

5. Audible amplification (electrical or otherwise) of any musical instrument is prohibited within the residence halls. Headphones are recommended when using equipment that may be disruptive to others. With the exception of University Housing/University-sponsored or approved events, noise, music, or activities on University Housing premises should not be so loud as to disrupt other residents. Music should not be played at a level that disturbs other residents. Residents are expected to communicate with their neighbors and discuss unacceptable noise behavior before contacting a University Housing staff member to address the violation.

II. Keys/ Residence Hall Access

1. All residents are expected to always have their student identification and keys with them.

2. All residents are expected to show their Savannah State University ID upon requested by university representatives.

3. Loaning keys and/or ID cards to another person is strictly prohibited.

4. All residents are expected to report to University Housing regarding any lost or stolen key.

5. Residents are not permitted to duplicate or modify any university-issued key.

6. Residents cannot change and/or add locks to apartments or rooms.

7. All residents must return all university-issued keys to the appropriate staff members upon moving out of the residence hall or when changing rooms.

III. Apartment/Room Responsibility

Residents are encouraged to personalize their bedrooms and apartments. To ensure the safety of all residents and to protect property, residents will adhere to these standards:

1. Residents are responsible for any activities or damages in their apartment/bedroom when it can be reasonably shown that the residents knew or should have known that the inappropriate activity or damage occurred. This includes activities or damages caused by guests of residents.

2. Residents are responsible for keeping their apartment and bedroom clean, trash-free, and in a general

hygienic state. Bathrooms are to be cleaned and maintained by the residents of the apartment/suite. If at any time a Residence Life staff member feels that an apartment/room is not meeting basic cleanliness standards, the occupants will be given 48 hours to rectify the situation.

3. Residents are responsible for correctly checking out of their apartment/room at the end of the year or at any point in time when they are no longer considered a resident in that particular apartment.

4. Residents are responsible for ensuring their apartment/room complies with all procedures used during academic breaks or when vacating. Further information regarding break procedures will be communicated in advance of the break.

5. Residents are permitted to decorate their room and apartment doors; however, they are responsible for any damage caused by affixing items to the doors and/or walls. University Housing staff reserves the right to limit what items may be posted. Items should be appropriate and in good taste. To hang something on a painted surface, use an approved product to prevent damage. Wallpaper, nails, non-approved adhesives, tape, and stickers should not be affixed to university property. Do not make holes in walls.

6. Removal of or blocking of door peepholes is prohibited.

7. Residents must complete the proper steps to move from their assigned apartment or room to another apartment or room.

8. Violations of Roommate Agreements are prohibited.

9. Occupying apartment/room space outside of the housing contract period is prohibited. This includes failing to vacate the apartment community when it is closed.

10. University furniture must remain in the apartment at all times. University Housing cannot store apartment/room furniture to make space for personal items or furniture.

11. Any personal items or furniture brought into the apartment/room must be removed upon checkout.

12. Furniture in common areas (lounge, etc.) may not be removed and/or used in any other location, including resident apartments.

13. Painting and spray painting is not permitted.

14. The construction of lofts is not permitted. Any form of bed/furniture elevation that involves non-University Housing furniture or attachments to University Housing furniture is considered a loft. Elevated beds must be returned to their intended position (the non-elevated height).

15. Mini-blinds are provided for privacy and uniformity. Window displays that can be viewed from the exterior of the residence hall are not permitted. Even on higher floors in the residence halls, people on the ground can see into windows, and residents within Housing can easily view activities occurring in other rooms within the residence halls or complex. Be mindful to keep mini-blinds closed when you desire privacy. Residents are expected to display appropriate discretion with public displays while living in the residence halls.

16. Nothing in a student room may break the plane of an open window. No body part or no objects may project or extend past the plane of an open window.

17. Door decorating/posting on common area apartment/room doors must be considered acceptable for public display.

18. Weightlifting equipment is not permitted.

19. Empty alcohol containers may not be used as decoration or as collectibles in University Housing facilities despite a resident's age.

20. Stereo equipment and speakers are expected to be appropriate for an educational environment, and University Housing staff reserves the right to request that they be removed.

21. Pets and animals of any type are not permitted in any apartment, bedroom, residence hall, or any area inside or on the Housing premises. The only exceptions are fish in proper aquarium facilities (10-gallon tank maximum) and service animals. The owner or animal control will immediately remove animals found on the property.

22. Waterbeds, water guns, water balloons (or any item that holds more than 10 gallons of water) are prohibited.

23. Objects thrown from residence hall windows can cause severe damage; therefore, nothing may ever be thrown, hung, or suspended from a window or set on a window ledge.

24. Screens must not be opened or removed. Residents will be charged if screens are removed or missing. Window delimiters must also not be removed at any time.

25. Residents are prohibited from climbing in or out of a window.

IV. Fire Safety, Security, and Equipment

1. All residents are expected to comply with evacuation procedures. Failing to evacuate the residence hall during an emergency or when directed by housing staff or fire department personnel is prohibited and a violation of the State of Georgia and City of Savannah laws.

2. Tampering with any fire safety equipment, including, but not limited to, pull stations, alarms, fire extinguishers, exit lights, smoke detectors, and sprinkler systems, is strictly prohibited and is a criminal offense under the State of Georgia and City of Savannah laws.

3. Tampering with or damaging mobility and hearing-impaired equipment (i.e., door knockers, bells, lights, door arms, etc.) is prohibited.

4. Candles, incense and items with open flames, and exposed heating elements are not permitted.

5. All trees and holiday decorations must be removed within seven days of the holiday.

6. Synthetic and natural materials will burn rapidly. These materials may only be used as a decoration against a wall if they have been treated with a fire-retardant material (flameproofing) and are so labeled. No material may ever be hung from a ceiling or any exposed overhead structures.

7. Halogen lamps and extension cords are not allowed on Housing premises. Use energy-saving light bulbs and power strips/surge protectors. All lights/cords must be in good condition and be UL-certified.

8. The residence halls have limits on electrical systems. Overloading the circuits can result in tripped circuit breakers and present a fire hazard. Any damage caused by personal electrical equipment or misuse of the system, including damage to the facility and/or other residents' personal belongings, is the financial responsibility of the resident.

9. Refrigerators for bedrooms are permitted, provided they do not exceed 3.5 total cubic feet.

10. Residents are allowed to bring microwaves, as University Housing does not provide them. Microwaves may not draw more than 700 watts.

11. Privately owned air conditioners are not permitted. Fans should only be used when the resident is

present.

12. Washers and dryers are not permitted in resident apartments.

13. Irons must only be used with ironing boards, and irons should never be left unattended.

14. Space heaters are not permitted.

15. No weapons, decorative or otherwise, are permitted in University housing facilities.

16. All cooking is limited to the kitchen.

17. Multiple outlet plugs that insert into an outlet are not permitted.

18. All residents must abide by all parking regulations:
    a. Residents are not permitted to sell a university-issued parking decal to another individual.
    b. Falsifying information on a parking application is prohibited.
    c. Residents should always have their parking permits visibly displayed in their vehicles.
    d. Residents should not block exits, double-park, or park illegally with their vehicles.

19. No person may take property belonging to the University, University Housing, any resident, student, or visitor. Residents are expected to return found items to the University police or the community desk. Residents in possession of items reported as lost or stolen are subject to theft charges regardless of the manner of acquisition.

20. The accidental, willful, or intentional destruction, misuse, or abuse of Housing property or the personal property of other residents is prohibited.

21. It is prohibited to hold entrance/exit gates or doors open for non-residents. Exterior doors providing access to University Housing facilities are not to be propped.

22. Residents are expected to remove their own trash from the residence hall, which should be carried to the dumpsters.

23. Bicycles are to be stored in designated locations and are not to be secured in public areas or evacuation/ egress areas. Residents are not permitted to ride their bicycles in pedestrian common spaces.

24. "Flyering" is strictly prohibited.

25. Personal transportation devices, including hoverboards, self-balancing scooters, electric scooters/mopeds, battery-operated scooters/mopeds, gas-powered scooters/mopeds, and segways, are prohibited inside the residence halls.

26. Personal routers are prohibited in all SSU Housing residential facilities.

V. Alcohol / Drugs and Abuse / Inappropriate Use of Prescription Drugs

1. Residents may not consume or possess alcoholic beverages.

2. Alcohol bottles/containers are not permitted to be used as decorations regardless of the resident's age.

3. The possession, use, distribution, sale, or manufacture of illegal drugs/narcotics is prohibited by State law and University policy. The resident is subject to criminal prosecution as well as University disciplinary proceedings.

4. Possession of drug paraphernalia is not permitted on University Housing premises.

VI. Smoking

University Housing adheres to the smoking/tobacco-free campus policy outlined in the Student Code of Conduct. Smoking of any kind is prohibited in all residence halls.

VII. Solicitation, Posting Policy, and Donation Drive Guidelines

Definitions

Unauthorized Solicitation: Promoting, recruiting, fundraising, or selling of a product, service, or program without the written permission of University Housing.

SOLICITATION

1. The Residence Hall Association (RHA), Student Staff (CAs), Registered Organizations, and University Housing Staff may solicit with their supervisor's or advisor's permission.
2. Solicitation is limited to specific areas in and around residence halls. Approved places to solicit will vary from hall to hall but must be approved fourteen (14) days in advance by the RHD for that area. Space reservations can be made after receiving approval, not beforehand. Please get in touch with the residence hall staff for the designated areas in each hall.
3. To be approved to solicit in and around residence halls, a written request must be submitted for approval to the University Housing Staff member connected to the event or to the RHD in charge of the location where the solicitation is to occur.
4. Door-to-door solicitation is limited to University Staff only.
5. Here are specific rules and conditions regarding solicitation in and around the residence halls:
    a. No more than two (2) people are allowed to solicit at one time under an approved request
    b. No solicitation may occur before 10:00 a.m. nor after 8:00 p.m. unless otherwise approved
    c. Solicitation is limited to four (4) hours per day under an approved request unless otherwise approved
    d. Solicitation may not occur directly in front of building entrances or room/office doors
    e. Solicitation must not interfere with students' safety, security, or personal living space
    f. If a student or staff member objects to being personally solicited, then the solicitor must comply with the request
    g. Failure to comply with a University Staff member request will result in removal from the residence hall (or possible future requests being denied)
    h. All advertising must comply with the University Housing posting policy (see Posting Policy)
    i. Length of time and explanation must be provided with the written request
6. University Housing encourages individuals and organizations wishing to sell, solicit, or advertise products and services to the Savannah State University community to contact Business & Financial Affairs for details. As Savannah State University students, all residents may take advantage of such opportunities while on campus.
7. Residents are not permitted to operate a private business in any area of Savannah State University or University Housing property or use the University Housing mailing address, Internet connection, or telephone for that purpose.

POSTING

In an effort to assist chartered student groups and University departments in making residents aware of events and services on campus, University Housing staff will post approved posters and flyers about such events/services. All flyers/posters must be pre-approved by University Housing. Please submit advertisements to the Director of University Housing & Residence Life to obtain approval.

1. To post flyers/posters in the residence halls, you must be a chartered student group, a university department, or Savannah State University's University Housing Staff.
2. Here are specific rules and conditions regarding posting in and around the residence halls:
    a. Flyers/Posters should clearly state the name of the group or department sponsoring the event or services advertised.
    b. No commercial activities may be advertised except for the University.
    c. Flyers that encourage the violation of law or University policy and the consumption of alcohol or other drugs are prohibited.

d. We may choose not to approve flyers/posters with no end date or that are meant to be posted on an ongoing basis.
e. Flyers and posters may only be placed at designated posting locations. Posting on walls in hallways or stairwells is prohibited.
f. We reserve the right not to approve non-standard items (e.g., those that fall outside the parameters of typical flyers/posters, such as three-dimensional objects, posters larger than the standard size, posters made of non-paper products, etc.).
g. Posting is subject to space availability at the time of submission and is not guaranteed.

3. Flyers/posters meeting the above guidelines should be delivered to the Director of University Housing for review as follows:
   a. Flyers and posters should be delivered no later than 14 working days before the event is advertised. (Submit them sooner if extended advertising time is desired.)
   b. University Housing does not provide copying or printing services. You must provide all Flyers and posters, and they must be arranged in packets before delivery to University Housing.
   c. If you want flyers/posters displayed only in general areas of the residence halls, please submit no more than 10 flyers.
4. Large poster boards (for easels) may be posted in hall lobbies. University Housing has 5 halls/complexes with lobbies.
   a. Any organization wishing to advertise using large poster boards on easels must provide a poster board for each hall (a total of 5) to advertise equally to all of our residents.
   b. Boards must be submitted to the Director of University Housing for approval at least 14 working days before the event.
   c. To ensure that your poster boards are posted, organizations must supply their easels labeled with the organization name and a contact number.

<u>Donation Drive Guidelines</u>

Below are guidelines that must be followed before your organization's request for a donation drive in the residence halls is approved.

- Are you a Savannah State University registered student organization? If so, please state your organization name, your contact information, and the contact information for your faculty/staff advisor.
- What organization is receiving the donations from the drive? Please provide information about the organization and their contact information.
- What specific items are you desiring to collect?
- How are you promoting the drive?
- What is the start and end date?
- Your organization is responsible for providing and managing a receptacle(s). The receptacle must contain instructions and identification of your organization and the organization that will be receiving the donated items.
- Please provide the type, size, number, and location(s) of the receptacle(s) you will be using.
- Please provide a detailed schedule (e.g., date and time) for when the items will be picked up, as well as the name and phone number of the individual who will be picking up the items.

VIII. <u>Adjudication of Community Living Standards Violation</u>

For alleged violations of Community Living Standards, the following student conduct process will occur:

1. A campus email will notify a resident of the alleged community living standard violation.
2. The documented incident will result in the resident being charged with allegedly violating the University's Student Code of Conduct.
3. The resident will receive a charge letter via campus email and be required to schedule an Administrative Conference with the RHD/Office of the Dean of Students/or their designee.
4. Please note that some incidents may not be appropriately resolved by RHD. Those instances will require immediate resolution via the Student Code of Conduct.

X. Fines

University Housing & Residence Life reserves the right to take administrative action against students who fail to adhere to the rules and regulations of the University as stated in this handbook and **The Student Code of Conduct Handbook**. *Below is a list of fines that may be imposed for violations of policies or damage to property. The University reserves the right to change and/or make additions to the fine policy at any time with prior notification. Some damages may result in billing the entire building. Replacement or repair may not occur unless the full actual cost is assessed to the student(s).* ***All fines will be assessed via the Student Banner Information System.***

Conduct & Policy Violations

Violation	Fine
Alcohol/Marijuana	$500.00
Unsanitary Living	$100.00
Graffiti	Cost of Cleanup
Improper Checkout	$175.00
Visitation Violation	$100.00
Failure to Attend Mandatory Meetings	$15.00
Unsanitary Entire Bathroom	$35.00 each
Loss of Meal/Identification Card	$35.00 per occurrence
Pets (Non-Appealable)	$500.00
Smoking in Prohibited Areas	$100.00
Trash Fine	$90.00
Use of Prohibited Items	$100.00
Yelling Across Square/Balcony	$10.00
Loitering (after first written warning)	$75.00
Removing Furniture	$75.00
Excessive Noise (after first written warning)	$25.00
Babysitting	$100.00
Unauthorized Bed Risers	$25.00

Fire & Safety Violations

Violation	Fine
Tampering With/Covering Smoke Detector (1st Offense)	$100.00
Tampering With/Covering Smoke Detector (2nd Offense)	Eviction
Lock Out	$10.00 per offense
Illegal Entry/Exit Through Emergency Door (1st Offense)	$200.00
Illegal Entry/Exit Through Emergency Door (2nd Offense)	Subject to Eviction
Causing False Fire Alarm (1st Offense)	$200.00
Causing False Fire Alarm (2nd Offense)	Subject to Eviction
Failure to Adhere to Fire Alarms (1st Offense)	$200.00
Failure to Adhere to Fire Alarms (2nd Offense)	Subject to Eviction
Illegal Cooking Devices (1st Offense)	$100.00
Illegal Cooking Devices (2nd Offense)	Subject to Eviction
Use of Prohibited Items (1st Offense)	$200.00
Use of Prohibited Items (2nd Offense)	Subject to Eviction
Unlocked Door Notification (1st Offense)	Written Warning
Unlocked Door Notification (Additional Offenses)	$25.00

Lost Key Charges

Item	Fine
Lost Key	$95.00
Lost Parking Decal	Actual Cost