

Upperclass Quad Area Handbook



The Upperclass Quad includes Burton, Crosby, and Lovejoy Halls aka Loveburby. This handbook will help you become more familiar with your building, its facilities, and residential policies. You will be held accountable for the information in this handbook as well as any information regarding University rules and regulations printed in other publications.

The Bridge Area Office Phone: 585-276-6839

Office Hours:

Monday – Friday 8:30am- 5:00pm

thebridgeareaoffice@reslife.rochester.edu

Upperclass Quad Staff

Area Coordinator for the Upperclass Quad: Ashlan Hudson

Graduate Head Resident for Upperclass Quad: Anush Mehrabyan

Environmental Service Workers & Mechanics:

Housekeeping

The Environmental Service Worker (ESW) staff works to keep our residence halls safe, clean, and attractive. John Williams supervises a staff of ESWs who clean your bathrooms, hallways, lounges, and public areas. They do not clean student rooms, and they *are not responsible for cleaning areas that are excessively dirty or have been disrespectfully vandalized*. We encourage you to get to know and appreciate these wonderful, hardworking people.

Maintenance

The Quad has a number of building mechanics including Ralph Villa and Don VanArsdall. They repair normal wear and tear in each hall. Please note, furniture removal is NOT permitted. For other maintenance requests, there are two ways to process a work order: 1) call (585) 273-4567, or 2) place a work order online at www.facilities.rochester.edu. For bed height changes and detripling furniture request please come to the office as the phone and online work order system does not handle those requests.

For any maintenance concerns, please call facilities at 585-273-4567

In the Event of a Fire

Safely evacuate the building when you hear the fire alarm or the smoke detector in your room. If you see smoke: pull the building fire alarm, safely evacuate the building, stand at least 30 feet from the building and then call to notify Public Safety.

Lockouts

Carry your keys and University ID with you at all times. If you are locked out of your room and your roommate is not around, then you may borrow a loaner key from your Area Office during business hours. The on-duty RA can assist you with a lockout between 8:00pm-2:00am. During any other time, call Public Safety for assistance.

Personal Safety

Always lock your room and carry your ID card with you. You are responsible for your room access and any activity that occurs within your room. Do not prop any building doors. Propping doors endangers everyone who lives in the building. If needed, a campus escort service is available in the evening by contacting Public Safety. Note the location of the Blue Light Emergency Phones which give you direct access to UR Public Safety. If you are ever the victim or witness of a crime, call Public Safety as soon as it is safe to do so.

Student Furnishing

Do not remove furniture from your room and/or living area. Personal mattresses are not permitted unless approved by the Main Residential Life Office and University Health Services (UHS) which can be reached at (585) 275-2662.

Storage

There is no student storage available. All student possessions must be completely removed from your room at the time of your check-out. Failure to remove items from your room/house upon check-out will result in a financial charge (Abandoned Property) related to removing and disposing of those items.

Trash & Recycling

All residents are responsible for removing their own garbage from their rooms. Efforts should be made to take large amounts of garbage to the appropriate outside trash compactor. Residents should also take care to keep hall trash to a normal level. Trash and messes that are above and beyond a reasonable amount can lead to a financial charge of the hall if it requires more work (time and personnel) than normal to clean. Residents are asked to be responsible for their own recyclables.

Bike Storage

Bike racks are available at various locations around the upper class buildings. You are responsible for removing your bike upon check-out at the end of each semester. Bikes left after you have departed for the semester will be considered abandoned property. Locks are cut on abandoned bikes and those bikes are removed from the rack where they were left.

Area Council

The Upperclass Quad Council is a programming and governing group for the Area made up of Leadership Ambassadors. They receive funds that can be used for programming and improving the community and area. Ask the GHR or your RA for details.

Laundry

Laundry facilities are located the 0 floors of Burton and Crosby, and the 1st floor of Lovejoy, where it is free to all residents during the academic year. Please see machines for instructions on usage and call facilities if the machines need to be serviced. Clothing and other items that remain in the laundry room for a time period of over 2 weeks will be removed and taken to the area office.

Kitchens

Kitchens are provided for residents to use and are a community space. There is a stove, full size refrigerator/freezer (Burton & Crosby building lounge only), microwave as well as a sink available for student use. As kitchens are community spaces, please be sure to leave this area neat and clean for others. Due to sanitation concerns, kitchen access can be restricted if the space does not remain clean for all to use.

Lost/Stolen ID Cards

Lost/Stolen ID cards must be replaced at the Customer Service Center located in Susan B. Anthony Hall.

Packages

The Area Office cannot (and will not) accept personal packages. All packages sent to you on campus must be addressed to your CPU box number. A photo ID is needed to pick up a package from the Todd Union Post Office.

The Area Office can help you with:

- Lost Keys/ Loaner Keys
- Special Interest Housing Information
- Upper-class Housing Information
- Check-In and Out Procedures

Upper-Class Quad RA on Duty:

There is a RA on duty from 8pm to 8am, 7 days a week. The RA can be called in addition to Public Safety in addressing emergency situations and can act on behalf of Residential Life when needed. RAs hold a floor master, and can only access rooms on their own floor during the day. Duty RAs are able to let any student into their room after hours. RAs on duty conduct walk-throughs of each floor multiple times per night every day of the week. The RA on Duty can be identified through posted signs outside each RAs door. This includes the name and contact information for the RA on duty.

Residential Life Policy Information

The following is a partial listing of the policies of most day-to-day concerns for residents:

Quiet and Courtesy Hours

Quiet hours are in effect:

- 12am to 8am Sunday – Thursday
- 2am to 10am Friday and Saturday
- Courtesy hours are 24/7

Please note: A resident's right to study or sleep takes precedence over another's right to make noise.

Bar-be-cues

Charcoal grills and gas grills are permitted but **MUST** be used 30 ft. away from the buildings. Please store all flammable material off campus or buy-and-use immediately. The owner of the grill may be subject to disciplinary action if not in compliance with UR policies. There is a first come first serve use grill outside of Gilbert Hall For more information please review our Environmental Health and Safety guidelines: www.safety.rochester.edu

Courtesy Phones

Phones have been installed in several locations. Respect them and use them to make local calls. Public Safety can be called by dialing 5-3333 from these phones.