

2013-2014

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GREEK VILLAGE OPERATIONAL MANUAL
Arkansas State University

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ABOUT THE GREEK VILLAGE

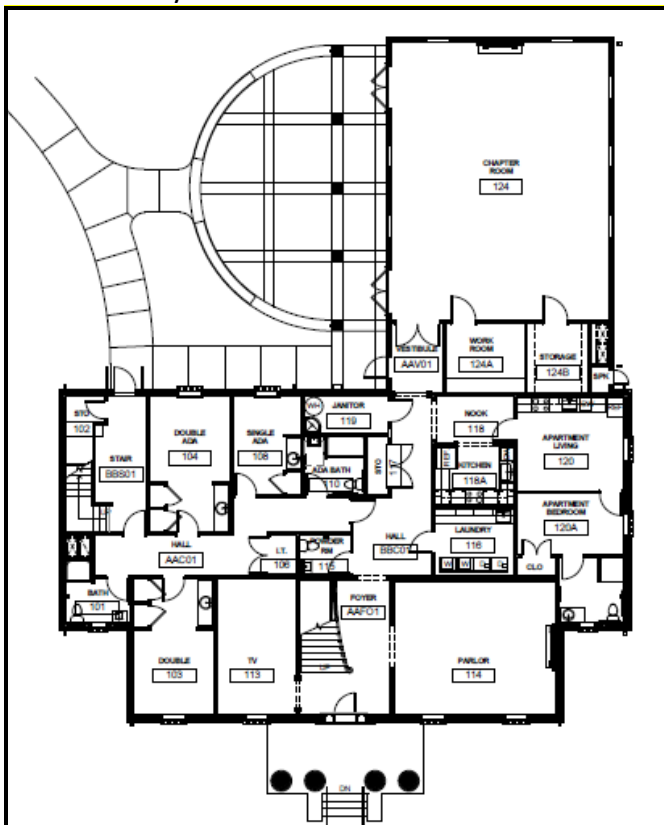
Arkansas State University houses five sororities under the operation of the Leadership Center and the Department of Residence Life. Occupancy in these five houses is open to individuals who are sorority members. Each organization resides in a two-story house comprised of single and double bedrooms with a community kitchen, parlor room, media room, and common restrooms. Residents are required to sign a housing contract provided by Residence Life and any additional contracts pertaining to individual organizational membership.

Demographic Information

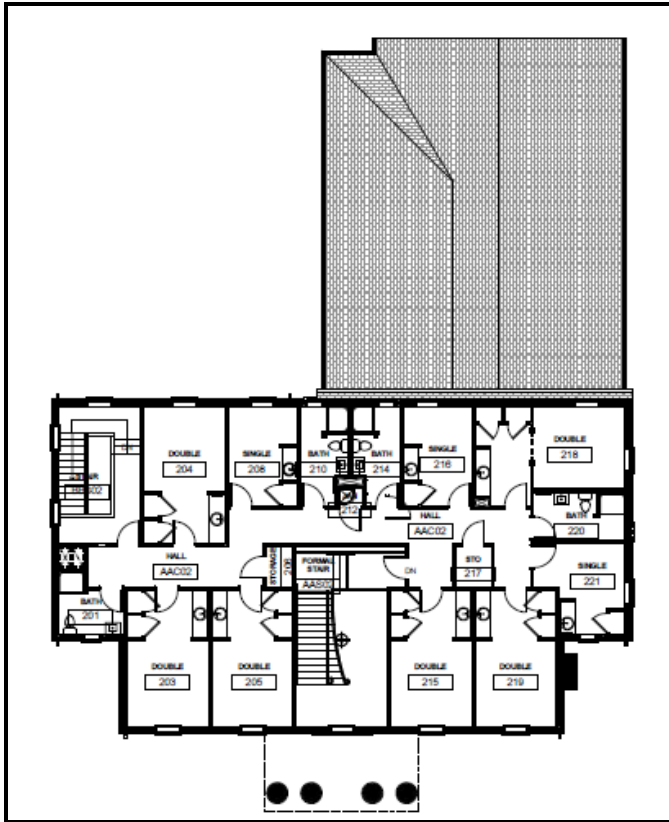
- Total Capacity: 100 beds
- Single and double bedrooms available
- 2-story model homes
- Furniture includes: built-in closet, bed, desk, chair, dresser and storage cube per student
- Parlor, media room and kitchen on the first floor of each house
- Cable TV
- Wireless Internet connections
- Washers and dryers in each house

Interior Floor Plan

First Floor Layout



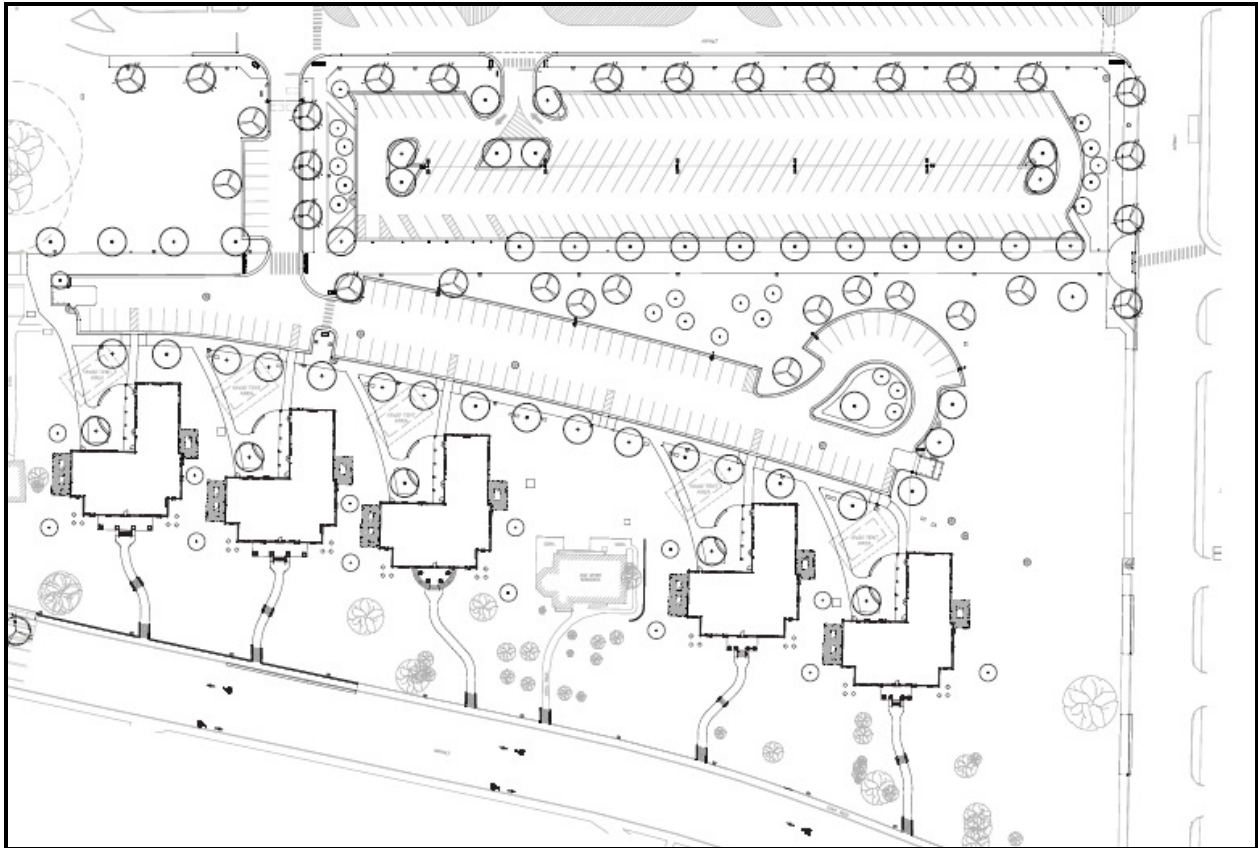
Second Floor Layout



House Designations

House Address	Chapter Name	Chapter Greek Letters
2502 Aggie Road	Alpha Gamma Delta	ΑΓΔ
2504 Aggie Road	Alpha Omicron Pi	ΑΟΠ
2508 Aggie Road	Chi Omega	ΧΩ
2510 Aggie Road	Delta Zeta	ΔΖ
2410 Aggie Road	Zeta Tau Alpha	ZTA

Map of Greek Village



Alumni House Association

Each chapter is represented by an Alumni House Association comprised of alumni members. House Corporations often work closely with University representatives, Greek Village Assistants and the local chapter executive officers. Greek Village Assistants and Leadership Center staff are expected to regularly communicate University policies and procedures to the Alumni House Association representatives. The University will establish the room rates for each chapter house and assesses a monthly member fee for use of the public spaces. The Alumni House Association may coordinate the furnishings and decorations of the public spaces, such as the Parlor, TV Room, Kitchen and Chapter Room. All enhancements must be approved by the Leadership Center and Residence Life.

STAFFING STRUCTURE

The Greek Village is staffed by five Greek Village Assistants (GVA) supervised by the Leadership Center staff. The Leadership Center staff will work closely with the Residence Life to ensure the GVAs are informed of campus policy and procedures. The Greek Village Assistants are ideally members of the organization and serve as a liaison between the chapter, Residence Life, and the Leadership Center.

Greek Village Assistant

Each spring, the Leadership Center will identify women to serve as the Greek Village Assistants (GVA) for each chapter house. These positions may only be filled by a graduate student or upperclassman. Once identified, the Leadership Center will provide the names of the GVAs to Residence Life to be included in the appropriate Residence Life training sessions conducted in August. Each GVA is responsible for maintaining the standard outlined in the Greek Village Assistant Position Agreement.

Responsibilities of Greek Village Assistants

- Facilitate the check-in/check-out process for chapter residence
- Report and verify completion for chapter house work orders when applicable
- Serve as the “on-duty” representative for the Greek Village when assigned
- Attend identified training session facilitated each August
- Compensation: Furnished apartment in chapter house

Residence Life Area Coordinator

- The Area Coordinator (AC) is a full-time professional staff member who provides leadership and support to the GVAs as needed. The AC is responsible for many of the administrative functions of the residence hall system in his/her area.

OPERATIONS INFORMATION

Reserve Fund

Monies collected (Rent and Parlor Fees) in excess of Operating Costs (including University budgeted maintenance reserve monies) shall be set aside in an University maintained reserve. Reserve requirements will be determined by a capital/non-capital replacement schedule and as required by the Arkansas Department of Higher Education as it pertains to the Leased Premises. Monies collected above the reserve requirement are available only for improvement of the premises and for any operating deficits of the premises.

Monies remaining after all operational expenses are paid from income proceeds will be placed in a Reserve Fund. Reserve requirements annually will be determined by a Reserve Replacement Schedule and will be based on actual costs and estimated life cycles and inflation factor of each item. For example, if the installation and the cost of carpet was \$5.00 per sq. ft., the life cycle of the carpet is five years, the number of sq. ft. installed was 500 sq. ft. and the yearly inflation factor is 2%. The yearly annual reserve required would be calculated as follows: $1.02^5 * \$5.00 * 500 / 5 = \552.04 . Stated another way, the formula is $\text{Inflation Rate}^{\text{Life Cycle}} * \text{Original Material and Installation per sq. ft.} * \text{Total sq. ft. of Carpet} / \text{Life Cycle} = \text{Amount of required reserve for carpet}$. This would be done with all agreed upon capital and non-capital items. Anything not accounted for in the Reserve Replacement Schedule and the general operating budget would be the responsibility of the Tenant. The replacement schedule will be reviewed annually to assess if the life cycle and inflation rates continue to be reasonable assumptions.

Rent and Parlor Fee

Rent for double and single occupancy rooms will be the same as charged annually by the University for double and single rooms in the Honors Living Learning Community Building IV. The Parlor Fee will be \$225 per semester and will be subject to review by University and Tenant.

Room and Board Charges

Room and board charges begin on the date the room key is obtained by the resident. Residents are responsible of the entire length of the housing contract while still enrolled at ASU. Refer to cancellation policy for additional information.

Room Sign-up

Sorority executive board members/advisor will make arrangements with their members (of at least sophomore classification) to determine which members will reside in the house. The list of members will be sent to the Greek Life Office for review by January 10 of each calendar year. This list should be a complete roster of the twenty women confirmed to live in the chapter house for the following academic year. The list must include full name and ID number for each chapter woman along with the designated room assignment. Chapters are responsible for determining room assignments. After the review, the sorority housing list will be forwarded to Residence Life. Chapter members seeking residence in the Greek Village are required to complete all required documents in the ASTATE housing portal.

Housing Deposit

A \$100 security deposit must accompany the application. The contract is a binding academic year (fall and spring) contract. At the end of the academic year, pending no damages and if the student will not be returning the following academic year, the deposit will be refunded. Otherwise the deposit will roll over from one academic year to the next.

Residents who wish to have their deposit refunded must ensure that their permanent address is correctly listed in A-State Self-Service. Please note: Not all deposits will be refunded (See Cancellation Policy). Residence Life will process all paperwork once the individual checkout procedure is completed by the student. If a deposit is refunded to the student and there is not an outstanding balance on the student's account, a check will be mailed as soon as it is processed through the Office of Finance. This process is typically six to eight weeks.

Check-In

Residents may move in to the houses the same day apartment move-in occurs. This generally takes place two weekends before classes begin. The GVA will complete full room inventory to document the condition of the room and furnishings prior to move in. All issues with the condition of the room at the time of move in must be reported to the GVA. Throughout the semester, residents must report any room damages to the GVA. Each resident is financially responsible for all damages to the assigned room during occupancy.

Room Changes

Room changes are made at specific times during the year, unless extenuating circumstances require immediate relocation. Each semester there is a 'No Questions Asked Room Change' period that allows residents to request a move through the Department of Residence Life, if space is available.

If a move is necessary outside this room change period, please consult with the GVA. The Leadership Center and Residence Life must approve room changes within the building and will provide approval to the AC and Assignments Coordinator. The student approved to move must complete all paperwork with the Assignments Coordinator in the Department of Residence Life. The Assignments Coordinator will initiate the room change paperwork. Any time a student changes rooms; she must be checked out of the current room and checked in to the new room by a RA. If damages exist, charges will be added to the student's account and taken from the resident's deposit.

Check Out

Residents are required to present the assigned room key at checkout to the GVA. The Residence Life deposit will be forfeited if the chapter member does not follow the official checkout policy when vacating the assigned room. Failure to comply may result in the assessment of an improper checkout fee, lock change fee, and/or key replacement fee.

Rooms must be left in the same condition in which they were found at the time of check in.

- Wall and furnishing surfaces should be cleaned of excessive dirt, grime, and damages.
- Marks and dirt should be removed from door surfaces.
- Trash should be removed from the room.
- Floors should be clean; swept and mopped/vacuumed.
- All furnishings must be left in the room and in good condition.
- All private bathrooms must be clean (toilets, sinks, showers, floors, etc.)
- This list is not limited to the items above. Any damages made to a room will be assessed and charged to the student's account.

Cancellation of Room Assignment

All students must contact Residence Life to terminate a housing contract. This includes not returning to the university or cancelling a room assignment. Review the Residence Life contract for the complete cancellation policy and deposit refund policy.

Occupancy Requirement

Fall and Spring Semester

In order to meet requirements as defined by the lease, chapters must maintain 100% occupancy, or 20 residents. Any unoccupied room will be the financial responsibility of the

local chapter membership to pay to the University. If rooms are unoccupied and the local chapter fails to meet the required financial obligation, the University reserves the right to fill the space.

Summer Terms

In order to remain open, buildings must have at least 50% occupancy, or 10 residents. If 50% is not met, the buildings will be closed for the terms. However, chapter leadership and members will have access in order to complete preparations for recruitment in the fall.

FACILITIES INFORMATION

Maintenance

Hours designated for University Maintenance for the houses are 10:00am-4:00pm, Monday through Friday. If emergencies exist after hours, Residence Life Maintenance reserves the right to enter the house without permission to address the issue.

- University personnel will complete regular routine and preventative maintenance as needed to maintain the facility with proper notification to the chapter leadership.
- All work orders must be entered in the online work order system currently in use by the university.
- House residents and maintenance personnel will need to work together to maintain upkeep of the house.
- House walk through inspections will be completed four times a year by university personnel.

Housekeeping

The chapter members are expected to maintain the cleanliness of the house in collaboration with the university housekeeping staff. Each house will be assigned a University housekeeper. Housekeeping hours of operation are 7:00am-4:00pm, Monday through Friday. A complete list of housekeeping responsibilities is outlined below. The university will provide a deep cleaning service each summer if necessary. Chapters are encouraged to contract and fund additional housekeeping services if desired.

University Housekeeping Responsibilities

- TV Room: vacuum/mop/sweep, remove trash, dust
- Parlor: vacuum/mop/sweep, remove trash, dust
- 1st Floor Hallways: vacuum/mop/sweep
- Kitchen: sweep/mop, remove trash
- Powder Room: sweep/mop, clean sink, sanitize/clean toilet, remove trash

Chapter Housekeeping Responsibilities

- Chapter Room
- 2nd Floor Hallway
- Sleeping Rooms

- Resident Bathrooms
- Sleeping Room and Resident Bathroom trash removal

Room Inventory and Repairs

A room assessment or inventory will be completed prior to check in and completed at checkout. Any damages identified in the room prior to check in should be marked on the inventory form. Residence Life advises all chapter members to review the room inventory and determine that all damages have been documented. Anything missing from the inventory after check in must be reported within the first 24 hours of residence.

If, during the course of any given semester, damages occur within the room the chapter member must immediately report these damages to the GVA. Damages that are made by the chapter member or the chapter member's guests will also be placed on a work order with an attached damage statement for the billing of such repairs.

Fire Alarms

Each building is equipped with a fire alarm system. These systems are there for the chapter member's protection. Therefore, students and guests should not tamper with them. Fire drills are conducted to familiarize the chapter members with the sound of the building alarm, emergency exits that are available, and the procedure for evacuating the building. Failure to respond to a fire alarm will result in conduct action. Tampering with fire safety equipment is a violation of University policy.

If a fire alarm sounds:

- Quickly put on a coat (if necessary) and hard soled shoes.
- Take a towel to put over the face to prevent smoke inhalation.
- Close the windows.
- Check the door or doorknob. If door is hot, do not open it. If it is cool, exit cautiously and lock the door. Each student is encouraged to take his/her keys and University ID Card.
- Walk quickly, but in an orderly manner, through the exit for the area and continue 100 feet from the house.
- Do not reenter the chapter house until told to do so by a Residence Life staff member.
- Everyone, including Residence Life personnel, must leave the house whenever the alarm sounds.

Safeguarding Personal Property

Residents are highly encouraged to invest in renter's insurance. Renter's insurance can be purchased through homeowner's policies or from independent companies specializing in residence hall insurance.

The safety and security of each house is the responsibility of each chapter member, advisor, staff of the house, and university police officers. The University Police Department has a

rotating staff, available 24 hours a day, to assist chapter members and staff.

Hints for Safeguarding Personal Property:

- Mark or permit University Police to mark individual property so it can be easily identified.
- Lock all room doors and windows.
- Never leave personal items unattended. (This includes staying with laundry in the laundry room).
- Leave items not needed at home, if possible.
- Lock automobiles when not in use.
- If one must leave items in an automobile, lock them in the vehicle out of view.
- Report all items lost or stolen to the University Police Department or appropriate officials.
- If one is aware of a crime that has been committed or is being committed, contact the University Police Department immediately and furnish as much information as possible.
- Large sums of money should not be kept in one's room.

Severe Weather

Local radio and television stations announce tornado watches when the weather conditions are right for tornado but none have been sighted; tornado warnings are given when a tornado has been sighted; and storm alert is announced when a severe thunderstorm is approaching. Students should follow these procedures, after a staff member's announcement, if there is a tornado warning or storm alert:

- Go to the lowest floor possible before high winds or the tornado strikes.
- Students residing in apartment or houses should move to the bathroom.
- Sit on the floor with back to the stairwell or in the central portions of the room away from windows.
- If a storm strikes, duck your head between your knees and cover the back of the head/neck with your hands for protection.
- Leave corridor doors open.
- Try to remain calm and do not panic.
- Do not move from shelter until the storm or tornado is well out of the area or instructed by a staff member.

Stolen Property

The university assumes no responsibility for the loss of personal articles, but will assist in every possible way to recover such items. Losses should be reported to the University Police and Residence Life Staff immediately. Protect the contents of the room by locking the door when leaving. University Police has an engraving service available for valuable items. Chapter members are encouraged to purchase renter's insurance.

Card Access

Each house is locked 24 hours a day, seven days a week. Chapter members, advisors, Residence

Life staff and Leadership Center staff will gain access to the house via the A-State identification card. The host is responsible for letting the guest into the house. Chapter members are required to have their ASTATE Student ID at all times. Contact the GVA if a problem is detected with the ASTATE Student ID card.

Chapter leadership is required to submit current student rosters to Greek Life by July 1 each semester. This will ensure each chapter member has ASTATE ID Card access to the facility. In addition, ASTATE ID Cards will be issued to the following advisors: Chapter Advisor, Recruitment Advisor and Housing Advisor.

Gate Access

The entrance to the Greek Village parking lot is gate controlled. Only students residing in these houses have access to the assigned Greek Village parking lot. Students are expected to carry the ASTATE ID card with them at all times. The ASTATE ID card is necessary to access the gates. Broken or vandalized gates should be reported to a GVA/Residence Life immediately. UPD will investigate instances of broken/vandalized gates. Students found to have vandalized the gates will be referred to the Office of Student Conduct; a minimum restitution is \$100.00.

Signage

Each house is allowed to have their letters affixed to the exterior wall by the University. Any additional signage or emblems must be approved through Residence Life and the Leadership Center. Occasionally, chapters will hang banners and other signs on their house or within the Greek Village premise. Leadership Center reserves the right to enforce the hanging of banners and signs at its discretion. Chapters and individuals are asked to comply with any request to move or remove any signage. Signage and banners used for advertising of an event should be removed at the conclusion of the event.

RESIDENCE LIFE RULES AND REGULATIONS

In a community living situation, it is necessary to impose certain standards for conduct and behavior to ensure that there is some order to the environment. Each resident living in the house has certain rights they are entitled to.

These rights are:

- The right to sleep
- The right to one's personal belongings
- The right to free access to one's room and suite facilities
- The right to a clean environment in which to live
- The right to read and study free from undue interference in one's room
- The right to complain and be heard
- The right to personal privacy
- The right to be free from verbal or written abuse, threats, intimidation or violence

Residents are expected to respond appropriately to the reasonable requests of other residents and Residence Life staff. Residents will respect the rights of other residents, and each resident is responsible and held accountable for her behavior, as well as for the behavior of her guest(s).

General Residence Life Guidelines:

1. *Abandoning Property*

No items may be left in a residence once a student has checked out. If items are left past check out, the Department of Residence Life shall declare them abandoned and they will be held for 30 days before being discarded by the University.

2. *Active Sports*

Participation in active sports in University-owned housing is prohibited.

3. *Alcohol*

No alcohol is allowed in any university owned housing.

4. *Appliance Usage*

Students may not have the following appliances in their residence:

- Halogen lamps
- Sun lamps
- Tanning beds
- Heating coils
- Camp stoves
- Broilers
- Window air conditioners
- Lava lamps
- Microwave ovens more than 1,000 watts
- Refrigerators more than 115 volts or larger than 4.0 cubic feet
- Items with exposed heating elements including but not limited to: space heaters, ovens, emersion heaters, and any open-faced or heating appliances.
- Candles

Approved appliances include:

- University provided appliances
- Microwave ovens less than or equivalent to 1,000 watts
- Refrigerators less than or equivalent 115 volts and no larger than 4.0 cubic feet
- UL approved sealed unit coffee makers
- George Foreman®-type grills
- Popcorn poppers
- Radios
- TVs
- Stereos

- Desk lamps
- Electric blankets
- Computers are permitted unless their energy use exceeds the capacity of the system, and the equipment is kept in safe operating conditions.
- No outside antennas of any type are permitted.

It is the student's responsibility to receive permission for any appliances not on the approved list.

5. *Bicycles*

Bicycles and other wheeled transportation can only be stored in a residence if roommate consents. If a bicycle is stored in a residence, it may not block any entrance or fire escape route.

6. *Bomb Threats*

If a bomb threat or any other threatening phone call is received, obtain as much information from the caller as possible and do not hang up the phone. Immediately notify the Department of Residence Life during normal business hours. The staff person will notify University Police and other designated staff members. After business hours, immediately contact the GVA on duty. Please remain available for assistance to the investigative authorities.

7. *Community Billing*

Financial charges relating to the cleaning of, damage to, or theft of university property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected house or chapter.

If any damage occurs in such areas as one's floor or common space, which cannot be properly charged to an individual, all members of the floor, house, or chapter may be billed equally for repairs. Similarly, damage or theft in one's building, which cannot be assigned to an individual, may result in all building residents equally sharing in repair or replacement costs. If applicable, each resident will be billed on their student account for her "share" of public area damages at the end of each semester. Residents will be given every opportunity to identify individual(s) responsible for the damage before group billing is finalized through posted flyers, letters, emails and/or house meetings. Active involvement in reducing damages within the community is encouraged.

8. *Computer Network Devices*

Without specific authorization, users must not physically or electronically attach any additional device (such as an external disk, printer, or video system) to the IT infrastructure or related resources. This includes, but is not limited to, network hubs,

switches, routers and access points of a hardwired or wireless nature. DHCP Servers of any kind are prohibited. If a student is found using an unauthorized device, the data point will be terminated and referred to the Student Conduct office.

9. Contact Paper

Contact paper may not be applied to: windows, doors, ceilings, floors, or any university provided furniture or appliances. In addition contact paper may not be applied to the following surfaces: bathroom counters, desktops, medicine cabinet shelves, border on walls, and light switches. Contact paper may be applied as a drawer liner but must be removed from the room prior to checkout.

10. Cooking

Cooking is only permitted in kitchens or when a student is using an approved appliance. Residents are responsible for ensuring that proper sanitation, ventilation and fire safety precautions are taken. If students are using the kitchen, they must clean up the area following use.

11. Decorations

The following decorations are prohibited:

- Decorations hindering the use or restricting access to hallways, doorways, stairs, corridors, or fire related equipment.
- Cardboard, aluminum foil, cellophane, flags or other items used as window coverings, excluding cloth curtains. Curtains may be hung using tension rods.
- Displaying alcohol/drug signs, or other related alcohol/drug memorabilia so they are visible from outside a student residence (such as in windows or on doors).
- Displaying alcohol containers of any kind.
- Attaching items to or tampering with light fixtures, ceiling tiles, fire safety equipment or exit signs.
- Using nails or other items that will puncture a wall in sleeping rooms.
- Only adhesive putty, plastic adhesive hooks and magnets may be used to affix decorations. No tape may be used on walls or doors.
- Using a cut/live evergreen tree as decoration such as a Christmas or Holiday Tree.
- No painting or permanently altering a room in any way.
- No electric/neon signs.
- Displaying material that is generally accepted as offensive or that is biased against any person or groups so it is visible from outside a student residence (such as in windows or on doors).
- No more than 30% of the wall/ceiling space may be covered. No paper may be posted within 1 foot of an electrical outlet.
- No window art or window painting.
- No spray paint or other permanent art supplies are to be used in the house, porch area (front and back), resident room, or any other room in the house.

12. Exterior Door Usage

Exterior building doors may not be propped or forced open.

13. Furniture Requirements

Furniture provided by ASU must remain in the assigned residence room at all times. This furniture includes an adjustable junior loft bed with mattress, a split desk, three-drawer chest, multi-use cube, and task chair.

14. Male Guest Escort Policy

Males will be allowed in designated areas in the house for special events only. These events will be defined by the chapter/national policies. All guests must be escorted by a chapter member serving as a host. A guest is anyone not affiliated with the sorority.

15. Guest Visitation

Chapters are required to follow the national policy for guests in the residence. Only chapter membership, advisors, and appropriate university personnel will be granted access into the buildings. Overnight female guests may stay no more than two consecutive nights and a guest may not stay more than a total of five nights collectively in the chapter house. Male guests are not permitted to stay overnight.

16. Key Responsibility

Students are responsible for all assigned keys. Students may not allow another person use of any key or ID that allows entrance to a residence. If a student is locked out of her residence, she should contact the GVA on duty. Failure to return the loaner key within the time allotment will result in an automatic lock change. If a student loses her key, the lock on the resident's door will be changed. Residents will be billed for the cost of a new lock and key replacement for lock changes.

17. Motorcycles

Motorcycles must be registered with Parking Services and follow their regulations. Motorcycles, mopeds, motor scooters and other internal combustion engines are not permitted in University owned housing or common areas. Gasoline cans cannot be stored in any residence.

18. Open Flames

Possession and/or use of candles, incense, fireworks (including sparklers), or other open flame apparatus is prohibited within university-operated housing. Grills (outside of the George Forman Type) are not permitted.

19. Parlor and TV Room

When using parlor and TV rooms all residents and visitors must adhere to the following:

- The parlor and TV room atmosphere should be conducive to small-scale social interactions for chapter members, advisors and guests.

- Courtesy for other chapter members and quiet hours are enforced in these spaces.
- No loitering is allowed for the inside and outside entranceways expect for during approved social events.

20. *Pet Possession*

Students and guests may not possess an animal other than fish and properly attended assistance animals for individuals with disabilities that have been registered through the Office of Disability Services. Aquariums are to be limited to 10 gallons or less.

21. *Power Strips*

Students may not use multiple-outlet connections unless they are a power strip with a built-in circuit breaker that is clearly marked, carries an Underwriter’s Laboratory (U.L.) approval, has a maximum load of 15 amps and is plugged directly into a wall electrical outlet. Extension cords must be heavy-duty extension cords and used properly.

22. *Posting*

Flyers, announcements or other printed or written material to be posted in and around the Greek Village must be submitted to the Leadership Center minimally one week prior to the posting date for approval and distribution. Information regarding chapter events or announcements does not need approval.

23. *Quiet Hours*

Students and guests must adhere to a courteous level of sound at all times. Students and guests must adhere to minimum mandatory quiet hours in and around residences. Quiet hours are 10:00 pm – 8:00 am, seven days a week.

Students and guests must adhere to 24-hour quiet hours beginning each semester at 9:00 pm the last day of normally scheduled classes and ending after the completion of the final University exam period. Students and guests who violate this policy may be immediately removed from University housing.

24. *Recycling*

Recycling units will be available for use in the house.

25. *Removal of University Property*

Property may not be moved from the chapter house without University approval and appropriate documentation.

26. *Room Entry*

The university reserves the right to have its representative(s) enter a resident’s-room in the following instances:

- When it appears that an occupant may be physically harmed or endangered;

- When it appears university property is in danger;
- When it appears University or Residence Life policy is being violated;
- To make periodic health, safety and maintenance inspections and repairs; and
- To deliver administrative letters and notices.

Every attempt will be made to allow one to retain as much privacy as possible in their residence. Health/Safety/Fire inspections will take place monthly and will be posted 24 hours in advance.

The actual searching of a room specifically for the purpose of removing illegal or prohibited articles will be done only when reliable information warrants such action. If possible, searches will be conducted in the resident's presence. Police may be present to assist in a search.

27. Room Inspections

Residence Life and Leadership Center Staff will conduct Health/Safety/Fire inspections monthly. Routine room inspections by staff personnel are conducted on a regular basis. These inspections are made to ensure:

- University property is being used properly;
- Reasonable standards of room cleanliness, safety, and sanitation are being observed; and
- Maintenance requirements are reported.

Notices of these inspections will be posted 24 hours in advance. However, the University and the Residence Life office reserve the right to conduct safety inspections with no notice in emergency situations.

If a violation is observed during Health/Safety/Fire Inspections, the GVA, GHD, or AC will leave notification of the violation. Confiscation of the questionable item(s) may occur in cases of violations. Conduct referral may result from non-compliance.

28. Roommate Conflicts

If a resident and her roommate are having a conflict, the women should attempt to discuss the problem. If this cannot be done, they should take the problem to the GVA. A roommate mediation agreement is then required. If the GVA believes that the problem is something out of her control, the matter should then be taken to the sorority chapter leadership. If the problem cannot be resolved, the Department of Residence Life has the right to relocate one, both, or none of the roommates.

29. Syringe Disposal

Students and guests should only have syringes for medically prescribed usage. They may not place exposed hypodermic needles directly in trash containers; SHARPS containers may be obtained from Environmental Health and Safety. Used needles

should be disposed of in a puncture proof container. If no container is available used needles should be taken to the Student Health Center.

30. *Trash*

The appropriate trash receptacles provided outside should be utilized for the disposal of all trash. Room trash cannot be disposed of in the house trashcans located in kitchens, laundry facilities or common space. Residents are responsible for taking out their own trash.

31. *Windows*

A screen may not be removed from its window casing.