

# **SUNY Maritime College**

## **Standard Operating Procedures**

### **Housing**

#### **1.0 Purpose**

The purpose of this procedure is to establish guidelines for the preparation of residence halls, the housing policy, the assignment of dormitory rooms and key distribution, and the process for residence hall room condition and maintenance as well as end of semester check out processes.

#### **2.0 Persons Affected**

All residential students are affected by this policy. The Office of Residence Life is most affected by this policy as is the Physical Plant, which is responsible for preparedness and maintenance of residence halls and keys.

#### **3.0 Policy**

This policy is to ensure that all residence halls are ready on time for student check in and that the check out procedure goes smoothly. Further, this policy is to ensure that during the semester regular maintenance of residence halls is kept up efficiently.

#### **4.0 Definitions**

Deficiency Report – report which details deficiencies in residence hall rooms

Housing Policy – policy which outlines details for living in residence halls and on campus

Housing License Agreement – agreement which all students must sign upon moving into a residence hall

Clearance Card – card which shows proof of payment of student account; supplied by the Office of Student Accounts

Key Code Master Sheet – Master Sheet with all residence hall room keys and corresponding key codes

Room Condition Report (RCR) – form that every student fills out detailing condition of residence hall room upon check in and just before check out

Work Order Form – form to be filled out for any residence hall room deficiency; form is submitted to the Physical Plant and in turn the deficiency is corrected

## 5.0 Responsibilities

The Office of Residence Life shall ensure compliance with these procedures.

The Physical Plant shall ensure that work orders are followed up on.

The Office of Student Accounts will submit clearance cards and provide proof of payment on all student accounts.

## 6.0 Procedures

### 6.1 Residence Hall Preparedness

Beginning in the first week of August, all residence halls must begin being readied for fall semester. Each dormitory room must be inspected for the following:

- 2 beds
- 2 desks
- 2 bureaus
- 2 chairs
- 2 functioning closets
- 2 working floor lamps (when no overhead light exists in room)
- 2 towel racks (except in new dorm)
- 2 coat hooks
- functioning overhead light fixture
- functioning electrical outlets
- functioning telephone outlet
- two functioning internet hubs
- functioning lock on door

The Director of Residence Halls fills out a dormitory deficiency report for each room and submits such report to the Office of the Physical Plant and the Office of Computer Services where applicable. The Director of the Physical Plant and the Director of Computer Services (where applicable) repairs all deficiencies within ten days.

Upon reparation, the Director of Residence Halls conducts a second inspection of all residence halls and creates a second deficiency report of any remaining deficiencies. The process repeats itself.

A final inspection is conducted and once all deficiencies are repaired, all residence hall rooms are locked and ready for student check in.

## 6.2 Housing Policy

The college seeks to provide a living environment which facilitates the accomplishment of students' academic, vocational and social goals with an emphasis on providing an optimum learning environment. Requirements for on-campus residence are as follows:

- the student must be a full time, matriculated undergraduate or graduate student at SUNY Maritime College

In order to obtain on-campus housing, the student must sign a Housing License Agreement. The parent must sign the License Agreement if the student is under the age of 18.

## 6.3 Dormitory Room Assignments

The college assigns dormitory rooms according to three categories, regimental, Civilian and graduate students, and two sub-categories, gender and class standing.

Regimental dormitory room assignments are assigned by the office of the Commandant of Cadets, Civilian and graduate dormitory room assignments are assigned by the Director of Residence Halls.

The office of the Commandant of Cadets provides a roommate request form to all returning students during Cruise so they may select the next semester's roommate.

All dormitory room assignments for regimental students are turned over to the Director of Residence Halls no later than August 1st.

All students maintain the same dormitory room assignment and roommate for the fall and spring semester. Roommate changes are made by petition to the office of the Commandant of Cadets for regimental students, or the Office of Residence Life for Civilian students. Every effort is made to insure that students are matched up with roommates of their choosing.

#### 6.4 Dormitory Room Key Distribution

Dormitory keys are issued only upon receipt of a clearance card from the Office of Student Accounts. This clearance card indicates that the student's account is settled in full.

Once the card is issued, the dormitory room number and key code are written on the card to insure that the student in question receives the correct key. This process also insures that the correct key is returned at the end of the school year.

#### 6.5 Student Check In

Upon residence hall room assignment completion, each student is divided into one of two categories: express check in or regular check in.

##### *Express Check In*

If a student falls under the category of express check in, the Office of Student Accounts and the Office of Admissions have cleared the student of all check in steps, including, application, uniform, medical form, and account paid in full. In this case, a dormitory key with a receipt and dormitory room assignment is set aside in an envelope where the student can pick up such envelope at a specially designated "express check-in spot".

##### *Regular Check In*

If a student falls under the category of regular check in, the student has not been cleared in advance through the Office of Student Accounts and the Office of Admissions. The student must therefore clear his or her account and present a clearance card from the Office of Student Accounts before a dormitory key can be issued.

#### 6.6 Student Responsibility

It is the student's responsibility to pay their SUNY Maritime College bill on time, report unsafe living or other conditions on campus to the proper authorities, fill out a room condition report with their Platoon Commander at the time of check in and check out, and lock their residence hall room door upon check out.

### 6.7 Lost or Stolen Dormitory Keys

In the event that a student loses a dormitory key, the following process must be followed to replace the key:

1. The student pays the Office of Student Accounts a \$50 materials and labor fee to replace the lock core and both roommates' keys
2. The Director of Residence Halls submits a work order to the Office of the Physical Plant to switch out the lock core within 24 hours
3. The Director of the Physical Plant leaves the two new dormitory keys with the Director of Residence Halls, who promptly changes the key codes on the key code master sheet and both clearance forms for each student in the dormitory room
4. The Director of the Physical Plant switches out the lock core on the dormitory room and leaves a note on the dormitory door explaining that the new keys are in the Office of Residence Life, where the students may pick them up

### 6.8 Room Condition Reports and Deficiencies

Upon checking into a dormitory room, the student fills out an RCR which is checked and signed off by the Platoon Commander (regiment) or the Resident Assistant (Non Regiment and Graduate). All RCRs are submitted to the Director of Residence Halls within one week of check-in.

Upon receipt of all RCRs, the Director of Residence Life compiles the RCRs and submits a Deficiency report to the Director of the Physical Plant.

For ongoing deficiencies, students visit the Office of Residence Life and a work order is filled out electronically. The Physical Plant must correct the above stated deficiencies according to attached charts.

### 6.9 Residence Hall Room Check Out

Upon checking out of a residence hall room, the student fills out an RCR which is signed off by the Platoon Commander (regimental) or Resident Assistant (Civilian and Graduate). All RCRs are submitted to the Director of Residence Halls who compiles a deficiency report with associated charges and submits those charges to the Office of Student Accounts. These fees are charged against the student's assigned half of the room and are applied to the appropriate student's account. Students are charged damage fees based on the most recent room they vacated. Rooms are to be left in "broom cleaned" condition.

The week prior to final exams is known as “amnesty week” and students are encouraged to restore their rooms to the required condition and to remove any excess or non issued furniture, etc. in order to avoid the following charges:

Charges are as follow:

- Broken bed -- \$200
- Broken desk -- \$200
- Broken bureau -- \$200
- Broken chair -- \$100
- Broken closet -- \$50
- Broken floor lamp -- \$100
- Broken overhead light fixture -- \$25
- Broken electrical outlets -- \$25
- Broken telephone outlet -- \$25
- Broken internet hub -- \$25
- Broken towel rack -- \$15
- Broken coat hook -- \$15
- Painted walls -- \$50
- Unreasonably dirty -- \$75
- Furniture not basic to room -- \$100
- Wood hammered to furniture or walls -- \$75
- Broken or missing mirror -- \$50
- Unauthorized furniture -- \$100
- Broken cable jack -- \$25
- Holes in walls -- \$75
- Tape on walls -- \$15
- Extra mattress ---\$50

#### 7.0 Residence Hall Room Key Return

Immediately after the RCR has been checked by the designated person, the door is locked and the student returns the residence hall room key. The key is returned directly to the Director of Residence Halls who properly files the key in the correct dorm room envelope and marks the clearance card as returned.

Clearance cards are reconciled within one week of the semester’s end. The Director of Residence Halls notifies the Office of Student Accounts of any students with unreturned keys and each student’s account is charged \$50.

## 8.0 Related Forms and Exhibits

Deficiency Report  
Housing Policy  
Housing License Agreement  
Clearance Card  
Key Code Master Sheet  
Room Condition Report  
Work Order Form