

# PAUL QUINN

OFFICE OF STUDENT EXPERIENCE



# HOUSING & RESIDENCE LIFE HANDBOOK

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## CHECK-IN INFORMATION

### Registration

Students must complete registration for full time student status and be cleared by Financial Aid and the Business office PRIOR to moving into the residence hall. The registration process begins in the Enrollment Management Office.

### Check In Policy

The student must complete an application for housing and pay the appropriate non-refundable fee before housing accommodations are made. The residence halls will open per the academic calendar. All students must be cleared for enrollment to access their on-campus space, which includes submission of the Meningitis Vaccination documentation. Students must check into the reserved room in the residence hall by the last day of regular registration for the semester or forfeit the space and their deposit. Students will be expected to complete a room condition form and housing contract prior to occupying a room.

### Moving-In, What Not to Bring

The following items are prohibited from residence halls and will be confiscated if found:

- Candles, incense, and fragrance burners
- Non-surge protected extension cords

The use of extension cords is prohibited, as are non-surge protected electrical adapters. Every year nationwide, Residence Hall fires have caused damage to student electronic devices, injuries, and loss of life on campuses across the country. Majority of these tragic incidents are accidental and preventable. All residents should protect their electrically powered items by using an approved surge protected power strip or adapter. This helps to prevent fire and to protect your electronics from power surges. It must be UL 1449 Listed which is the minimum performance standard for surge suppressors.

It is highly recommended to use a surge protected product that has an indicator light that tells you whether it is functioning properly. This is usually seen with a red and green light indicator. Each device must be plugged directly into a wall outlet.

- Hoverboards (self-balancing scooters, battery-operated scooters, hands-free Segways)
- Unmanned aircraft system (UAS), commonly known as a drone
- Halogen lamps (all desk and floor lamps)
- Lanterns/oil lamps and flammable liquids
- Liquid lighter fluid (Naphtha), no more than 4 ounces
- Live holiday decorations (trees, garlands, etc.)
- Weapons, including pocketknives, knives in a sheath, spears, swords, souvenir weapons, firearms, ammunition, and BB, air, pellet or paintball guns, tasers, stun guns, expandable batons or impact weapons.

- 3D printers capable of producing any of the prohibited items.
- Chemical mace or pepper spray (no more than .5 ounces)
- Fireworks
- Illegal drugs, drug paraphernalia, and/or drug manufacturing materials
- Alcohol
- Hazardous materials (not including household cleaners)
- Live animals (unless written approval is obtained prior to boarding, per university policy for comfort/medical animals Off- Campus Housing only)
- Portable/space heaters (unless supplied by GW Facilities)
- Cooking appliances in non-cooking areas including hot plates, crock pots, waffle irons, toasters, toaster ovens, George Foreman grills, sandwich makers and popcorn poppers

## RESIDENT RESPONSIBILITIES

### **Furniture and Equipment**

Furniture and equipment provided in each resident's room and all other areas of the buildings are the property of Paul Quinn College and are provided for the convenience of the occupants. Under no circumstances is any resident entitled to remove from the premises or move to or from other parts of the building any equipment of this nature unless granted permission by the residential life staff or his/her designee.

### **Furnishings and Room Inventory**

Residents are responsible for all furnishings and items in their care. Each room is provided with suitable furnishings, which the occupants are expected to maintain. Damages done to rooms or furniture will be charged to the occupants. At housing registration (Check In) time each resident will be provided with a Room Condition Form (RCF) which should be filled out and returned to residential life staff the first day of occupancy. Whenever a resident moves from an assigned room or checks out of the residence hall, a staff member shall recheck the assigned room for damages. Damage to the room or furniture which is not noted on the RCF will be charged to the resident. College property is not to be removed and transported elsewhere without the approval of the Residential Life or Office of Student Experience staff. Students with public area College property in their possession or in their room will be charged \$75 per item and/or with theft of College property.

### **Room Cleanliness and Order**

All students will be individually and jointly responsible for the care of their rooms. They are expected to maintain the aesthetics of the room. The College reserves the right to hold periodic room inspections. The student must correct any/and all issues/concerns/violations noted during the inspections within a twenty-four (24) hour period. If noted issues/concerns/violations are not corrected within this time period, there will be a fine of \$25, per item, per violation. In order to discourage the spread of rodents and other pests, cooking in

individual rooms is forbidden. Additionally, all food is to be placed in closed containers. Students who maintain unsanitary living conditions will be dismissed from the residence hall and denied future housing. Only one power strip per outlet should be used. All power strips should be UL approved and have a grounded plug. It is recommended that students purchase power strips with circuit breakers for additional safety.

When you make PQC your home, residence halls/Off Campus Living should be treated as such. While support exists for maintenance issues, you are responsible for the basic upkeep of your room to include:

- Regular cleaning and disinfection of surfaces and fixtures within the licensed space and shared common areas
- Regularly taking out trash (and not clogging the chute)
- Cleaning the inside of your appliances and cabinets
- To help pest control efforts:
- Properly store all food
- Clean up food spills
- Dispose of old pizza boxes in the trash room
- Report all pest issues
- We recommend that students keep a small supply of cleaning supplies on hand in-room, including mops, buckets, vacuum cleaners or other cleaning equipment.
- Take time regularly to complete these basic chores--don't wait for the day before your parents or loved ones visit!

## **Maintenance Requests**

Contact a member of the residence hall staff to request maintenance repairs. This is done by contacting your Resident Assistant (RA) or by sending an email to [facilities@pqc.edu](mailto:facilities@pqc.edu). Minor repairs/requests are usually handled within 24 hours. If the problem has not been corrected after 48-hours, forward your email request to a residence life staff member.

## **GENERAL INFORMATION**

### **Room Occupancy**

If a resident is occupying a double room without a roommate, the resident must:

1. Keep the unoccupied half of the room in such a condition that would allow someone to move into the room on short notice. Any resident found using the unoccupied half of the room will be documented and required to remove their belongings from the unoccupied half of the room immediately. (Residents found with a second violation for using the unoccupied half of the room will be charged the private room fee prorated from the date single vacancy occurs.) The College reserves the right to periodically

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inspect double rooms with only one person assigned. Students who request a single room will be charged as noted on the fee schedule.

2. Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to occupancy.
3. Agree that the room may be shown to prospective occupants without prior notification and in his/her absence.
4. Agree to accept a roommate assigned by residential life professional staff.

## **Room Changes**

During the two-week period after the residence halls open, one room change without charge may be granted with the approval of the residential life professional staff. After this time, a fee of \$50 will be assessed for each person granted a change. Residents who change rooms without the approval of the residence life staff will be assessed a fee of \$200 and will face disciplinary action. The College reserves the right to make room changes without the prior consent of the student resident.

## **Consolidation**

The College reserves the right to make assignment and re-assignment of accommodations as considered necessary. Students in double rooms without roommates may be required to consolidate to fill all half-filled rooms.

## **Room Inspections**

The College reserves the right to conduct residence hall room inspections/searches of college property if there is reason to believe that such property is being used for an illegal purpose, for a purpose which interferes with College regulations, or is in violation of health or safety regulations. Each month the residence life staff will complete room inspections for health and safety.

## **Room Entry**

The College reserves the right to enter a student's room or any other area on the College property for the following reasons:

1. During regular business hours (and at other times with advance notice, if possible, to the student) to conduct periodic maintenance, custodial, and safety checks.
2. To perform necessary maintenance during regular business hours (and at other times with advance notice, if possible, to the student).
3. When the College reasonably believes any person(s) occupying the room may be physically harmed or in danger; and
4. When the College reasonably believes College rules, regulations, and/or policies are being violated in the room.

Except in emergency situations, monthly health/safety inspections, or for maintenance, room entry will not be made by College personnel unless accompanied by the student, his/her representative, or another authorized representative of the College. Under no circumstances



will residence life staff open a door to a resident's room for another person without written consent from the resident or clearance from the Residential Life and Housing or Student Experience offices. The person entering the room must be accompanied by a staff member while in the room.

### **Mandatory Residence Hall Meetings**

It is necessary at times to receive input from everyone in the residence hall on ideas and concerns as well as to communicate important campus information. Residents are required to attend all hall meetings and are responsible for any information presented at the meetings. Students may be fined up to \$100 per absence.

### **Residence Hall Notifications**

Meeting notifications and other information will be placed on the bulletin boards and at the main entrance to the hall and students will be held responsible for the notification. Additional digital means of communication (ex.: Paul Quinn student email, official communication systems, other) may also be used to for residence hall notifications.

### **Holidays**

Residence halls are closed during holiday periods and between semesters. If students are required to stay on campus due to participation in a College-related activity or event, the student will be required to have formal approval from the President's Office to remain in the residence hall.

### **Off-campus Housing**

Students who are assigned to live in off-campus housing must be enrolled in the **On-Campus** or **Corporate Work Program** and are required to abide by the same rules and regulation described in this handbook. The unique rules of the property will also be included in the specific housing contract signed by each student. The off-campus housing provides a unique living arrangement for students and requires maturity and commitment to remain fully engaged in academic and campus life. The specifics of the housing assignment are detailed in the housing contract.

## **FACILITIES & ACCESS**

### **Keys**

**Room Keys:** Lost room keys may be replaced for a fee of \$50. Locks in all residence halls will be re-keyed whenever a key is lost. As a result of this charge and work order, refunds are not available. All keys are considered Paul Quinn College property and must always be returned to the residential life professional staff. Under no circumstances should a resident loan his/her key(s) to anyone.



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Students will be charged \$25 each time they require entrance to their rooms, including use of a loaner key. Loaner keys are intended for temporary use and must be promptly returned; failure to do so will result in a \$150 charge for a re-keying of the door and \$50 charge for the loss of the loaner key. Lost keys must be reported to the hall staff as they may compromise security to the building and other residents. There will be a minimum fee of \$50 for broken keys (for replacement) due to negligence of the student.

## **Amenities**

A kitchenette is available for residents' use. It is expected that students will maintain the stove and sinks by keeping them clean and using them appropriately. It is the responsibility of the students to inform the staff if anything is damaged or broken. Failure to do so in a timely manner may result in restitution or a fine. Failure of students to maintain the cleanliness of the kitchenette will result in the area being closed for a period of time and any student who violates the closure will be fined.

## **Laundry Facilities**

Laundering facilities are available for the convenience of students. However, rooms should be kept free of damp clothes unless suitable drying racks are provided by students. Residents pay no fee for washing and can wash at-will in the laundry room provided in the Trammell S. Crow Living and Learning Center (Crow) and the SUB Lofts. The on-campus laundry facilities are not to be used by students who do not live in the Crow residence hall or the SUB Lofts. The College assumes no liability for lost, stolen, or damaged items. Repair requests should be directed to the Department of Residence Life Resident Assistant (DRL RA) staff. Tampering with machines will lead to disciplinary action.

## **Lobbies**

The lobbies are public areas, and they should be maintained appropriately. Public area furnishings are expected to remain in their designated area. The majority rules when determining programs for television viewing. Priority will be given to hall and campus programs. Students are not allowed to sleep overnight in the lobby areas. The lobbies are generally opened until quiet hours end each night unless otherwise noted by residence life staff. Damages to the areas may be charged to all residence hall students or to a section or floor as appropriate.

## **POLICIES & REGULATIONS**

### **Guest Policy/Visitation**

As of the publishing date of this website Fall 2022, the College has a No Visitor Policy. This means students cannot have visitors at any PQ residence or campus property. Students should communicate with residence life staff for updates to the Guest/Visitor Policy, as those become available.

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Under different or “normal” environmental circumstances (ex.: pre-COVID19 era) if students are allowed visitors, each student-resident is held responsible for the conduct of his/her guest(s). Visiting hours are 10 a.m. - 12 a.m. Sunday through Thursday and 10 a.m. - 2:30 a.m. Friday and Saturday. The residence life staff may extend or restrict visitation hours if needed. Because of security considerations, all visitors to the residence halls are required to register at the Welcome Center at the main gate and leave valid identification until the visit is concluded and they have departed the residence hall. Only authorized student residents are allowed to live in the residence halls. Students are expected to sleep in their assigned rooms.

Each student resident is responsible for the conduct of his/her guest(s). A guest who violates the rules and regulations of the residence hall will be banned from entering the residence hall, and the student resident who the guest was visiting may be dismissed from the Residence Hall or may have their guest privileges suspended.

Students desiring overnight accommodations for a guest must obtain written approval from the Dean of Students, or the designated staff person, at least one week prior to the visit. Cohabitation with a boyfriend or girlfriend is not permitted and may result in disciplinary action for the student or students involved.

## **Quiet Hours**

A student’s right to sleep or study during quiet hours must be respected. Quiet hours are from 10 p.m. until 9 a.m. Residents are required to observe these hours by keeping TVs, music, video games, etc. at a low volume, quietly closing doors, and by refraining from loud conversation during these hours. Courtesy hours are in effect 24 hours a day. Repeat violations of quiet hours may result in formal disciplinary action.

## **Missing Student Policy**

The Higher Education Reauthorization with Higher Education Opportunity Act – 2008 Section 485(j) requires all institutions of Higher Education that participate in any Title IV program and provide on-campus housing to students to establish both a Missing Student Notification Policy and an official notification procedure for handling reports of missing persons. The missing student policy is defined as any currently registered student at Paul Quinn College who has not been seen by friends, family members or associates for 24 hours, and whose whereabouts have been questioned and brought to the attention of a staff member of the College community.

The College will initiate an investigation when notified that a student, who resides in a campus residence hall, is missing, with no reasonable explanation for his/her absence. The investigation will include gathering of all information including discussions with friends and roommates, meal and card access use around campus, social networking sites if possible, and/or contacting them by phone or text.

In the event of a missing student residing on campus, the President, Vice President for Academic Affairs, Vice President of Student Experience, Dean of Students, Director of Security,

or designee will notify the parents/family members regarding the situation. In the event the student does not reside in a college residence hall, the appropriate local police authorities will be notified by Security and an investigation will be initiated.

Each fall, new and continuing students will be provided with an opportunity to denote a confidential contact person. If a student has not reached their 18th birthday at the time, and they are reported missing, the student's custodial parent or guardian will be notified by the College.

## **Immoral Sexual Behavior**

The mission of the College is to provide a quality, faith-based education that addresses the academic, social, and Christian development of students. The college therefore takes the position that premarital sex and other inappropriate sexual behavior or sexual contact are not acceptable behavior.

## **Pregnancy**

Pregnancy is protected under Title IX of the Education Amendments of 1972 and the College does not discriminate in its programs or activities because of pregnancy.

Students who are expectant mothers must inform the College's nurse immediately upon learning of the pregnancy. Failure to inform proper authorities of the College of a pregnancy while living in campus housing will result in required withdrawal from the residence hall. Providing false information will result in immediate removal from the residence hall.

A written statement from the doctor of the expectant, confirming the advisability of continued study, must be filed with the College's nurse no later than the end of the third month of pregnancy. The pregnant student must understand that the College is no more liable for her than any other student. No special dispensation or conditions are to be expected. Students are not permitted to reside in the residence hall after their first trimester of pregnancy unless they obtain expressed written permission from the Office of the President.

The College reserves the right to remove expectant mothers from the residence hall out of concern for the safety of the expectant, the unborn child, or other residents. The College reserves the right to request a pregnancy test and/or confirmation from a doctor when there is doubt.

## **Pets**

Pets owned or housed by students are not allowed on campus. Pets are not allowed inside the residence hall at any time. Violations of this policy will result in disciplinary action including, but not limited to, eviction from the residence hall.

## **Dismissal from The Residence Hall**

Students who are on-campus or off-campus residents may be subject to having their housing contract terminated for an indefinite period for serious or repetitive minor violations of the rules and regulations related to housing conduct and other conduct in violation of the provisions of this handbook. Students withdrawing or permanently leaving the residence hall for any reason should clear the room within 24 hours or as otherwise instructed by a College official. Students dismissed for disciplinary actions will only receive refunds in accordance with applicable laws and regulations. Housing deposits are non-refundable.

The College reserves the right to deny the privilege of residence hall accommodation to persons who show flagrant disregard for the policies and procedures governing the College and residential living. Dismissal from the residence hall may be accompanied by additional disciplinary actions, up to and including expulsion from the College.

Students who fail to comply with the rules and regulations of the Work Program may be removed from the Work Program, which directly impacts on-campus housing assignments. All students living at all PQ residence halls, including residences located off-campus in the Dallas and Plano greater metropolitan areas, are required to be actively engaged in the Work Program. Removal from the Work Program will trigger removal from on-campus housing.

## **HOUSING ACCOMMODATIONS**

### **Housing Accommodations**

Residential living is central to the learning environment for all students. Living within a community and learning to share space and be considerate of others is considered a crucial part of that learning experience. As Paul Quinn College's Department of Residence Life offers various residence hall options, most students secure desired assignments through the standard housing selection process. Students with specific disability-related needs, however, may request consideration for an accommodation with their housing assignment to support the availability of any required configuration in that placement.

Students who are making a request for a housing accommodation must be supported by documentation that relates the current impact of the student's condition to the accommodation request. Students must also complete a PQC Disability Accommodations Request Form (<http://www.pqc.edu/wp-content/uploads/2015/09/Disability-Accommodations-Request-Form-FILLABLE.pdf>) prior to the housing selection process to ensure that we are able to review housing accommodation requests.

All students requesting a housing accommodation must register through The Chief Administrative Offices/Institutional Programs. The Department of Residence Life and Housing

does not accept medical documentation nor make determinations regarding a student's housing accommodation needs.

## **Evaluation of Requests**

The Office of Institutional Programs will review requests for disability housing accommodations and provide the student and the Department of Residence Life and Housing with a written recommendation. If the eligibility criteria are met, the Department of Residence Life and Housing will then determine the specific housing location and notify the student of his/her room assignment. All information will be kept confidential.

All requests for need-based housing assignments are reviewed carefully. Below is a summary of the factors considered when evaluating housing requests:

### *Severity of the condition:*

- Is the impact of the condition life threatening if the request is not met?
- Is there a negative health impact if the request is not met?
- Is the request an integral component of a treatment plan for the condition in question?

### *Timing of the request:*

Was the request filed before the published deadline? All students must register prior to the housing application process.

Once a student has been deemed eligible for a disability housing accommodation, and for as long as the student's needs remain the same, the Department of Residence Life and Housing will make every effort to accommodate the student in a similar manner for his/her remaining years in residence. Variable or changing conditions may periodically require updated or supplemental documentation. Please note that the college does not guarantee housing for upper classmen or students 23 and above.

## **SAFETY & SECURITY**

### **Residence Hall Security**

Everyone shares a responsibility for the security of the residence hall. Outside doors are locked for the safety of the residents. Propping outside doors open is prohibited, and fines and/or disciplinary action will be assessed to any persons found guilty of violating this policy. Entering or exiting through windows is not permitted and may result in appropriate disciplinary action, including fines.

### **Emergencies**

Call 911 when there is an emergency. Any accident, illness or emergency should be reported to the Residence Life Coordinator, Resident Assistant, Nurse, or Office of Student Experience

immediately. Campus Security should be notified immediately. Campus Security will notify the director of security.

## **Fire Safety in The Residence Hall**

It is the responsibility of all members of the College community to be familiar with safety policies and procedures. Routes for exiting buildings are posted in the halls; fire safety is discussed during residence hall meetings and at the beginning of each semester. The following items are prohibited at Paul Quinn College buildings: open flames such as candles, incense, appliances with exposed heating elements, appliances that overload the electrical system, and fireworks (except as authorized by College maintenance). This is a tobacco-, vape-, smoke-free campus.

Tampering with fire control equipment or alarm systems is strictly prohibited. Any person who disregards the right and property of others by tampering with fire control equipment or alarm systems (including causing a “false alarm”) is not only in violation of college policy but is also subject to both civil charges and fines. Tampering with systems includes any vandalism or removal of batteries from smoke alarm systems or misuse of fire extinguisher. In the event of a malfunction of the system, maintenance staff should be notified immediately.

## **Fire Evacuation Plan**

Smoke detectors activate an alarm system automatically in case of a fire in a building. Manually operated alarms are also located in all residence halls. The residence life staff is responsible for scheduling regular fire drills throughout the year. Each time the fire alarm sounds, students should exit the building quietly in line and in an orderly fashion, to the nearest exit. Failure to exit the building in an orderly fashion may result in a turnaround fire drill. Tampering with fire safety equipment is an illegal offense and will subject the individual to prosecution under the law. Failure to evacuate a facility during an alarm will subject the student to disciplinary action.

## **Fire Instructions**

Evacuation is the priority. If you have time execute the following:

1. Close all windows and doors, open drapery, and turn off all electrical equipment.
2. Put on light coat or raincoat and walking shoes.
3. Grab a towel - use wet towel over nose and mouth in case of smoke.
4. Proceed single file and remain at least 100 feet from burning buildings.
5. Do not run or return to building unless the “All Clear” signal is given by a staff member, Resident Assistant, or Fire officials.

## **Residence Hall Fire Evacuation Drills**

Paul Quinn’s Department of Residence Life may conduct fire drills unannounced at any time during the year at the Trammell S. Crow Living and Learning Center and the Sub Lofts. All fire drills are unannounced.

The purpose of fire drills is to prepare building occupants for an organized evacuation in case of fire or other emergencies. At PQC, fire drills are used to educate and train occupants on fire

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safety issues specific to their building. During the drill, occupants 'practice' drill procedures, and familiarize themselves with the location of exits and the sound of the fire alarm.

In addition, fire drills allow the college an opportunity to test the operation of fire alarm system components.

Prolonged ringing of the fire alarm will indicate a fire or a fire drill. The most probable danger comes from fires in the waste basket or from a curtain, for which the fire extinguisher should be used. Always locate the nearest fire extinguisher and know how to use it. All Paul Quinn College buildings are SMOKE FREE, tobacco-free, and vape-free.

## **Use of Electrical Equipment**

No cooking appliances such as George Foreman® grills, hot plates, toaster ovens, deep fryers, halogen lights, hot-air popcorn poppers, drip coffee, tea makers, blenders, or any other appliances with an open-coiled heating device (for heating liquids, cooking, etc.) are allowed in the residence halls. No extension cords are allowed with the use of any electrical equipment, which include stereos and televisions. Electric potpourri simmering pots are not allowed. When illegal cooking appliances are found, the student will be charged \$75 (for each appliance), and the appliance will be confiscated. Subsequent violations will result in a charge of \$150 (for each appliance), and suspension from the residence hall.

## **Ledges and Roofs**

No person or property is allowed on ledges, fire escapes, roofs, or window frames of college buildings. Violators will be fined \$50 and are subject to disciplinary action.

## **Residential Health and Safety Inspections**

Paul Quinn College's Department of Residence Life performs residence hall Health and Safety Inspections five times a year: twice in the fall, twice in the spring, and once in the summer. Inspections will only be announced during the first round of the fall semester. All other inspections are unannounced. The Health & Safety Inspections are primarily designed to find and eliminate violations related to student behavior. Ultimate responsibility for complying with the reasonable health and safety requirements rests with each resident. These inspections are not intended to be a substitute for that responsibility.

The inspection will include, but not be limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers, and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., candles, non-surge protected extension cords, halogen lamps, cooking appliances in non-kitchen areas, etc.) or prohibited activity (e.g., smoking in the room, tampering with life safety equipment, possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and the cleanliness of the room and residence.



## CHECK-OUT INFORMATION

### Check Out Policy

The room condition form will be provided at the end of the semester for checkout purposes. Detailed checkout procedures will be posted on the bulletin boards in the Residence Halls as well as communicated at meetings and via other digital means of communication available to PQC residents once they have moved in. All personal possessions must be removed from the room before check-out at the end of the Spring term. Between Fall and Spring semesters, students may leave their belongings in their assigned room if all belongings fit in the closet. Large appliances and electronics may be left outside the closets but must be recorded on the room inventory form. Paul Quinn College will not be held responsible for loss or damage to any items left in student rooms during winter break. Improper check-out will result in a fine.

Broom clean and room damages information is presented later in this communication.

### Things to do when moving out

1. Remove tape, nails, etc. from walls, doors, ceilings, windows, desks, shelves, dressers, etc.
2. Empty and clean closets, cabinets and drawers.
3. Dust window blinds and window ledge.
4. Empty trash cans; take any large items to the designated collection location.
5. Vacuum/sweep/mop your room.
6. Unplug all electronics and appliances. Small refrigerators must be thawed out in the shower to prevent water from pooling on the floors.

Students must check out during posted holiday or vacation periods. Those who fail to check out properly may be fined or subject to disciplinary action. Graduating seniors are allowed to stay in the residence halls through graduation. Residence halls close on the day after final exams. Students who are not graduating seniors are required to check out within 24-hours of their last final exam during the exam period. Students checking out after the posted times will be assessed a \$50 per day late fee.

### Broom Clean Information

- When you move out of your room, please make sure to leave it in a “broom clean” condition - an industry-standard in residential facilities management.  
This means:
- All personal items have been removed from the room, bathroom, common areas, and the hallway outside your door, and the refrigerator, microwave, oven, and freezer have been emptied.
- All cabinets, dressers, closets have been emptied.
- All trash has been removed from the room/suite/apartment and disposed of properly.

Please submit a Maintenance Request today for any maintenance concerns in the room. Note: Submitting a Maintenance Request prior to spring move-out for a damaged item in your room does not mean you will not be charged for those damages.

## **Room Damages**

It is important to emphasize that submitting a Maintenance Request prior to move-out for a damaged item in your room does not mean you will not be charged for those damages.

Students who wish to take responsibility for causing damage to their room should either email their Department of Residence Life Resident Assistant (DRL RA) or email: [Housing@pqc.edu](mailto:Housing@pqc.edu) with their name, building, room number, a picture of the item they damaged, and a statement taking responsibility for the damage. If you are concerned that you will be billed for damage that was not your responsibility, please reach out.

Once all residents have moved out, rooms will be inspected a final time, and fees may be assessed and placed on your student account for the following:

- Damage to the room beyond normal wear-and-tear
- Not leaving the room in 'broom clean' condition
- Not returning room or mailbox keys
- Any fees incurred will be placed on your student account as follows:
- \$250, per resident, fee for additional cleaning
- \$150 fine for improper checkout fee (charged to any student who has not moved out by noon on the last day of the semester, and was not previously approved for Extended Stay Housing)
- Charges for damages to the room are assessed based upon the extent of the damage. Charges are divided by the number of residents assigned to the space.
- If a room has damages, the cost for repairing that damage will be split equally between the roommates unless one person takes responsibility for that damage.
- The broom clean charge is a per-student fine; it is not the cost of removing items and cleaning the room.
- Students will be notified by the College via their PQC email address if any move-out charges have been assessed.

## **Damage Assessment**

Damages to student rooms and common areas of the residence hall are assessed at the end of each semester and, if necessary, periodically during the year. Damages within a room are charged equally to the room occupants; unless there is clear evidence that only one of the roommates was responsible.

Damages in hallways, lounges, restrooms, and other common areas are charged to the person(s) responsible (if identified); otherwise, all floor or hall residents are collectively fined.

An itemized list of damage fees is attached to the student's bill. The College is not liable for theft or damage to the personal belongings of resident students.

## **Appeal Process**

For students who are assessed a damage charge or broom clean fine, there is an appeal process:

- All students who wish to appeal a charge must appeal individually and in writing; one student cannot appeal on behalf of an entire room.
- Appeals based solely on the fact that a student was not the last person to move out of the room will not be granted.
- Students should communicate with their Department of Residence Life Resident Assistant (DRL RA) to record any issues within their space that they do not believe they are responsible for prior to leaving/moving out. NOTE: Requesting staff to record this information does not guarantee that you will not be charged.
- All communication regarding move-out charges will be sent to your PQC email account.

## **Payment of Room Damages**

Residents will be billed for room damages incurred during their occupancy. This will include cost for replacement and labor (to be determined by the office of Campus Facilities). Payments for damages must be made in full before the resident is permitted to register for the next semester. Room Damages may be considered in future housing requests and assignments. All payments are to be made at the business office. The criteria to assess a resident for damages are as follows:

1. Damages caused by the resident accidentally and immediately reported to the residence life office—cost of materials only.
2. Damages caused by the resident accidentally but not reported to the Residence Life office – cost of materials and labor.
3. When unidentified persons cause damages in public areas, the cost will be prorated to the entire residential community.
4. Damages caused intentionally or while involved in horseplay, fighting or other inappropriate activities – cost of materials and labor prorated to all involved individuals.

Damage to the residence hall may also be treated as a Code of Conduct violation.

## **Illegal Checkouts**

Illegal checkouts will be assessed a \$150.00 fine. An illegal checkout occurs when one or more of the following happens:

1. Failure to properly check out.
2. Failure to turn in the assigned room key.
3. Failure to complete all necessary paperwork.
4. Failure to check out by the assigned check-out time, in addition to the daily \$50 fine.

Residents who do not leave their room to the broom clean standard will be assessed a cleaning fee of \$250.00.