



**OHIO
UNIVERSITY**

**Student
Housing
Handbook**

2023-2024

Table of Contents

Housing & Residence Life Getting Started	4
Welcome	4
Important Numbers	4
Bobcat Living Experience	5
Your In-Hall Staff	5
Your Floor Section	6
Your Roommate(s)/Suitemates(s)	6
Health and Safety	7
Appliances	7
Building Kitchens, Food Preparation, and Clean-Up	7
University Police Department	8
Crisis or Concerns	8
Electrical Overloading	8
Emergencies – Campus Wide.....	8
Flu Response	9
Meningitis	9
COVID-19.....	9
Pest Control.....	10
Room Privacy	10
Safety and Security	10
Resident Expectations	11
Housing and Residence Life Community Standards.....	11
Office of Community Standards and Student Responsibility	11
Policies and Expectations.....	11
Alcohol	11
Air Conditioners	12
Animals and Pets.....	12
Bathroom Use	12
Bicycles.....	12
Computer and Internet Usage	12
Controlled Substances	13
Electrical Sources & Appliances	13
Face Coverings	14
Failure to Comply	14
Fire Safety	14
Furniture	15

Gambling and Games of Chance.....	15
Games and Sports	15
Guests & Visitors.....	15
Identification.....	16
Illegal Entry and Trespassing.....	16
Keys.....	16
Noise.....	16
Painting Rooms	16
Posting Policy	17
Room Decoration and Personalization.....	17
Room Inspections (also known as Health & Safety Inspections)	17
Room Use.....	18
Sales and Solicitation	18
Sexual Misconduct	18
Smoking & Vaping.....	18
Transportation.....	18
Trash & Recycling	19
Vandalism and Theft	19
Weapons.....	19
Windows and Screens.....	20
Services and Resources	20
Move In.....	20
Move Out.....	20
Room/Hall Changes.....	21
Bed Loft Information.....	21
Lockouts.....	22
Maintenance Requests	22
Personal Property and Responsibility for Loss/Theft/Damage	22
Room Condition Report	22
Room Consolidation.....	22
Room Furnishings	23
Temperature	23

Housing & Residence Life Getting Started

Welcome

Welcome to OHIO! As you progress through your college career, our hope is that you will thrive as you make OHIO home. The Student Housing Handbook is designed to serve as a resource and guide to living on campus.

Please remember you are a Bobcat on and off-campus and represent Ohio University in everything that you say and do daily. This home extends beyond the borders of campus and into the surrounding communities. Get to know the local citizens, the local culture, and give back to the community that has welcomed you with open arms. Your actions will be equated with the quality of our institution. You are now representing the first and finest university in the Northwest Territory; discover your promise, and proudly represent your new home in all that you do.

Important Numbers

It is recommended that a resident place these numbers somewhere they will remember quickly when needed.

Agency/Office	Office Phone Numbers
Housing and Residence Life	740.593.4090
Ohio University Police Department (OUPD)	740.593.1911
Facilities Management	740.593.2911
Counseling and Psychological Services (CPS)	740.593.1616
Campus Care (Hudson Health Center)	740.593.1660
O'Bleness Hospital	740.593.5551
Fire & Paramedics	911
Athens Police Department	740.593.6606
Office of Community Standards	740.593.2629
Office of Dean of Students	740.593.1800
Multicultural Center	740.597.2110
LGBT Center	740.593.0239
Women's Center	740.593.9625

Bobcat Living Experience

We believe residents should have an intentional residential experience that provides them with opportunities to build relationships with one another, connect with resources on campus, and establish a sense of belonging at Ohio University. It is important to us that every one of our residents feels they are respected for who they are and have the tools to be successful in their Bobcat journey.

The Bobcat Living Experience empowers residents to develop skills for success and contribute positively to their communities by focusing on the following learning goals:

- **Well-Being:** Students who live on campus will utilize skills and resources to promote well-being.
- **Healthy Relationships:** Students who live on campus will develop tools to sustain positive relationships within their communities.
- **Sense of Belonging:** Students who live on campus will identify characteristics of healthy communities.

Through the Bobcat Living Experience, students living on campus can expect:

- **Staff who care about their experience and their success as a Bobcat.** Demonstrated through Bobcat to Bobcats (staff connections with each of their residents) and community meetings, our staff set aside time throughout the semester to get to know their students and offer support and resources for success.
- **Opportunities to get involved and get to know others in their community.** Whether it be through Hall Council programs or RA-hosted community builders, students will be provided countless experiences to live, learn, play, and grow in their residence hall.
- **Support when times get tough.** We know that living with over 100 of your fellow Bobcats can be a new challenge! We use Living Agreements and staff-facilitated mediation to help students adjust to the triumphs and trials of sharing a space and learning to live in community.
- **A strong committed to inclusion.** Our greatest strengths come from being a part of a larger Bobcat community. We empower our students to be involved in creating an environment where students can contribute differing perspectives, ideas, and experiences to drive change and encourages a sense of belonging through programs, meaningful conversations, and purposeful opportunities.

Your In-Hall Staff

- **Resident Advisor (RA):** The Resident Advisor is a student who has completed a rigorous training process designed to prepare them for working with students in the residence halls. The RA lives on and manages a floor section of residents. Part of the RA's job is to provide ongoing support for residents. During the academic year, you will interact the most with the other residents on your floor section. Your RA is a great source of information and should be the first individual that you contact with a question or concern.
- **Senior Resident Advisor (SRA):** The Senior Resident Advisor, like an RA, is a student who resides in a residence hall but does not manage a floor section. The SRA is responsible for assisting the Graduate/Assistant/Resident Director in coordinating administrative functions in the building such as room changes and key inventories. Additionally, the SRA assists in advising the hall council and coordinating hall programming efforts.
- **Graduate Resident Director (GRD):** A Graduate Resident Director is a full-time graduate student and a part-time employee responsible for overseeing a hall. The GRD supervises the residence hall staff, works with all residents to establish a positive living environment and a sense of community, and

manages crisis situations. A GRD acts in an advisory capacity on personal and academic issues and helps to interpret and uphold university policies. GRDs will post office hours within their hall.

- **Resident Director (RD):** A Resident Director is a full-time on-site professional responsible for a hall or complex. The RD supervises the residence hall staff, works with all residents to establish a positive living environment and a sense of community, and manages crisis situations. An RD acts in an advisory capacity on personal and academic issues and helps to interpret and uphold university policies. RDs will post office hours within their hall or complex.
- **Assistant Resident Director (ARD):** An Assistant Resident Director works directly with a Resident Director to oversee a large hall or complex and is a full-time graduate student. The ARD supervises the residence hall staff, works with all residents to establish a positive living environment and a sense of community, and manages crisis situations. An ARD acts in an advisory capacity on personal and academic issues and helps to interpret and uphold university policies. ARDs will post office hours within their hall or complex.

Your Floor Section

Your floor section is your new home for the year and is comprised of a variety of people from different backgrounds. However, you all share one thing in common: you will be living in a shared community. Throughout the year your Resident Advisor (RA) will host events to help you get to know others in your community and build a network of friendship and support.

Your Roommate(s)/Suitemates(s)

Having to share your bedroom and living space with someone is often an adjustment. Our best advice is to spend plenty of time getting to know your roommate(s)/suitemates(s), face-to-face, during the first few weeks. Talk to each other about the ground rules for your shared living space and complete the Living Agreement. Your RA will be a resource as you complete your agreement.

Here are four ways to ensure that you and your roommate(s)/suite(s) have a positive and successful relationship with one another:

- **Communication** entails talking and listening to your roommate(s), especially about issues that will affect your relationship (e.g., borrowing items; study times). It is wise to talk person-to-person with your roommate(s) about any concerns or conflicts as early as possible. It can be incredibly difficult to express concerns you have with your roommate. Maybe you don't want to hurt their feelings or want them to be mad at you. Either way, not addressing the concern will make it snowball into a bigger issue. You can approach talking about an issue in a kind way by using "I" statements. Ex. *"I feel overwhelmed and stressed when the room is messy like this" rather than "You are so messy!"*
- **Consideration** is another handy attribute for living with other people. The best way to be considerate is to think before you act. Ask yourself how your actions might affect others. Most conflicts occur due to a lack of consideration but remember these conflicts can be resolved through communication!
- **Compromise** is the foundation of any healthy relationship. If your roommate likes to go to bed and get up early and you prefer to stay up late and sleep in, a little give and take can remedy the situation. Simple compromises can make a tremendous difference.

- **Cooperation** involves roommates working together toward a common goal. It may be something as simple as making sure that the garbage can is not overflowing or that recycling is being done. When roommates agree on common goals, all roommates, mod-mates, or suitemates can work toward ensuring that the goals are met.

Common Issues

- **Cleanliness:** Everyone has a personal standard for cleanliness. While it is hard to adjust to another person's living style, it is necessary to communicate and agree with each other on shared cleanliness expectations for the space. Always remember to be courteous and talk it out when issues arise.
- **Guests:** Everyone has the right to have guests in their room. Roommates **MUST** provide adequate notification to roommates regarding overnight guests or visitors. Guests and visitors in a room should **NOT** be more than two times the standard occupancy for that room. Also, overnight guests and visitors can only stay for up to 3 nights in a 7-day period with permission from the roommate (see page 15-16 for more information on Guests and Visitors). Set boundaries about guests/visitors' expectations early on and adjust as needed.
- **Noise:** Noises like music, TV, and conversations can make studying or sleep challenging depending on a person's personal preference. Communicate about the issues as they arise to ensure the space is conducive to each roommates/suitemates needs (see page 16 for more information on Noise).
- **Borrowed Items:** Some roommates love to share, while others prefer to keep their items separate. Make sure you communicate on if are willing to share, share with permission, or not share any items with your roommate(s)/suitemate(s)
- **Room Lights:** Everyone in the room has equal use of lights in their room, but everyone also has different preferences to how they are used. Please be respectful and courteous of how you use the lights in the room and how it can affect others. Ex. when someone is sleeping, not feeling well, or studying late at night light, usage may need to be adjusted. Please know that using lights in the room can affect everyone in the shared room or space. Please communicate your lighting expectations with your roommate(s).

If you and your roommate(s) encounter conflicts, your Resident Assistant (RA) and Resident Director (RD) can serve as helpful resources in helping resolve roommate conflicts.

Health and Safety

Appliances

The microwave, which is part of the refrigerator unit provided by the university, has a Safe-T Sensor on the back, which detects burning food. **The Safe-T Sensor must always remain plugged in. Removal and/or damage to the Safe-T Sensor may result in a monetary fine/fee, along with a conduct referral with the Office of Community Standards and Student Responsibility.** If you experience an issue with your Safe-T-Sensor, you should file a work order [here](#).

Building Kitchens, Food Preparation, and Clean-Up

To limit the likelihood of insects becoming a problem you should not store perishable food items in open containers. Cooking in residence hall rooms is restricted to only those foods that can be heated using the microwave unit. Make sure that waste is taken to the dumpster to prevent insects from finding their way into your room.

There are student kitchens in Bryan Hall, Carr-Sowle Complex, Jefferson Hall, Gamertsfelder Hall, Hoover House, James Hall, Tanaka-Luchs Complex, Washington/Read, and Voigt Hall. These kitchens are available to students

living in those buildings/complexes. The kitchens will **not** be supplied with cooking utensils. Personal items are not to be stored in the kitchen but should be taken back to your assigned room upon leaving the kitchen.

Please contact the GRD/RD/ARD in that building to learn more about kitchen access. Each area is subject to regular inspections by Environmental Health and Safety. Any violations of food preparation and clean-up expectations can result in the indefinite closure of the kitchen.

University Police Department

The Ohio University Police Department is a police agency tasked with serving the Ohio University community. They are the main contact for emergencies occurring on campus. Program your cell phone speed dial to access the Ohio University Police Department at 740.593.1911. If your cell phone does not identify an “ICE” (In Case of Emergency) phone number, please take the time to program that number into your cell phone.

Crisis or Concerns

If you have a concern or crisis, contact your RA or RD/GRD/ARD immediately. They are trained to assist you or get you connected with the correct resource. Examples of crisis or concern can include, but are not limited to, roommate conflicts, health problems, severe stress, academic problems, homesickness, depression, suicide ideation, or sexual assault.

Each building has a duty phone that is carried by a hall staff member from 8 p.m. to 8 a.m., Monday through Thursday. The duty phone is constantly monitored from 8 p.m. on Friday until 8 a.m. on Monday.

The phone number for your hall’s duty phone will be posted in the residence hall. You can find your hall’s duty phone number on-line by logging into [ERezLife](#) and clicking your profile. If unable to find a staff member, call OUPD for emergencies at 740.593.1911. Counseling and Psychological Services also has a counselor on call 24/7. To speak with a counselor, call 740.593.1616. All calls to Counseling and Psychological Services are confidential.

Electrical Overloading

Residential facilities vary in their electrical capacity limits. If you find that you have lost power in your room at any time, contact Facilities Management at 740.593.2911. Try to determine which appliance or piece of equipment is causing the overload and redistribute some appliances to another circuit.

To prevent electrical fires, Housing and Residence Life prohibits the use of extension cords and outlet splitters, which plug directly into an outlet to create additional outlets. Only surge protectors with an attached cord and an on/off switch may be used to create multiple outlets.

The microfridge unit and the window air conditioners must be plugged directly into separate wall outlets. They may not be plugged into the same outlet.

Emergencies – Campus Wide

Ohio University has systems in place to respond to emergencies on campus. It is important that you pay close attention to your surroundings and be aware of the following emergency systems.

- Campus Alert System (siren and public announcement)
- [Emergency Text Messaging](#)
- [OHIO Alert](#)

Flu Response

The influenza virus spreads from person to person through coughing or sneezing by people with the virus. Sometimes people may become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose.

If you think you have the flu, visit Campus Care in Hudson Hall for assessment and treatment. **You should stay in your room, away from class, and away from your friends, until your temperature is normal for 24 hours without the use of medication.**

Severe cases requiring immediate medical attention would show the following symptoms:

- Difficulty breathing or shortness of breath
- Pain or heavy pressure in your chest or abdomen
- Sudden dizziness or near fainting
- Passing out or loss of consciousness
- Confusion
- Severe or persistent vomiting
- Symptoms improve but then return with fever, increased sinus pressure, or worsening cough or shortness of breath

Meningitis

Bacterial meningitis is an acute bacterial disease. Signs and symptoms of Bacterial Meningitis are sudden onset of fever, intense headache, nausea, and sometimes vomiting, stiff neck, sensitivity to light, and may also involve a rash that begins as clusters of small pricks and develops into purple bruising.

While the susceptibility to the disease is low, bacterial meningitis can progress rapidly and have very serious and sometimes tragic health consequences. **If you have any of these symptoms, please go to Campus Care immediately or call 911 for an ambulance to transport you to the emergency room.**

For information regarding vaccinations, contact Campus Care at Hudson Health Center at 740.593.1660.

COVID-19

The virus that causes COVID-19 is spread from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet.)

Ohio University requires that students who reside in on-campus housing disclose whether they have been vaccinated against COVID-19 prior to residing on-campus. Students are not required to have been vaccinated, nor receive the booster at this time for COVID-19. Students are required to indicate if they have been vaccinated, and if they have, when and what types of vaccines were received.

Individuals with COVID-19 frequently do not exhibit any symptoms but students must monitor themselves for the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache

- New loss of taste or smell • Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Symptoms may appear from 2-14 days after exposure to the virus. It is your responsibility to check for [CDC](#) updates to potential symptoms. More information can be found on the [CDC website](#).

Housing does not provide housing to isolate on campus. All on-campus students should complete their isolation at an off-campus location, such as their home address.

Pest Control

To prevent widespread pest issues, do not attempt to eradicate the issues on your own. Report pest problems to Environmental Health and Safety through the [EHS Pest Report Form](#) or call 740.593.1666. Additionally, notify your building RD/GRD/ARD of the pest issue. To prevent pest issues including ants, wasps, bedbugs, etc., keep food stored in airtight containers and remove trash regularly.

Room Privacy

The university respects students' right to privacy. However, a university official may enter a student room without permission under the following circumstances:

- During an emergency (e.g., fire alarm)
- To check on the well-being of a resident
- To inspect, maintain, and renovate rooms
- To address a nuisance to the community

Failing to respond to a reasonable request by a university official (such as being asked to open your door) will result in a conduct referral to the Office of Community Standards and Student Responsibility. University officials include all levels of in-hall staff.

Safety and Security

The following are guidelines to follow to ensure the safety and security of yourself and your residence hall community:

- Always carry your keys and keep your room locked. Many thefts on campus are crimes of opportunity where items are left unattended and unsecured.
- Never let someone into a residence hall if they do not have a key or do not live there.
- Propping open exterior doors is equally dangerous, and many doors are equipped with alarms to prevent them from being propped. It is okay to deny someone entry into your hall if a fellow resident does not escort them.
- Do not lend your room key to anyone.
- Do not tamper with the lock mechanism on your door (e.g., tape over the lock, magnets in the door frame).
- Report lost or stolen key/ student ID immediately to in-hall staff, Living Learning Center, and/or OUPD.
- If the lock on your door is broken, call Facilities Management at 740.593.2911.
- All students who own a bike are encouraged to register the bike with OUPD. This is helpful, particularly for instances of theft.
- Lock your door while you are in your room, particularly when you're not able to observe someone entering through an unlocked door such as when you take a nap or are sleeping at night.

- In suites, work with your suitemate to ensure that they, too, follow a reasonable security routine.
- To thwart identity thieves who may pick through your trash or piles of unread mail stacked in a corner, always shred, or tear up items with personal information.
- Record the serial numbers on your valuable items and have valuables engraved with identifying information (e.g., computers, bicycles). Should items be stolen, this aids in their return.
- All OHIO students and employees are required to carry their identification. It is your right to identify who may be requesting access to your room, and for what reason. If they refuse to show their ID card, note their physical characteristics and clothing, and immediately call OUPD or 911.
- Help your friends! Be a good neighbor and immediately call OUPD if you observe suspicious persons or activity.

Resident Expectations

Housing and Residence Life Community Standards

There are several other guidelines set forth by the Department of Housing and Residence Life, which include but are not limited to: the content included in our Housing and Culinary Services Terms and Conditions, specialized living experience expectations and contracts, the Housing and Residence Life website, and verbal and/or written instructions from University staff. The following policies listed below are not inclusive of all policies within the Student Code of Conduct but focus on residential communities and expectations within the residence halls.

Office of Community Standards and Student Responsibility

The Office of Community Standards and Student Responsibility administers the Ohio University Student Code of Conduct and the processing of policy violations. The Student Code of Conduct emphasizes the university's obligation to promote your personal freedom, maturity, and responsibility. Students are strongly encouraged to ask questions pertaining to the Code of Conduct if they encounter any uncertainty regarding university rules and regulations. Questions or concerns may be directed to Housing and Residence Life staff or the Office of Community Standards and Student Responsibility. As a student, you accept the responsibility to abide by all university rules and regulations.

For more details, refer to the Office of Community Standards and Student Responsibility [website](#)

Policies and Expectations

Alcohol

- Possession or consumption of alcoholic beverages by anyone under the age of 21 is prohibited.
- Manufacturing and/or selling of alcoholic beverages is prohibited.
- Providing alcohol to individuals under the age of 21 is prohibited.
- Residents under the age of 21 are prohibited from hosting an event with alcohol in their room, even if guests are over the age of 21.
- Possession of common source alcohol containers (e.g., kegs, party kegs) is prohibited.
- Possession or display of alcoholic paraphernalia such as beer funnels, beer bong, beer pong tables, etc. is prohibited. The above are just a few examples, but not an exhaustive list.
- Possession or consumption of alcohol, regardless of age in a community space (e.g., lounges, mod spaces, hallways, community centers, courtyards, etc.) is prohibited.
- Underaged students present in a room, suite, apartment, or general vicinity that contains alcohol will be documented and go through the Community Standards process.

- Empty alcohol bottles are prohibited, including those used as decorative items.
- Parents may not supply alcohol or consume alcohol within a residence hall if their student is under 21.
- Residents who are of legal drinking age are still responsible for their actions and the manner in which they present themselves while under the influence of alcohol.

For more information consult the [Code of Conduct](#).

Air Conditioners

Ohio University prohibits the installation of personal air conditioners (both window and floor/free standing models).

Animals and Pets

- All animals, except for fish, are prohibited in residence halls. This prohibition includes frogs, turtles, geckos, and other tank dwelling animals.
- Possession of fish tanks over 10 gallons is prohibited.
- No animals are allowed to “visit” residence halls at any time.
- The prohibition of pets in residence halls does not apply to a student with a disability that requires the use of a service or approved assistance animal. Students with service or assistance animals should contact Student Accessibility Services for accommodations at 740.593.2620. Assistance animals must not be brought into the residence halls until the approval process is complete.
- If an unauthorized animal or pet is found in the residence hall, in-hall staff will ask for the animal to be removed from the building. If the animal is not removed, in-hall staff will contact Environmental Health and Safety to help in finding a place outside of the residence hall for the animal.

Bathroom Use

- Only one person is allowed in a bathroom stall or shower stall at any time.
- Any incidents of more than one person in a bathroom stall or shower stall, at any time, will be reported to the Office of Equity and Civils Rights Compliance.
- Be respectful of space: throw away trash, clean up after yourself, report any issues to hall staff or RCS.
- **Personal room trash (i.e., pizza boxes, mail, drink containers, etc.) is not to be thrown away in bathroom trashcans.**

Bicycles

- Bicycles may not be stored in public areas, such as mods, lounges, stairwells, entrances/exits, building handrails, or other undesignated areas. **Any bicycles found in these areas are subject to removal.** They can be stored in your room or on a bicycle rack.
- Bicycles should be registered with the Ohio University Police Department. You will need to fill out a description and serial number of the bicycle to register. OUPD or authorized personnel may remove bikes that are in unapproved areas.
- Do not store bikes outside on bike racks over winter or summer break. Bikes must be removed from bike rooms or bike racks over the summer.

Computer and Internet Usage

- Ohio University provides wireless coverage in all residence hall rooms.
- Any wireless device installed by a student that interferes with the Ohio University’s wireless network will have its network port disabled and the owner of the device will be asked to remove the device. **Repeated violations could result in the loss of internet privileges and a conduct referral.**

- Items emitting a wireless signal (printers, game consoles, etc.) should have wireless broadcasting set to Off. If you experience issues using the wireless network in your room, please contact the Office of Information Technology at 740.593.1222.
- Peer-to-Peer (P2P) Programs: Ohio University may restrict the use of peer-to-peer (P2P) file-sharing on the campus network (e.g., Bittorrent). P2P software may only be used for legal sharing of non-copyrighted material. All other uses of P2P software will result in the loss of network privileges. Unless you are certain that you are using the software legitimately, it is important that you remove the P2P software from your computer before connecting to the Ohio University network. Many of these programs will share copyrighted files without your knowledge. If these programs are not removed, those computers will be automatically removed from the network.

Controlled Substances

- Use, presence of, possession, manufacture, sale, or distribution of illegal drugs, controlled substances, and/or natural or synthetic compounds is prohibited. In these situations, Ohio University Police will be contacted.
- Prescription drugs taken outside of their intended use or by anyone other than the patient is prohibited.
- Non-prescription drugs taken outside their intended use as identified on the packaging or as directed are prohibited.
- Possession of drug-related paraphernalia (e.g., bongs, pipes, syringes, scales, grinders) is prohibited.
- Students present in a room, suite, apartment, or general vicinity that contains controlled substances may be found in violation of the policy.

For more information consult the [Code of Conduct](#).

Electrical Sources & Appliances

Adaptors and Extension Cords

- Multi-plug adaptors, such as cube adaptors, outlet splitters, unfused plug strips or any other similar device are prohibited.
- A 3-prong (grounded) electrical item or cord being plugged into a 2-prong outlet are prohibited (e.g., a hairdryer with a 3-prong cord must be plugged into a 3-prong outlet).
- Multi-plug adaptors with surge protection are permissible.
- Extension cords are prohibited.
- Electrical cords cannot be run under carpeting, pinched in doors, or placed under piles of clothes; doing so may allow excessive heat build-up or may damage the wire's insulation and cause short circuiting.

Appliances/Devices

- Appliances exceeding 1,000 watts are prohibited.
- Possession or use of unapproved electrical devices is prohibited. Prohibited electrical equipment and appliances include electrical heating devices (e.g., space heaters), air fryers, toaster ovens, toasters, grills, sandwich makers, food dehydrators, woks, waffle irons, bread makers, personal refrigerator, personal microwave, hot plates, heating coils, electrical skillets, electric griddle, crockpots, and rice cookers.
- Please do not leave permitted electrical equipment/appliances unattended while in use. Appliances with exposed elements (e.g., coils) are prohibited.
- Limit the use of duct tape to hanging plastic on windows during winter months; duct tape cannot be used to hang wires around a room, as residue is left behind. Duct tape residue present at move out could result in a charge for removal/cleaning/repair.

- Never tamper with university wiring by removing or replacing light fixtures or electrical outlets. Do not wire any appliance or equipment directly to the university wiring. All electrical equipment and appliances must be in good repair. The plugs and insulation must be intact, motor clean, and guards in place. All electrical appliances used in the residence halls must be U.L. listed.

Lighting

- Halogen, octopus, and upward facing lamps with exposed bulbs are prohibited.
- Decorative or holiday lights exceeding 25 feet in length are prohibited.
- Connecting more than two light strands together is prohibited.

Wall Outlets

- Air conditioners, microfridge unit, and power strips/surge protectors must be plugged in directly to a wall outlet. Only one of these appliances can be plugged in to an outlet at a time. This is necessary so that the outlet does not exceed its capacity.
- Some residence hall rooms have a light fixture over the dresser with a two-prong outlet built in. No more than one appliance can plug into these light fixtures at a time.

Face Coverings

Residential students must comply with all face covering policies set forth by Ohio University.

Failure to Comply

Failure to comply with legitimate directives of Ohio University officials (including Housing and Residence Life staff), law enforcement, or emergency personnel in the performance of their duties including failure to identify oneself when so requested, is a violation of the Student Code of Conduct.

For more information consult the [Code of Conduct](#).

Fire Safety

Due to fire safety, the following activities and items are **prohibited**:

- Starting a fire, activating a fire alarm without due cause, or falsely reporting a fire to University or emergency response officials
- Tampering, destroying, damaging, covering, or misusing emergency or safety equipment (e.g., smoke/heat detectors, microwave Safe-T Sensor, fire extinguishers, or sprinkler heads). Report any suspected problem with your smoke detector or other fire safety equipment to the Office of Environmental Health and Safety (740.593.1666) or to your Housing and Residence Life staff.
- Covering or disconnecting room smoke detectors for any reason. If this is found in a room, OUPD will be notified.
- Failure to evacuate or reentering into a building without authorization by University or emergency response officials during a fire alarm or drill.
- Possession, storing, manufacturing, distributing, or using explosives, flammable liquids, open flame sources (e.g., candles, incense), live cut trees, or hazardous substances.
- Smoking or vaping.
- Failure to monitor cooking food or take precautionary steps while cooking (e.g., opening windows).
- Blocking the egress (exit) of hallways, stairwells, and doors is prohibited.
- Using the elevator during an alarm.
- Propping open any doors, including but not limited to mod, stairway, or bedroom doors.
- Wall decorations that cover more than 25% of the wall (this includes removable wallpaper).

- Curtains on windows in student rooms are acceptable, however, curtains used for other applications are not acceptable.
- No items or cords are allowed to be attached to or hang from the ceiling.

In the event of a fire alarm, please evacuate to your Evacuation Recovery Point. This is where the most up-to-date information about the situation will be shared with residents in the event of an emergency. Look for information about your recovery point in your building or ask your RA.

Furniture

- Any University-issued furniture in your room may not be removed and should not be moved between a suite or Front Four quad rooms. Removing furniture from the room may result in a fine.
- **Disassembling University furniture is not permitted.**
- Furniture is provided for residence hall public areas (e.g., lobbies, lounges, mod areas, rec rooms) for the use of all residents in the building/complex. It is important to take care of the furniture so it can be enjoyed by all residents of the building. Furniture must remain in these areas and may not be moved into student rooms.
- Furniture removed from the common spaces is considered theft of university property, which could result in criminal and/or university conduct charges.
- Your residence hall community may be billed if public area furnishings are vandalized or stolen. If you notice missing furnishings or damage, contact a Housing and Residence Life staff member.

Gambling and Games of Chance

Under Ohio law, when a person pays to play a game of chance (including poker) in hopes of winning a prize, the game qualifies as illegal gambling, unless the tournament organizers meet specific criteria and follow specific rules contained in the Ohio Revised Code. Please see the RD/GRD/ARD of your building/complex for more information.

For more information consult the [Code of Conduct](#).

Games and Sports

- Physical recreational activities (i.e., ball playing, bicycle/skateboard/scooter riding, water gun/water balloon fights) in residential buildings and on South Green catwalks are prohibited.
- Outdoor activities near building entrances/exits, windows, and vehicles are prohibited.
- Recreational use of green spaces is permitted with concern for those walking through the areas.

Guests & Visitors

Guests are individuals who are not affiliated with Ohio University, such as parents, siblings, etc.

Visitors are individuals who are affiliated with Ohio University, such as students, staff, etc.

- All guests and visitors must comply with COVID-19 protocols set forth by Ohio University. If a guest or visitor does not, they will be asked to leave the building.
- Unescorted guests and visitors are prohibited. Guests and visitors must always be escorted while in the hall, even to the bathroom or to another room.
- Residents are personally and financially responsible for any violations of the Housing and Residence Life policy caused by their guests.
- Guests and visitors must utilize bathrooms designated for their gender.
- Allowing guests and visitors to use resident keys or access devices is prohibited.

- Guests and visitors in a room should not have more than two times the standard occupancy for that room.
- Failing to provide adequate notification to roommates regarding overnight guests or visitors is prohibited.
- Guests and visitors may stay overnight no more than 3 nights in each 7-day period with permission from your roommate.
- Only the student(s) assigned to a room are allowed to live in that room.
- All roommates must grant permission for a guest or visitor to be in the room.
- You may not sublet your Housing and Residence Life room.
- Parents are considered “guests” and must adhere to the same conditions listed above.

Identification

- Failure of students and guests to present proper University or government issued identification to University staff (including RAs) upon request is prohibited.
- Lending or borrowing an OU student identification or government issued identification is prohibited.
- Knowingly supplying false or misleading identification information is prohibited.

For more information consult the [Code of Conduct](#).

Illegal Entry and Trespassing

- Unauthorized entry into any living space or restricted access areas of residential communities (e.g., mechanical rooms, roofs, closed buildings, housekeeping closets, storage areas) is prohibited.
- Permitting unknown persons into residential communities is prohibited.
- Propping or inhibiting locking mechanisms of exterior doors is prohibited.
- Entering or exiting residential spaces through a window is prohibited.
- Entry or attempted entry when residential buildings are closed is prohibited.

Keys

- Unauthorized use, possession, or duplication of keys and keycards is prohibited.
- Switching and/or borrowing keys or keycards is prohibited.
- Throwing keys or access devices out of your window is prohibited.
- Failure to immediately report lost keys or keycards to the Living Learning Center is prohibited.

Noise

Residents must keep their noise at an acceptable and courteous level at all hours of the day. Unacceptable noise levels are defined as “any noise that can be heard outside of the residence hall or exterior community spaces.” This includes, but is not limited to yelling, pounding on walls, windows and floors, amplified sound, playing musical instruments, and bass from subwoofers. Noise that interferes with the study or sleep of others is prohibited. Failing to comply with quiet hours is prohibited.

Quiet hours are defined as: 10 p.m. to 10 a.m. Sunday-Thursday, 12 a.m. (midnight) to 10 a.m. Friday-Saturday, and 24 hours during the week of finals.

Painting Rooms

Painting of residence hall rooms is not permitted, including murals. It is not permitted to paint in a room to fix or improve. This kind of activity needs to be completed by Facilities Management.

Posting Policy

Promotion of non-residence hall events will be limited to an activity sponsored or co-sponsored by an Ohio University registered student organization and/or Ohio University department. All unauthorized and unapproved signs will be removed. No material may be distributed door to door. Non-compliance with this posting policy may result in the loss of posting privileges.

Room Decoration and Personalization

You are encouraged to personalize your room to make it feel like home, but adhere to these safety concerns:

- You may decorate your room with posters, but only 25% of the wall space can be covered with posters or tapestries due to fire safety concerns. Tapestries or other items may not be suspended from the ceiling and removable wallpaper cannot be used on any portion of the wall, fixtures, or furniture.
- Only 3M Command Products are recommended for use, however, these can still cause damage to some walls. Follow product directions to avoid damage. Damage may result in a monetary fee/fine assessed to the student.
 - **3M Command products are prohibited in Carr, Luchs, Sowle, and Tanaka Halls. Finish nails are recommended to install decorations.**
- Do not put holes in the walls or furnishings.
- Do not mount TVs to walls.
- No candles are allowed (lit or unlit). Tart/candle warmers are also not allowed.

Although you are encouraged to personalize your room, it is also important to remember that you are now living within a residential community. Certain items or displays that you may find funny or appropriate may offend your roommates or your surrounding community. Thus, it is important to communicate with your roommate(s) throughout your stay together.

Room Inspections (also known as Health & Safety Inspections)

Every semester, Housing and Residence Life staff will conduct a room inspection to ensure your room meets health and safety standards. Notification will be given, approximately 7 days prior, to let you know when inspections will be conducted.

During the inspections, your room, outlets, wall decorations, and general cleanliness will be assessed. Your personal items will not be searched. Any illegal or prohibited items found may be confiscated at this time. A fee of \$25 may be assessed for confiscated items, along with conduct referrals for any alleged violations of the Student Code of Conduct.

Confiscated items may be claimed at the end of each semester from the building Staff Office. Unclaimed confiscated items will be donated or disposed of 30 days after the end of each semester.

Commonly confiscated prohibited items include, but are not limited to:

- Candles
- Wax warmers (Scentsy, etc.)
- Hot plates, grills, etc.
- Extension cords, outlet splitters (creating more than one outlet from a single outlet)
- Empty alcohol bottles used for decoration (if under the age of 21 or living in a substance free community)
- Halogen, "octopus," torchiere lamps with exposed bulbs
- Multi-plug adapters, such as cube adapters, outlet splitters
- Hover boards

Room Use

- Unauthorized or unapproved room changes are prohibited. All room changes must be approved by the SRA or RD/GRD/ARD of the building or complex. Moving into a room prior to finalizing a room change request could result in the cancellation of the request, a conduct referral, and/or being billed for both spaces.
- Anyone living in or occupying a space that is not assigned to the room is prohibited.
- Actively seeking and/or operating any aspect of a business from your residence hall room or anywhere inside a residence hall is prohibited. This includes renting your space to individuals not assigned to the space.

Sales and Solicitation

- Soliciting in residential communities is prohibited. Should you observe sales or solicitation occurring in your hall, contact a Housing and Residence Life staff member or the Ohio University Police Department at 740.593.1911.
- Individuals or outside agencies, businesses, or product events are prohibited from using rooms, the buildings or adjacent grounds for any commercial purpose or business, unless written permission has been granted from Housing and Residence Life

Sexual Misconduct

Sexual misconduct, abuse, harassment, exploitation, intimidation, stalking, or coercion is prohibited.

For more information consult the [Code of Conduct](#).

Smoking & Vaping

OHIO is a smoke and tobacco free campus. This policy encourages a green and clean environment, prepares our students for other tobacco-free environments in their future, and can be a source of OHIO pride in supporting a major wellness initiative.

Smoking and vaping of any kind, including e-cigarettes (e.g., JUUL), is prohibited in residence halls, in entryways, on South Green Catwalks, or within 25 feet of residential facilities.

The use of tobacco or smoking products is defined as, “all nicotine, tobacco-derived or containing products, and plant-based products including, but not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spit less, smokeless, chew, snuff).”

The physical location of a smoke and tobacco-free campus is defined as facilities, property, and grounds used to carry out the mission of the university. This will also extend to sidewalks adjacent to university buildings and grounds in keeping with the city policy of property owners’ responsibility for sidewalks. Smoking and tobacco use in personal vehicles on university property will not be allowed.

For more information see the [Tobacco-Free Initiative](#) webpage.

Transportation

- Unauthorized motorized vehicles outside of any designated parking zones are prohibited.
- Maintenance of motorized vehicles in residential communities is prohibited.
- Motor vehicles in unauthorized parking zones will be towed at the owner’s expense.
- Motorcycles (including mopeds and scooters) are allowed only on the streets. They are not permitted on residential greens, in university garages, or in the residence halls. They must be registered with Parking Services and parked in designated motorcycle parking areas.

Trash & Recycling

- Leftover foods, food waste, and food containers should be disposed of appropriately and taken outside to trash dumpsters, **NOT in the lounge, mod, or bathroom receptacles.**
- Bathroom sinks and mop sinks should NEVER be used for disposal of food scraps. This waste will create plumbing and sanitation problems. Likewise, toilets should not be used for scrap disposal.
- It is your responsibility to keep your room clean and to take your recycling and trash to the appropriate dumpster on a regular basis. Room trash containing food waste should be removed to a trash dumpster daily. Leaving personal trash in hallways, common areas, bathrooms, mods, etc. is prohibited.
- All clean bottles, cans, paper, and cardboard should be placed in blue bins as mixed recycling.
- Blue bins for mixed-recycling and tan bins for trash are provided in every room. Recycling and Landfill (trash) dumpsters are located near every residence hall.

Vandalism and Theft

Willful destruction, defacement, or theft of any public or private property is prohibited. When damage occurs to common space facilities, an investigation will occur, and the responsible individual(s) will be billed; conduct action is also possible depending on the situation. When damage occurs outside of a student room which cannot be attributed to the responsible individual(s), all students in the hall, floor section, mod or suite may be held responsible for the cost of the repair. Should you become aware of those responsible for the damage, contact your RA, RD, ARD, or GRD.

Weapons

The following is a guideline of items that are banned from the residence halls and surrounding areas and are subject to further investigation by the Department of Housing and Residence Life and/or the Ohio University Police Department. This list is not all encompassing, and Housing and Residence Life reserves the right to deem non-listed items as weapons. Items deemed as weapons can be confiscated by OUPD or staff members.

Guns

Any hazardous or deadly weapon and/or an object that utilizes compressed air in its mechanisms; this includes, but is not limited to airsoft guns, paintball guns, BB guns, stun guns/tasers, tear gas guns, handguns, shotguns, rifles, semi-automatic weapons, and/or assault weapons.

Explosives

Any weapon or object that utilizes a substance that can be made to explode and/or cause hazardous or deadly consequences; this includes but is not limited to chemical and dry ice bombs, fireworks, ammunition, grenades, gasoline, bottle bombs, propane, and/or other objects containing toxic or noxious substances.

Knives and Other Weapons

Any weapon or object including, but not limited to the following: knives with blades over 3 inches long, (except standard kitchen utensils that are exclusively used in food preparation), hunting knives, swords, spears, bows, and arrows, daggers, dirks, stiletto knives, machetes, axes, hatchets, switchblades, clubs, and/or batons.

Non-Weapons Clause

Any object not mentioned above used to intimidate, threaten, harm, and/or provide force can be considered a weapon under the Ohio University Student Code of Conduct. This determination was made by Ohio University Police Department, Housing and Residence Life, and/or the Office of Community Standards and Student Responsibility.

Souvenir or Non-Active Weapons

Any object mentioned above considered as “inactive,” meaning that the item does not have harmful capabilities, or any realistic replicas or souvenirs of the above-mentioned items are prohibited within the residence hall.

To abide by the State of Ohio Revised Code, *any legally registered weapons* may be stored in a locked personal vehicle only. Ohio University Police Department or Housing and Residence Life does not provide storage for any type of weapons at any time.

For more information consult the [Code of Conduct](#).

Windows and Screens

The following actions regarding your windows and screens are prohibited:

- Obscuring or blocking windows
- Throwing, dropping, projecting, or hanging anything from the window
- Use of windows as an entrance or an exit, except in an emergency
- Tampering or removal of window screens, latches, or apparatus
- Opening windows while running the AC system
- Not having a screen in an open window

Services and Resources

Move In

Students must check into their building or complex to receive their keys. All residents are required to attend their Opening Meetings during Move-In Weekend.

By signing your online Room Condition Report, you have agreed that you will leave your room in the condition in which it was received. Although the University understands that regular wear and tear will occur, you should immediately report any vandalism or damage to your RA, RD, ARD, or GRD.

Move Out

Residents are expected to move out within 24 hours of their last final or by the official closing time, whichever comes first. When moving out of a room, students must officially check out with a staff member. This includes clearing the room of all personal items, defrosting the fridge/freezer, wiping down furniture, and sweeping and cleaning the floors. Additionally, students must schedule a room inspection with a Housing and Residence Life staff member to review and sign their online RCR, and return all keys issued by Ohio University. RAs cannot determine if a student will be charged for damage within their room at checkout.

After your departure from your residence hall room, the room is assessed by your RD, ARD, or GRD for damages and/or cleaning needs. This assessment is based on a personal, visual inspection of your room after you leave and the RCR that you completed and signed when you moved in and out of your room. Any bills for cleaning or damage will be added to your student account. Failure to follow these steps can result in an improper checkout and a charge of \$100.00. Students who do not check out with in hall staff will waive their right to appeal any damages associated with room damage or excessive wear and tear.

Belongings forgotten or left in a space after a student has checked out will be considered abandoned property and discarded. Items of perceived value will be temporarily kept for 30 days in on-campus storage. Students may email housing@ohio.edu to reclaim their forgotten belongings within the 30-day period. After 30 days, the belongings will be disposed of through Campus Recycling or University Surplus. Ohio University is not responsible for the loss or damage of furniture left in spaces and submitted to Campus Recycling or University Surplus.

Room/Hall Changes

Housing and Residence Life permits students to change their room with approval from their SRA, RD, or GRD/ARD.

Students must complete the Room Change Request on [eRezLife](#). It is recommended that students be as specific as possible in their reason for request, along with specifying a particular area of campus or building style that they prefer for their new space. **Availability of vacancies cannot be guaranteed.**

After a room change is approved, students can pick up their keys to the new room between the hours of 8:30 p.m. to 10 p.m. on Friday, Saturday, or Sunday by going to the building/complex staff office of the hall in which the student is moving into. Once a student has checked into a room, they must be fully checked out of their old room by 10 p.m. Sunday night of the same weekend.

You are not to move without having the room change approved. Failure to gain this approval before moving will result in a cancellation of the move and/or a fine.

A room change freeze will be in effect Monday through Thursday of the opening of each semester. Students who are reassigned or make a room change to a different style of room will be credited or re-billed for the difference. Credits or re-billings are prorated daily. Additionally, a room change freeze will be in effect around Halloween weekend and for approximately the last three weeks of each semester.

Administrative Room and/or Hall Changes

While most room and/or hall changes are made at the request of the resident, there may be times that an administrative room change is necessary based on specific situations where health and/or safety are of high concern. If an administrative room change has been deemed necessary, the resident in question will be moved to another space on campus for the duration of the academic year at the request of Housing and Residence Life professional staff. Students will be charged for the room type in which a student has moved into, even because of an administrative room change.

Bed Loft Information

The only lofts permitted are those provided in rooms by the university or those from [BedLoft.com](http://www.bedloft.com). Please contact www.bedloft.com for direct ordering of lofts. Disassembling university beds is not permitted. No personally constructed lofts will be permitted and are subject to confiscation. Lofts are provided in most triple rooms to maximize floor space. It is important to note that lofts may be utilized in most, but not all, residence hall rooms. To determine whether your room will accommodate a loft click [here](#).

Housing and Residence Life is not responsible for the distribution, care, or pick-up of lofts from www.bedloft.com. Students are responsible for moving the bed lofts if they change rooms during the year.

Students may purchase commercially made plastic bed risers to allow for more space under the bed. These should be no higher than 12 inches. All requests to bunk beds should be made through Facilities Management.

Lockouts

If you are locked out of your room, contact a Housing and Residence Life staff member in your building or complex to assist you. If you cannot find a RA, SRA, GRD, ARD or RD to assist you during the hours of 8 a.m. to 8 p.m. Monday- Friday, you can visit the Living Learning Center on South Green to check out a loaner key.

If your lockout occurs on a Monday-Friday between the hours of 8 p.m. and 8 a.m., contact your building/complex duty phone. Additionally, if you are locked out at any time, on a weekend day, call your building/complex duty phone.

Lost and Unreturned Keys

If you lose your keys, you will need to visit the Living Learning Center to pick up loaner keys. After 8 p.m. or on weekends, please contact the RA on duty to receive a loaner key.

If you do not find your keys within three days from when you receive a loaner key, you will be assessed \$95.00 for the room key and \$10.00 for the mod key. The charge will be added to your student account. You are responsible for returning your keys when you move out of a building.

Failure to return keys when checking out will result in a replacement cost and the changing of the lock mechanism on your room, the cost of which is \$95.00 for the room key and \$10.00 for the mod key.

Maintenance Requests

Throughout the year you may notice that your room needs some basic maintenance (light bulb burnt out, window won't shut, etc.). To submit a request, please visit the [Facilities Maintenance](#) request website. If the request is an emergency (water leak, suspected mold, or flood), call Facilities Management at 740-593-2911 and notify a Housing and Residence Life staff member immediately.

Personal Property and Responsibility for Loss/Theft/Damage

Any belongings that are not university furnished, or that you bring from home, are considered your personal property. Please note that Ohio University neither insures nor is responsible for loss, theft, or damage to the personal property belonging to students, faculty, or staff. This includes damage caused by facility malfunctions such as a water leak.

Students are strongly encouraged to purchase renter's insurance or check with your family's homeowner's policy regarding coverage of premises.

Room Condition Report

A Housing and Residence Life staff inspect all rooms before residents arrive. After move in, you will need to complete a Room Condition Report at [ERezLife](#). Make sure all furniture items are present and that any room damages or concerns are noted. **Any damage that may occur between move-in and move-out will be your responsibility and the shared responsibility of your roommates.** If you wish to take responsibility for damages, please contact your GRD/RD/ARD to complete a Damage Responsibility Form.

Room Consolidation

As part of the statewide energy conservation initiative and to renovate the residence halls across campus, one or more residence halls may be placed offline within a given year. Students will be given notice over the summer or at move-in if they are affected by this policy. The following situations may occur:

Under-Assigned Rooms: You may experience a period of time without a roommate (if you reside in a double, triple, or quad). It is important to be aware of your options if you find yourself in this situation:

- You may select another roommate to fill the vacancy within your room, or the vacancy will be reassigned during the room change process.
- You may move out of your room and into another vacancy within your building.

If a student resides in room that is not at full capacity, they must keep that room “move-in ready.” This means that the room is adequately prepared for someone to move in at any given moment. This includes keeping all items off and away from the vacant desk, bed, and closet space. Housing and Residence Life staff will conduct regular checks to make sure that these spaces are open. Any space that is not deemed “move-in ready” may be subject to a fine and potential conduct referral. Please note, you cannot refuse a roommate.

Closure of a Residence Hall: Although rare, halls can be closed if they reach an insufficient capacity (50% or less occupancy). This decision is only made if there are enough vacancies across campus to provide housing for students impacted with a hall closure.

Room Furnishings

Each residential room includes built-in or stand-alone drawers and cabinets. Additionally, each room contains a desk, desk chair, bed, bed safety rail (for rooms with bunked beds), and a mattress for each resident. Each room contains two trash cans and one refrigerator/microwave unit (no personal refrigerators or microwaves are allowed). Room furniture or furnishing may not be removed from the room or from one room to another which includes Front Four quads and suites. Removal of furniture may result in room residents being charged for the replacement of missing items.

Temperature

Some of the residence halls on campus are part of a heating/cooling system powered in part by chilled water and steam circulating through the buildings. Once outside temperatures begin to decrease in the late fall, OHIO’s Facilities Management department turns off the chilled water and turns on the steam system that controls heating. The opposite occurs in spring. Please be aware that this may limit temperature control in residence hall rooms. If you have a concern regarding the temperature, please talk with your RA first to help troubleshoot the issue.

- **Rooms with Window Air Unit**

If your room gets warm in the winter, we suggest that you, if able, open another window. *Do not* run your air conditioner and leave your window open simultaneously as this may cause your AC unit to freeze. If your room is cold in the winter, check the heating vent on the bottom portion of the heating unit in your room. If the vent is covered or blocked, then air will not be able to properly circulate in your room. Move items away from vent. Vents should be kept clear for a minimum of 18 to 24 inches around the vent. This allows the heating system to properly “breathe.” Supplies are available in staff offices to help seal any area around your window that might allow cold air in. Contact your in-hall staff to obtain these materials.

- **Rooms with Central Air Units**

Some rooms are equipped with central air systems. These units provide residents with the ability to set the temperature within a given range. To help ensure proper function of these units, keep air unit vents clear of obstructions (see above).

If temperature issues persist after you have properly cleared the area around the vent, submit a maintenance request at the [Facilities Management](#) website.