

Minimum Living Condition Standards for University Residence Halls

In accordance with Chapter 416 of the Laws of 1988 and the State University Board of Trustees' resolution 89-130 adopted June 21, 1989, Oswego State has developed procedures to assure compliance with the standards and guidelines prescribed by the trustees. Listed in order below are the five standards, followed by the implementation guidelines developed by the SUNY Committee on Minimum Living Condition Standards. The Oswego procedures established to meet those standards and guidelines are in bold print.

Standard I

The residence halls shall be constructed and maintained to conform with all applicable safety codes and health standards.

1. All furnishings and equipment supplied by the University meet applicable fire and safety code standards promulgated by the State of New York.

Oswego State follows the NYS Uniform Fire Prevention and Building Code. Questions and concerns are forwarded to the Campus Safety Officer. At least once a year all buildings are inspected by local maintenance personnel and NYS fire inspectors. Minor deficiencies are repaired by Housing maintenance personnel while major problems are prioritized on the capital budget request for life safety. All university supplied furnishings meet the applicable fire and safety standard extant at time of purchase.

2. Each resident's sleeping room will have an operational smoke detector.

Each student room is equipped with a smoke detector that is tested annually.

3. Student residents are required to adhere to all applicable safety codes and health standards in the use of private equipment and appliances (where permitted).

Oswego State students are required to sign a *Room and Board Agreement* which informs them of college safety regulations regarding the use of individual appliances and equipment. Residence hall staff members are instructed to enforce those conditions. (See Oswego State *Room and Board Agreement*.)

4. Access to residence hall living on each campus that operates residence halls will be provided for the differently abled in accordance with applicable codes and standards (e.g., section 504 of the Rehabilitation Act of 1973).

Many campus residence halls are accessible to differently abled individuals. Six residence halls have grade level entrances, are equipped with elevator service and feature modified toilet stalls with grab bars. Hart Hall has been further modified to include automatic entrance/exit doors and a ramp to the recreation room. Furthermore, four student rooms and two common bathroom facilities were altered to accommodate wheelchair access in accordance with Section 504 of the Rehabilitation Act of 1973.

5. Inspection and assessment of the physical facility and its components (e.g., water, electricity, and heating systems), will be conducted annually by appropriate campus personnel. The report of this inspection should be distributed to appropriate campus personnel. A priority list (as viewed by

appropriate campus personnel) of repairs/refurbishment should be part of this report, with recommended timetables for completion. Backlogs from earlier reports should be noted.

Oswego State completes a thorough building inspection at least once a year. The inspection team consists of the director of the building, residence hall council representative, Facilities staff and the supervising Community Development Specialist. Repair needs are prioritized for repair, rehabilitation and/or refurbishment as appropriate. Rehabilitation and/or refurbishment lists are reviewed by Residence Life and Housing and prioritized project lists become part of the budget request. Lists are available for review by students upon request to their Residence Hall Director and/or the Residence Life and Housing Office. Other inspections are currently performed annually by the Dormitory Authority and SUNY Central departments.

Standard II

The campus maintenance plan shall provide for a regular schedule of cleaning and repair for all common areas in residence halls.

1. A regular schedule for cleaning of common areas including lounges, hallways, bathrooms and areas used by all residents should be established. Copies of the schedule should be posted.

Under normal circumstances, common area bathrooms, lounges, hallways, stairwells, laundry rooms and other public areas are cleaned on a daily basis between 7:00 a.m. and 3:30 p.m. A daily custodial cleaning routine and documentation sheet are posted in each common bathroom. Employees performing this bathroom cleaning are required to sign, date and initial this sheet upon completion of the cleaning. Copies of cleaning routines for all other building areas are available at each residence hall main desk upon request.

2. Every reasonable effort by the campus administration and student residents should be made to keep residence halls sanitary and vermin free, and all appliances provided by the University in working order or removed from service.

Oswego State maintains a contract with a licensed pest control company to provide monthly treatment and emergency attention.

Appliances such as microwaves, stoves, tv's, and VCR's are serviced as soon as possible and labeled "out of order" or "removed until repairs are accomplished."

3. Campuses should have an established procedure, developed in conjunction with the Central Administration Offices of Finance and Business, Capital Facilities, and Student Affairs for declaring student rooms unlivable and for removing them from service until conditions are corrected.

The Director of Residence Life and Housing or designee in consultation with the housing maintenance supervisor, custodial supervisor, Residence Hall Director and residents of the room determine whether a student room is unlivable due to substandard conditions including health and safety concerns that cannot be corrected in a reasonable period of time. If the room is determined to be unlivable, students are reassigned until the conditions are corrected.

Standard III

The campus shall provide each student resident with adequate living space, furniture, and appropriate and sufficient heat, light, and hot water.

1. The campus will provide each student resident with adequate living and lounge furniture. As a minimum, except in the case of tripling, each student resident will be provided with: a bed, adequate area illumination, chair, dresser/chest, desk/carrel unit, closet or wardrobe. All such equipment should be clean, sturdy, free from major scarring and of acceptable appearance.

Resident's rooms are furnished with closets, beds, mattresses, desks, desk chairs, dressers, floor lamps, mirrors, and wastebaskets. Each item within the room is inventoried and assigned to the room. On an annual basis all rooms are inspected to determine the condition of each piece of furniture. Pieces identified as unacceptable are removed from service.

2. Campuses should provide for a planned replacement or rehabilitation of residence hall furnishings.

An equipment replacement list is updated yearly, reviewed by Residence Life and Housing and becomes part of the budget request.

Standard IV

The campus shall establish procedures for routine and emergency repairs to residence hall facilities.

1. Protocols will be established to address promptly inquiries, requests and complaints regarding routine repairs and maintenance for the provision of heat, lights and hot water. The student resident should also be apprised periodically of the status of his/her request. These protocols, along with appropriate telephone numbers should be provided in writing to each student resident. All repairs, especially those involving heat, light and hot water, should be accomplished within a reasonable amount of time.

Routine work orders generated for student rooms generally will be completed within 72 hours of the request. Loss of heat or electric service is considered an emergency situation and is addressed as soon as staff and materials are available, 24 hours a day, seven days a week. If a repair of this type cannot be completed in a reasonable and safe period of time, the resident(s) are temporarily reassigned until the problem is corrected.

In order to determine the sufficiency of repairs, a Housing maintenance representative follows up on all resident-initiated repairs including timeliness and quality by contacting the resident(s) by telephone or letter. Complaints may be addressed to the Residence Life and Housing Office.

Note: Residence hall temperatures should not drop below 68 degrees. If the room seems cold, residents are to check to be certain that windows are tightly closed and that there is one to two feet clearance between the baseboard heating unit and furniture and bedding.

If neither of these two items appear to be causing the problem, the Residence Hall Director is contacted so that he/she can take a temperature reading. If the temperature is below 68 degrees, maintenance personnel are contacted. If the problem cannot be quickly resolved, Residence Life and Housing provides a special heater for the room until 68 degrees can be maintained.

2. To the extent possible, major rehabilitation or other capital projects should take place at times when students are not in occupancy of the residence halls. Major construction projects which are disruptive to ongoing programming should not continue during scheduled examination periods. If this is impossible, arrangements should be made to house residents elsewhere.

All major rehabilitation projects, whenever possible, are scheduled and completed during times of recess or in a manner that results in the least disruption to the residents of the building.

Standard V

The campus shall establish procedures for redress for student residents in the event of the loss of services such as heat, light, and hot water in residence halls for extended periods that are within the control of the campus.

1. These procedures will include a plan for reassignment on campus if conditions continue for an unreasonable time which involve the loss of heat, light, or hot water or the creation of any other condition which is detrimental to the life, health or safety of the student residents.

In the event of the complete loss of heat, light, or electricity, the situation is considered an emergency. Maintenance personnel are dispatched as soon as possible. If the problem cannot be resolved within a reasonable amount of time, the student(s) are temporarily reassigned until the problem is corrected. Such reassignments may be to another resident bedroom, a lounge, or other space not designated as a resident bedroom depending upon levels of occupancy at the time of the incident.

In the event of a minor loss of heat, light or electricity or other deteriorated physical condition (i.e. leaks), maintenance personnel are dispatched to repair the problem in a reasonable amount of time. If the College cannot complete the repair in a reasonable amount of time, the student(s) are offered reassignment. If the student(s) choose(s) to remain in the room, they must sign a waiver relinquishing the College from any liability.

2. If reassignment on campus is not possible, the procedures should also include a plan for the provision of alternate housing at no additional charge to student residents and/or refund of a portion of room rental charges where applicable.

Every effort is made to reassign students to rooms or other temporary housing accommodations in the event of loss of utilities. If it is impossible to reassign the student(s) due to loss of heat, light, or electricity, the student(s) must make a request in writing to the Director of Residence Life and Housing for a refund of room rent. Refunds are based on the College's per diem rate for on-campus facilities for each day that the college was unable to reassign the student(s). The Director of Residence Life and Housing in consultation with the housing maintenance supervisor, custodial supervisor and the Associate Director of Residence Life and Housing for the area will determine a refund (if any).

Nuclear Emergency Plan for the Oswego State Community

Federal regulations require that counties located near nuclear power plants prepare emergency response plans. Oswego County has such an emergency response plan. The following summary of actions you may be required to take in the event of an emergency comes from Oswego County's plan and the "Public Emergency Response Information" calendar. The calendar has been distributed to you, and we encourage that everyone in our University community read it and become familiar with it.

University Police will be responsible for coordinating the College's response in the event of an emergency. Instructions about what actions people on campus should take in a particular emergency will come from them. We are advised that there is little likelihood of an emergency being so acute that seconds or even minutes are critical; therefore, there should be time for you to follow the directions issued by University Police in a calm and orderly fashion.

How You Will Be Notified

Sirens designed for this purpose will notify area residents, including the College community, of a nuclear emergency. The sirens will sound for about three (3) minutes. If you hear the siren, you can get information about the emergency by tuning a radio or television to an Emergency Alert System (EAS) station. Primary EAS stations are:

WHEN	AM 620
WSYR	AM 570
WYYY	FM 94.5
WBBS	FM104.7
WWHT	FM 107.9
WSTM TV	CHANNEL 3

Other stations expected to carry EAS messages are:

WRVO	FM 89.9
WAMF	AM 1300
WSCP	FM 101.7 / AM 1070
WNYO	FM 88.9
WTVH	CHANNEL 5
WSYR	CHANNEL 9
WNYS	CHANNEL 43
WSYT	CHANNEL 68
News 10 Now	CHANNEL 10

Actions You May Be Instructed to Take

Any classes in session will be cancelled. University Police will give instructions to people on campus. The types of actions you may be asked to take include:

Shelter-in- Place: If you are asked to shelter-in-place, that means:

1. Stay indoors.
2. Close all outside doors and all windows and then stay away from windows.

3. Stay tuned to Emergency Alert stations and await further instructions from University Police.
4. Do **NOT** use the telephone, except in the case of a special emergency, so that the phone lines do not overload.

Evacuation: If you are instructed to evacuate,

1. Remain calm.
2. Plan to be gone at least three days and take with you any needed personal items.
3. If you have a vehicle, we encourage you to take as many other people as you can. Unless contrary directives are issued by University Police, **leave campus on Route 104 and head west**. Close the windows and air vents in your vehicle and do not operate the air conditioner until you have left the emergency zone. **It is recommended you proceed to the reception center at the New York State Fairgrounds for registration and or radiological monitoring of yourself and your vehicle.**
4. If you do not have transportation, proceed to Culkin Hall parking circle and await the arrival of buses. All buses will take riders to the reception center at the New York State Fairgrounds north of Syracuse where you can either wait for someone to pick you up or be provided lodging at a congregate care center from there.

After evacuation, the campus will be officially closed until the emergency is over and public notice of reopening is given. The campus will be patrolled to prevent looting, fires, etc.

Remember, if there is an emergency, please stay calm and follow instructions.

Emergency Evacuation for Individuals with Mobility Impairments

In the event of an emergency situation that requires the evacuation of a building, the fire alarm will sound. In these situations, elevators will not be in service. Occupants of the building will evacuate through the stairwells.

People who are not able to leave by using the stairs should go to, or into, an enclosed stairwell and wait for assistance. Some stairwells are large enough that a person using a wheel chair can remain on a landing without blocking the exit of others. Some stairwells will not accommodate a wheel chair while others are exiting. If the stairwell is large enough or if others have already cleared the level of the landing, move into the stairwell. If you are at a narrow stairwell, please wait for others to clear the floors above you before moving into the stairwell.

Staff, faculty, and other students will need to be alert to your situation and notify emergency personnel of your location and need for assistance to evacuate the building. If you are carrying a Security Escort hand held alarm, please activate it so that University Police can identify you and your location. If you have no Security Escort alarm and are carrying a cell phone, please call 312-5555 immediately to alert University Police to your location and situation. If you have neither of these, tell other people to notify the responding emergency personnel about your location and need for assistance as soon as they exit.

Safety is a consideration best addressed through proactive planning. Be conscious of your surroundings. Look for your closest exits prior to the time that you might need them. Look for alternate routes to safety. Let other people know in advance that you may need assistance in the event of an emergency.

State University of New York at Oswego

2011 - 2012 College Calendar

2011 Fall Semester

Arrival of Non-Registered New Students (freshmen & transfers in residence)	Thursday, August 25
Orientation, Advisement & Registration for Non-Registered New Students ...	Friday, August 26
Arrival of New Students (all freshmen & transfers in residence who attended summer orientation)	Friday, August 26
Opening Picnic & Torchlight Ceremony	Friday, August 26
New Faculty Orientation	Thurs-Fri, August 25-26
Opening Events	August 26-September 4
Arrival of Returning Students in Residence	Sunday, August 28
President's Opening Breakfast Meeting	Monday, August 29
Instruction Begins: Semester & Q-1 Courses	Monday, August 29
Registration Changes (Add/Drop Period Begins)	Monday, August 29
Final Date to Add a Q-1 Course	Thursday, September 1
Final Date to Select Pass/Fail Option for Q-1 Course	Thursday, September 1
Labor Day (No Classes/Residence Halls Remain Open)	Monday, September 5
Q-1 Student Teaching Begins	Tuesday, September 6
Final Date to Drop a Q-1 Course	Thursday, September 8
Final Date to Add an Undergraduate or Graduate Semester Course	Thursday, September 8
Final Date to Select Pass/Fail Option for Semester Course	Thursday, September 8
Final Date to Drop an Undergraduate or Graduate Semester Course	Monday, September 19
Course Withdrawal Period (WP, WF, WN) in Effect	September 20-October 28
Rosh Hashanah (No Classes/Residence Halls Remain Open)	Thursday, September 29
Fall Break Day	Friday, September 30
Final Date for FACULTY to Remove Incompletes and Other Grade Changes	Friday, October 7
Columbus Day Open House	Monday, October 10
Final Exams: Q-1 Courses	October 17-21
End of Q-1 Student Teaching	Thursday, October 20
Family & Friends Weekend	October 21-23
Q-2 Student Teaching Begins	Monday, October 24
Instruction Begins: Q-2 Courses	Monday, October 24
Final Date to Add a Q-2 Course	Thursday, October 27
Final Date to Select Pass/Fail Option for Q-2 Course	Thursday, October 27
Documented Late Course Withdrawal Period (WP, WF, WN) in Effect	October 29-December 9
Final Date to Drop a Q-2 Course	Wednesday, November 2
Veteran's Day Open House	Friday, November 11
All Non-break Residence Halls Close	Wed., Nov. 23-8:00am
Thanksgiving Recess	Wed-Sun, November 23-27
All Residence Halls Reopen	Sunday, Nov. 27-12:00 noon
Classes Resume	Monday, November 28
Last Day of Classes	Friday, December 9
Reading Days	Sat-Sun December 10-11
Common Finals	Monday, December 12
Final Exams: Semester & Q-2 Courses	Mon-Fri, December 12-16
End of Q-2 Student Teaching	Thursday, December 15
All Non-break Residence Halls Close	Saturday, Dec. 17-10:00am
December Graduation	Saturday, December 17
Winter Recess Begins	Monday, December 19

2012 WinterSession

WinterSession.....	Tuesday, January 3-20
Martin Luther King Day: No Classes.....	Monday, January 16

2012 Spring Semester

Arrival of New Students (all freshmen & transfers in residence)	Thursday, January 19
Orientation, Advisement & Registration for Non-Registered New Students	Friday, January 20
Arrival of Returning Students in Residence	Sunday, January 22
Instruction Begins: Semester & Q-3 Courses	Monday, January 23
Registration Changes (Add/Drop Period Begins)	Monday, January 23
Q-3 Student Teaching Begins	Monday, January 23
Final Date to Add a Q-3 Course	Thursday, January 26
Final Date to Select Pass/Fail Option for Q-3 Course	Thursday, January 26
Final Date to Add an Undergraduate or Graduate Semester Course ..	Wednesday, February 1
Final Date to Select Pass/Fail Option for Semester Course	Wednesday, February 1
Final Date to Drop a Q-3 Course	Wednesday, February 1
Final Date to Drop an Undergraduate or Graduate Semester Course	Friday, February 10
Course Withdrawal Period (WP, WF, WN) in Effect	February 11-March 23
Final Date for FACULTY to Remove Incompletes and Other Grade Changes..	Friday, March 2
Final Exams: Q-3 Courses	March 5-9
All Non-break Residence Halls Close	Saturday, March 10-8:00am
Spring Recess	Mon-Fri, March 12-16
All Residence Halls Reopen	Sunday, Mar. 18-12:00 noon
Classes Resume	Monday, March 19
End of Q-3 Student Teaching	Thursday, March 15
Q-4 Student Teaching Begins	Monday, March 19
Instruction Begins: Q-4 Course	Monday, March 19
Final Date to Add a Q-4 Course	Thursday, March 22
Final Date to Select Pass/Fail Option for Q-4 Course	Thursday, March 22
Documented Late Course Withdrawal Period (WP, WF, WN) in Effect	March 24-May 4
Final Date to Drop a Q-4 Course	Wednesday, March 28
Good Friday (No Classes)	Friday, April 6
Quest (No Classes, 8 am - 5 pm)	Wednesday, April 18
Honors Convocation 3:00 p.m. (Classes in session)	Friday, April 20
Last Day of Classes	Friday, May 4
Reading Days	Sat-Sun, May 5 & 6
Common Finals	Monday, May 7
Final Exams: Semester & Q-4 Courses	Mon-Fri, May 7-11
End of Q-4 Student Teaching	Thursday, May 10
Torchlight Ceremony	Friday, May 11
All Non-break Residence Halls Close	Saturday, May 12
Commencement	Saturday, May 12

2012 Summer Sessions

First Session	Monday, May 21-June 8
Memorial Day: No Classes	Monday, May 28
Second Session	Monday, June 11-June 29
Third Session	Monday, July 2-20
Independence Day: No Classes	Wednesday, July 4
Fourth Session	Monday, July 23-August 10

Calendar subject to revision

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