

2016-17



Important  
Move-in  
Information for all  
R&DE  
Student Housing  
Residents

[studenthousing.stanford.edu](http://studenthousing.stanford.edu)



# Welcome Home

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## WELCOME PACKET 2016

On behalf of Residential & Dining Enterprises (R&DE) and the staff of R&DE Student Housing, let us be among the first to say **"Welcome Home!"** We are fully committed to assisting you in getting settled into your new home here at Stanford and to providing you with excellent service and support during the coming year.

We hope you will take time to read and review the contents of this packet. It contains practical information that will help you begin to find your way around your residence and Stanford, as well as important guidelines for living on campus.

With this packet, you will receive an insert providing the names and contact information for the R&DE Student Housing Front Desk Supervisor(s) and Housing Building Manager associated with your residence. They are your primary resources for any housing-related needs. The Front Desk, in particular, is your one-stop help desk for check-in and check-out, housing communications, campus information and many other services.

Please look for emails and newsletters from your Housing Front Desk Supervisor, Housing Building Manager, and Housing Assignments throughout the year. Direct email, the R&DE Student Housing website (<http://studenthousing.stanford.edu>), and our Facebook page (<http://facebook.com/StanfordHousing>) are our primary

methods of communicating with you about important deadlines and special events, such as the undergraduate Winter Break closure.

This is an exciting time at Stanford! R&DE has recently opened new housing for both undergraduate and graduate residents, and is working on more. In addition to new construction, we continue to maintain a high level of quality and safety in the residences through strategic improvements and renovations. We are committed to keeping you informed of projects in or near the residences as the university and R&DE implement plans to meet the needs of our students. An overview and updates on specific projects are available online (<http://studenthousing.stanford.edu/construction>).

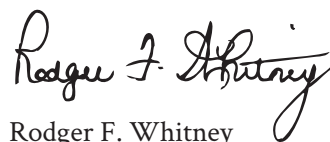
Should you need any repairs in your room or apartment, please submit a Fix-It request (<http://fixit.stanford.edu>) so our maintenance staff can remedy the issue promptly. For any other housing-related questions or issues, please submit a HelpSU request (<http://helpsu.stanford.edu>).

Best wishes for a successful start in your academic endeavors at Stanford and for a terrific and worry-free residential living and learning experience on The Farm. Again, **"Welcome Home!"** from the entire R&DE Student Housing team and all of us in Residential & Dining Enterprises at Stanford!

Sincerely,



Shirley J. Everett  
Senior Associate Vice Provost  
Residential & Dining Enterprises



Rodger F. Whitney  
Executive Director of R&DE Student Housing  
Chief Housing Officer

# Welcome Home

to R&DE Student Housing

No doubt you want to get settled quickly so you can begin meeting new friends, exploring the campus, or getting a head start on the new academic year. You will find helpful information for settling into housing in the Moving In section of our website at <http://movein.stanford.edu>. To get you started, here are some of the most important tips. Please also refer to the Residence Agreement for a complete list of policies and procedures.

As you move in, take some time to familiarize yourself with your housing complex and neighborhood. Learn the location of the emergency exits and the Emergency Assembly Point for your building. Locate the many common areas available to you – lounges, computer clusters, laundry facilities, recreational areas, and meeting rooms. **And consider yourself at home.**

## SAFETY AND ACCESS

The Stanford campus is beautiful and reasonably safe. In R&DE Student Housing, it is our mission to maintain our residences and grounds as a safe, secure, and comfortable living and learning environment conducive to all students' academic success and well-being.

For your protection:

- Our residential buildings are kept locked 24 hours a day, seven days a week, and are only accessible with a key or access card (depending upon the building). In buildings with card access, you will use your Stanford ID card to enter the building. You will use your key to enter your room. Residents also have key or card access to designated common spaces (laundry, computer cluster, etc.), which may be shared between buildings.
- You are responsible for the keys issued to you. For additional keys you'll need special permission. In the event a key is lost, the locks will be changed and a fee to cover the replacement lock cores and keys will be charged to your account. Please report all lost keys immediately to your Housing Front Desk. When the Front Desk is closed, report all lost keys to **our after-hours hotline (650) 725-1602**. For everyone's safety, only an R&DE Student Housing locksmith may repair/re-key your locks. Students found violating this policy will be charged for the re-key and the incident will be referred to their Residence/Graduate Dean. If your key is damaged, please return it to your Housing Front Desk for a free replacement.
- If you are locked out, your Housing Front Desk staff can let you into your room or apartment during normal business hours. After hours in undergraduate housing, you are encouraged to contact your RA for room entry. Undergraduate and graduate students may always call our after-hours hotline (650) 725-1602 for lockout assistance after the Front Desk is closed. A member of the Housing Access Response Team (HART) will respond and assist you. You will need to present a Stanford ID or government-issued ID to receive lockout assistance. Please note that there is a \$45.00 fee for lockout assistance provided via the HART team (first HART lockout assist per academic year is free for graduate students).

Although our residences have an outstanding record for safety, you can further ensure a safe and secure environment for yourself and your residential community with these practices:

- Do not prop open residence doors.
- Do not share your key or access card (SUID) with anyone.
- Make sure that the door latches behind you when you enter or leave a residence.
- Get to know your fellow residents and do not allow "tailgaters" to follow you into your residence.
- Immediately report any door or lock that is not functioning correctly to your Housing Front Desk, by filing a Fix-It request at <http://fixit.stanford.edu> or by calling (650) 725-1602 after hours.
- **Always lock your room door and windows when you leave.**
- Keep the screens on your windows (where provided).
- Have your key or access card in hand when approaching your residence.
- Damaged SUID cards will not work for building access; the following are known factors that will damage your SUID:
  - Machine washing your SUID in your clothes pockets
  - Exposing the card to direct heat (direct sunlight on the dash of a car or from a clothes dryer)
  - Punching holes in your SUID card will damage the antenna or the bond between the chip and antenna and make the card unreadable
- Lost or damaged SUID cards may be replaced (for a fee) at the Campus Card Office in Tresidder Union.

Non-student partners residing with students in buildings that require card access for entry may apply for a special "spouse/domestic partner" courtesy card (with additional campus privileges) at the Campus Card Office at Tresidder Student Union. Spouses/Partners are required to show proof of relationship, such as a copy of a marriage certificate, domestic partnership certificate, joint bank account information, or joint tax return documents. There is a fee to obtain a courtesy card. For more information: <https://uit.stanford.edu/campuscard/courtesycard>. Partners who do not qualify for a courtesy card through the Campus Card Office may be issued an access card (with limited privileges) through their Housing Front Desk.

What you need to know about

# Staying Safe and Secure in R&DE Student Housing



## DOORKING (VISITOR ENTRY SYSTEM)

R&DE Student Housing has electronic guest access devices at the entrances of student residences with interior hallways. DoorKing is a telephone-based access system that residents control to unlock a door for a guest visiting the building.

- Visitors locate the last name of the person they are visiting in the DoorKing directory. It does not display telephone or room numbers. They then use the telephone keypad to enter the three-digit code that appears next to the student's name. DoorKing rings the resident's landline telephone.
- To give a visitor access to your residence: press 9 on your campus telephone keypad when DoorKing rings your telephone. Cell phones won't work for this purpose.
- To deny entry: press # on your telephone keypad or hang up.



## BUILDING ACCESS REQUESTS OR ISSUES

Should you discover any malfunctioning card access equipment, DoorKing entry system, or any other problems with doors, please notify your Housing Front Desk, file an online Fix-It request, or after 5:00 p.m. weekdays or any time on weekends, call the Housing Maintenance Hotline at (650) 725-1602.

Things  
you'll need  
to know  
your first day  
on campus



## COMPUTING

To register your computer on Stanford's network, simply turn on your computer, connect to the wired or wireless network, and open up a web browser. If you are not automatically directed to the registration page, navigate to Stanford's Residential Computing website at <http://rescomp.stanford.edu>. If you complete this process in a location outside of R&DE Student Housing, you may be asked the question, "Do you live in an on-campus residence?" If so, be sure to answer yes, so that you will be able to register for access on the residential network. If you have problems connecting, contact the Resident Computer Consultant (RCC) for your building at <http://rcc.stanford.edu>. R&DE Student Housing and Residential Computing recommend the use of smart power strips for electronic equipment.



## CARDINAL CABLE TV AND INTERNET TV

Cable television service is available in your room for a one-time activation fee and a monthly technology fee. Courtesy basic service is provided free-of-charge in all student rooms. You must provide your own TV set and you must cancel your service and return your cable box when you leave your residence. To learn more, visit the IT Services Cable TV website at <http://cardinalcable.stanford.edu>.

Stanford also offers Cardinal Internet TV. For a monthly fee, you can subscribe to live streaming of broadcast television channels, Stanford and regional sporting events, and a variety of entertainment channels via your computer's web browser. Cardinal Internet TV is a third-party, web-based television service reaching most campus locations via Stanford's wired and wireless networks. Internet TV also includes up to ten hours of DVR recording.

To learn more, visit the IT Services Internet TV website at <https://uit.stanford.edu/service/philo>. Subscribe to either service through <http://axess.stanford.edu> under My IT Services. If you need further assistance, please call 725-HELP (725-4357).



## TELEPHONE SERVICE

Stanford provides land-line phone service including the phone itself. The service will be active when you arrive, and includes call waiting, local calling, domestic and international long distance. We encourage you to keep the phone plugged into the wall jack so it will be ready to use in an emergency or to receive calls from guests via the DoorKing entry system. To learn your telephone number, dial 7-CALL (7-2255) from the phone provided. When making on-campus calls from a

Stanford phone, dial the last five digits of the phone number. For off-campus calls, dial 9 and then the phone number. **911 Emergency Calls also require you to dial 9 – dial 9-911.** Phone and network service are included in the technology fee charged to your university bill. To learn more, visit <http://studentphone.stanford.edu>. If you need further assistance, please call 725-HELP (725-4357).



## GRADUATE LIFE OFFICE

The Graduate Life Office (GLO) serves the needs of graduate students and student families who live on and off campus. A source of comprehensive and impartial guidance and information about all aspects of life as a graduate student, they can help you with many personal, academic, and financial issues, or direct you to someone who can.

<http://glo.stanford.edu>



## UNDERGRADUATE RESIDENTIAL EDUCATION

Residential Education programs complement the academic curriculum. These events and activities give students in undergraduate residences opportunities to learn from each other, from faculty and staff members, and from visiting diplomats, artists, and scholars. Popular house activities include faculty dinners, mini-courses and study groups, film screenings, intramural athletics, and field trips.

<http://resed.stanford.edu>

What you need to know about

# Getting Connected

in R&DE Student Housing 5



## ROOM AND APARTMENT CONDITION FORMS

When you move in, be sure to complete a room condition form or apartment inventory checklist. These forms give you the opportunity to detail the condition of your room or apartment and its contents at move in so you won't be charged for a pre-existing condition when you move out. If you don't complete and submit this form, we assume that you found no damage or missing furniture in your room.

**Undergraduates:** Complete the **online room condition form within five days of checking in**. Look for the form for your residence in an email newsletter from your Housing Front Desk or on the R&DE Student Housing website at <http://roomforms.stanford.edu>.

**Graduate students:** Complete an **Apartment Inventory Checklist**, included in this packet, within five days of checking in. If you need another copy, contact your Housing Front Desk.



## EMAIL COMMUNICATION

R&DE Student Housing corresponds with residents using official Stanford email addresses. This helps ensure compliance with privacy protocols, etc., and ensures we are communicating with the intended individual. Please

make sure to use your Stanford email address for all official correspondence, and to check your email regularly for important incoming messages.

What you need to know about

# Living on Campus

in R&DE Student Housing <sup>6</sup>





## MAINTENANCE

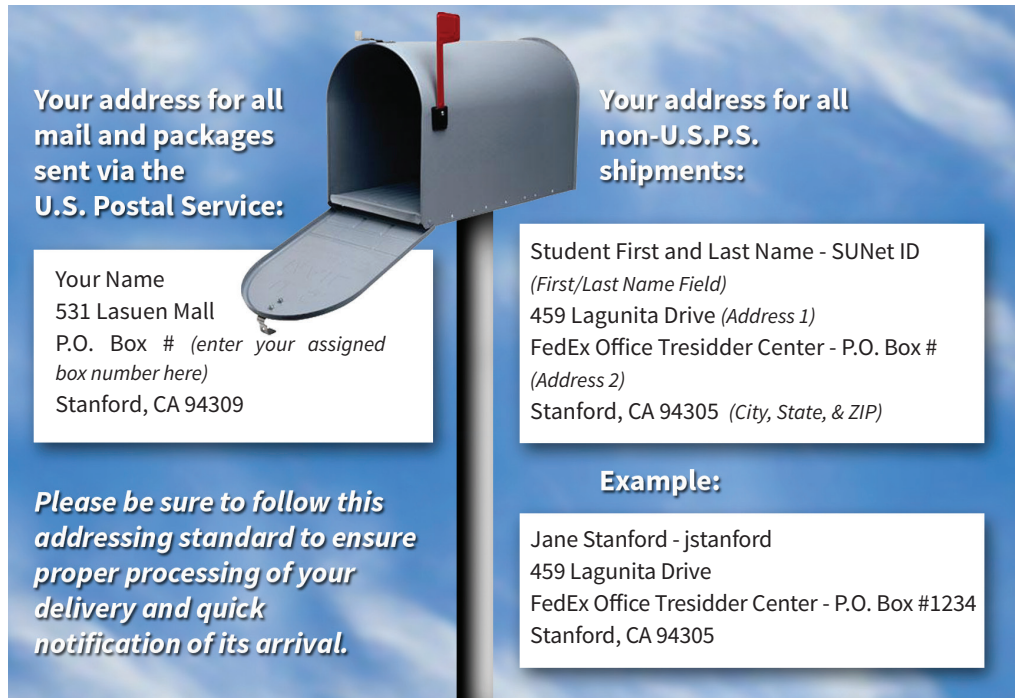
We have worked hard to prepare your room or apartment for your arrival, **but should you find any items which require repair or attention, please submit an online “Fix-It” request using the form available at <http://fixit.stanford.edu>** so our maintenance staff can address the issue promptly. If the problem involves a serious health and safety risk or risk of damage to facilities or property, such as a door that cannot be locked, a flood, or a sewer line backing up, please call (650) 725-1602.



## RENTER'S INSURANCE

If your family homeowner's insurance plan doesn't cover your personal property from loss, damage, or theft, consider buying renter's insurance. **Stanford University does not carry insurance covering personal property.** The university is not liable for, nor does it assume, any responsibility for theft, destruction, malfunction, failure, or loss of money, valuables, or other personal property.

Things  
you'll need  
to know  
your first week  
on campus



**Your address for all mail and packages sent via the U.S. Postal Service:**

Your Name  
531 Lasuen Mall  
P.O. Box # *(enter your assigned box number here)*  
Stanford, CA 94309

**Your address for all non-U.S.P.S. shipments:**

Student First and Last Name - SUNet ID  
*(First/Last Name Field)*  
459 Lagunita Drive *(Address 1)*  
FedEx Office Tresidder Center - P.O. Box #  
*(Address 2)*  
Stanford, CA 94305 *(City, State, & ZIP)*

**Example:**

Jane Stanford - jstanford  
459 Lagunita Drive  
FedEx Office Tresidder Center - P.O. Box #1234  
Stanford, CA 94305

**MAIL AND PACKAGES IN UNDERGRADUATE RESIDENCES**

Please note that mail and packages will NOT be received or delivered at undergraduate residences. Each undergraduate student is assigned a U.S. Post Office box number for the purpose of receiving mail and packages. This number is available in Axess.

## MAIL AND PACKAGES IN GRADUATE RESIDENCES

Graduate students may request Post Office boxes, or may receive mail and packages at their residences. Please refer to the insert provided with this packet for specific mailing addresses for each graduate residence. Please note that mail and packages cannot be sent or received before you move in.

Alternately, graduate students can register to use the Graduate Housing Package Center by completing the registration form online at <http://studenthousing.stanford.edu/move/mail-delivery-and-shipping> or emailing [gradpackagecenter@stanford.edu](mailto:gradpackagecenter@stanford.edu) for a link to the form. Once you have completed the registration process, you will be issued an alternate mailing address for packages sent to the Graduate Housing Package Center.

Because we cannot accept any packages in advance of student arrival, we recommend incoming students arrange with their shipper to have their packages held at the local warehouse until arrival and check in. At that time, students can contact the courier locally to arrange package delivery.

For more information about the Graduate Housing Package Center, please call (650) 723-4479 or email [gradpackagecenter@stanford.edu](mailto:gradpackagecenter@stanford.edu).



## BED LOFTING/BUNKING (UNDERGRADUATE RESIDENCES ONLY)

Most beds in undergraduate residences are set at the highest level of the headboard to provide maximum flexibility and storage space. In some places it is also possible to bunk or loft beds. If you live in a residence where bunking and lofting are permitted, information is available online at <http://lofting.stanford.edu>. You can check out lofting materials such as headboards, rails, bolts, pins, and tools from your

Housing Building Manager. Lofting tools are available for check out from the Housing Front Desk. Lofting supplies are made available on a first-come, first-served basis; look for posted check-out hours and locations or contact your Housing Front Desk. Non-university provided bunks or lofts are not permitted in any residence.



## MATTRESSES

Our mattresses are specially designed with “plush firm” and “extra firm” sides to accommodate a wider range of sleep preferences. If you feel that your mattress is uncomfortable, try flipping it over to the other side.



## LAUNDRY

R&DE Student Housing’s *Just Like Home* laundry program gives students unlimited use of residence washers and dryers—no coins or cards required. Use of these environmentally-friendly machines is included in your housing fees. With Laundry Alert, our remote laundry monitoring system, you can receive an email alert or phone call when machines are available or your laundry is done. Just log on to <http://laundryalert.com> and use the password stan9568. R&DE Student Housing laundry locations are provided on two lists. Use the tab on the upper left side to select “Graduate” or “Undergraduate,” as appropriate. Please report any equipment malfunctions to your Housing Front Desk. Laundry supplies and detergents are not provided. **Please be sustainable and wash only full loads.**

What you need to know about

# Living on Campus

in R&DE Student Housing <sup>9</sup>



## R&DE STANFORD DINING

R&DE Stanford Dining serves great tasting food and offers an innovative, multidisciplinary educational approach to dining, engaging students in topics related to food, wellness, sustainability, and performance dining. Eating with your housemates and Residential Education staff is an integral part of Stanford's Residential Education program and helps to develop strong communities in the residences.

The award-winning dining program features high-quality, seasonal, locally produced, sustainable foods in every dining hall, along with a daily variety of delicious, nutritious options including vegetarian, vegan, gluten-free, kosher, and halal.

- Meal Plans: [Dining.stanford.edu/undergraduate-meal-plans](http://Dining.stanford.edu/undergraduate-meal-plans)
- Hours and Calendar: [Dining.stanford.edu](http://Dining.stanford.edu)
- Phone: (650) 723-4751  
[www.facebook.com/stanforddining](http://www.facebook.com/stanforddining)

Get involved! Become a Dining Ambassador, garden manager, social media intern, or intern with our Sustainable Food Program Manager or Wellness and Performance Nutritionist. [Dining.stanford.edu/student-employment](http://Dining.stanford.edu/student-employment)

We welcome all graduate students to all eight dining halls! Purchase Graduate Meal Plans online at <https://rde.stanford.edu/dining/graduate-and-post-doc-meal-plans> and use them at your leisure; meal plans can be charged to your university bill, and meal plan blocks don't expire unless they are fully inactive for one academic year.



## R&DE STANFORD HOSPITALITY & AUXILIARIES

R&DE Stanford Hospitality & Auxiliaries offers an array of food options from the "best burgers on The Farm" at The Axe & Palm to plant-strong, vegan and vegetarian choices at the Forbes Family Café.

All R&DE retail dining locations accept Cardinal Dollars, and you can also use them in the Stanford Stadium, Maples Pavilion and the Sunken Diamond baseball park. Your favorites - Starbucks, Panda Express and Subway - also accept Cardinal Dollars in Tresidder Memorial Union. All purchases are awarded a 10% bonus up front! Purchase \$100 and get \$110 to spend. And as a student, you are tax exempt which further extends your purchasing power when using Cardinal Dollars.

A number of R&DE retail dining locations also accept the Meal Plan dollars that come with your dining meal plan to allow students the flexibility to purchase lunch, a healthy snack or beverages on the go or in a relaxed inviting setting without having to return to a dining hall to refuel, re-energize or just relax and study indoors or out.

To purchase Cardinal Dollars and to see specific locations accepting Cardinal Dollars and Meal Plan Dollars, you can go online to <http://cardinaldollars.stanford.edu>.

Explore the R&DE retail destinations and discover your favorite place on campus!



## RESIDENTIAL & DINING ENTERPRISES

Office of the Senior Associate Vice Provost for Residential & Dining Enterprises  
(Monday – Friday, 8:00 a.m. – 5:00 p.m.)  
609 Escondido Road, Stanford, CA 94305-6098  
Phone: (650) 723-1674 Website: <http://rde.stanford.edu>



## R&DE STUDENT HOUSING

R&DE Student Housing is proud to **Welcome Home** over 13,000 students and family members each year. We house 6,500 undergraduates, 5,500 graduate students and over 1,000 partners and children each year. We pride ourselves on providing a Culture of Excellence in our 350 facilities, with an emphasis on supporting the academic mission of the university by providing safe, secure, comfortable, and sustainable homes.

Website: <http://studenthousing.stanford.edu>

Housing Front Desks & Housing Building Managers

Please see the insert in this packet or

Website: <http://housingfrontdesks.stanford.edu>

Maintenance issues and lockouts

Non-emergency repairs: <http://fixit.stanford.edu>

After-hours Maintenance Hotline: (650) 725-1602

Housing Assignments **We have moved! Please visit us in our new location at 408 Panama Mall!**

(Monday – Friday, 8:00 a.m. – 5:00 p.m.)

408 Panama Mall, Suite 101, Stanford, CA 94305-6034

Questions? Submit a HelpSU at [HelpSU.Stanford.edu](http://HelpSU.Stanford.edu)

Phone: (650) 725-2810

R&DE Student Housing Executive Director's Office

(Monday – Friday, 8:00 a.m. – 5:00 p.m.)

565 Cowell Lane, Stanford, CA 94305-8581

Email: [studenthousing@stanford.edu](mailto:studenthousing@stanford.edu)

Phone: (650) 725-1600



Student Housing has a Facebook page!

Like us today to keep

on top of Housing happenings:

<http://www.facebook.com/StanfordHousing>

*Residential & Dining Enterprises is a Stanford-operated auxiliary that has the best interest of students as a core value while supporting the academic mission of the University.*

*R&DE is proud and committed to be at the heart of your Stanford experience.*

*R&DE is **One Team Achieving Excellence** through lasting partnerships with the Stanford students and community.*

*R&DE is Student Housing.  
R&DE is Stanford Dining.  
R&DE is Hospitality and Conferences with a mission to generate revenues that reduce student room and board fees and enhance the lives of students and the Stanford community. Whenever you dine in R&DE cafés, you choose the Farm, and you enrich your Stanford experience.*

**You are never an interruption in our day; you are the reason we are here!**

Resources to Enhance Your Housing & Dining Experience

What you need to know about

# R&DE

at Stanford



## MARGUERITE SHUTTLE

The Marguerite, Stanford's free public shuttle system, has over 140 regular stops on and around campus. The Marguerite can take you almost any place you need to go, including classroom buildings on the other side of campus and many popular off-campus locations. Download a Marguerite route map and schedule or view the live shuttle map online at <http://marguerite.stanford.edu>.



## PARKING & TRANSPORTATION

Parking a private vehicle on campus requires a permit, and most lots are restricted to specific permit holders. Available parking spaces can be difficult to locate. Why not leave your car at home and use public transportation and your bike instead?

For information on the freshman parking policy, the freshman emergency ride home program, ridesharing matches, car sharing, parking permits, visitor parking, and the free campus shuttle, see <http://transportation.stanford.edu>.



## BICYCLING AT STANFORD

Thanks to the sunny weather and sprawling campus, bicycles are a fantastic way to get around. Stanford has been recognized as a “Bicycle Friendly University,” and Parking & Transportation Services has a strong bicycling information program which can be found online at

<http://bike.stanford.edu>. Look there for information on obtaining discounted bicycle helmets, and then wear one. **Protect your head and brain!** Information is also available on bicycle safety classes, repair stands, route maps and more.



## 5-SURE

Students United for Risk Elimination, more commonly known as 5-SURE, is a student-run security-escort service which facilitates the prevention of risk by providing escorts to and from a variety of campus locations, ranging from parties and sporting events to campus residences, libraries and department buildings. 5-SURE operates 7 Days a Week,

9:00 p.m. - 2:00 a.m. (beginning Oct. 1, and not including academic breaks and summer), and is reached by calling **(650) 725-SURE (7873)**.

<https://alcohol.stanford.edu/5-sure-students-united-risk-elimination>

What you need to know about

# Getting Around

at Stanford <sup>13</sup>



## SMOKE-FREE ENVIRONMENT

Stanford University is a non-smoking campus. It is the policy of the university that all smoking, including but not limited to tobacco products and the use of electronic smoking devices, is prohibited in enclosed buildings and facilities and during indoor or outdoor events on the campus.

In university residences, this includes all interior common areas, individual rooms and apartments, covered walkways,

stairwells, balconies, outdoor areas where smoke or vapor may drift into buildings, and during organized indoor and outdoor events. Outdoor smoking must be at least 30 feet away from doorways, open windows, covered walkways and ventilation systems to prevent smoke from entering enclosed buildings and facilities.



## FIRE HAZARDS

Fire safety is a prime concern for all of us at Stanford. We need your help ensuring your safety and that of others living in your building. Items with an open flame or heat source are strictly prohibited anywhere inside or around the residences. This includes, but is not limited to, candles (including decorative items, unburned wicks, etc.) halogen lights, torches, incense and camping stoves. If you are found violating this policy, you will be charged an administrative fee of \$100 upon discovery and \$100 per day until the item is permanently removed.

Overloaded, damaged, or broken electrical outlets can cause overheating and the potential for fire. Please use only approved plug strips and submit a Fix-It request for any outlet that looks damaged. See our Electrical Safety page for further guidelines at <http://studenthousing.stanford.edu/electrical-safety>.



## BUILDING SAFETY EQUIPMENT

It is illegal to tamper with health and safety equipment, which includes building access alarms and card readers, fire extinguishers and hoses, fire alarm pull boxes, smoke detectors, automatic door closers, fire sprinkler systems, fire horns and lights, exit signs, and evacuation maps. All violators will be subject to an administrative fee of \$500 or more, university disciplinary action, and criminal penalties.

What you need to know about

# Safety

in R&DE Student Housing <sup>14</sup>



# SUSTAINABLE LIVING IN R&DE STUDENT HOUSING

## Get Started:

- Look over the Student Sustainable Living Guide found here (a few quick highlights below): <http://studenthousing.stanford.edu/sustainableliving>
  - Invest in reusable water bottles, coffee mugs and utensils.
  - Wash laundry in cold water and in full loads for maximum efficiency.
  - Turn off lights and unplug electronics when not in use.
  - Keep windows closed when heating or cooling your room.
  - Limit showers to six minutes. Turn faucets off completely and report leaks via the Fix-It form.
  - Use a bicycle or public transportation – Marguerite, Caltrain, BART.
- Post the Stanford Zero Waste Guidelines found on the back of this page in your room or apartment so you and your visitors know how to sort your waste on campus to avoid the landfill.
- Visit the Sustainable Stanford website as your go-to resource for learning about campus-wide sustainability efforts and academic opportunities operated by the Office of Sustainability at <http://sustainable.stanford.edu>.
- Join a sustainability-minded student group at [http://sustainable.stanford.edu/student\\_groups](http://sustainable.stanford.edu/student_groups).



*Sustainability is a core value to Stanford University. For those living on campus, R&DE Student Housing aims to make sustainability and conservation meaningful and easy to incorporate into life in the residences. We collaborate with students and staff to offer programs that foster behavior change, reduce energy and water consumption, reduce waste production, and integrate long-term sustainable thinking into our operations.*

*As a resident, you are a key component to helping us achieve our goals! It all starts by setting yourself up for success when you arrive on campus, and then by taking simple actions while a member of our community.*



# Sustainable Living in R&DE Student Housing

[studenthousing.stanford.edu](http://studenthousing.stanford.edu)

# ZERO WASTE STANFORD

WASTE REDUCTION, RECYCLING AND COMPOSTING GUIDELINES

**PSSI**  
 339 Bonair Siding, Stanford CA  
 650.321.4236  
 recycling@stanford.edu  
 http://recycling.stanford.edu

## PLASTICS, METALS & GLASS rinse if possible + separate caps and lids

 <b>All Plastic Containers</b>	 <b>Metal Cans, Foil &amp; Scraps</b>	 <b>Glass Bottles &amp; Jars Only</b>	 <b>EXTRA CREDIT Milk &amp; Juice Cartons</b>
 <b>NO Styrofoam or Plastic Bags</b>	 <b>NO Plastic Utensils</b>	 <b>NO Other Types of Glass</b>	

## PAPER RECYCLING keep them clean and dry

 <b>All Paper That Tears</b>	 <b>Cardboard Packaging</b>	 <b>EXTRA CREDIT Plastic Bags &amp; Bubble Wraps* *Unique to Stanford</b>
 <b>NO Contact with Food or Liquid</b>	 <b>NO Corrugated Cardboard *These belong in their own bin</b>	 <b>NO Napkins, Facial Tissue or Toilet Paper</b>

## CORRUGATED CARDBOARD please empty and flatten

 <b>Corrugated Cardboard</b>	 <b>Flatten if Possible</b>	 <b>Packaging Tape OK</b>
 <b>NO Contact with Food or Liquid</b>	 <b>NO Styrofoam</b>	 <b>NO Packaging Filler Material</b>

## COMPOSTABLES food, soiled paper, and yard trimmings

 <b>All Food</b>	 <b>Paper Towels, Napkins &amp; Soiled Paper *Including Pizza &amp; Donut Boxes</b>	 <b>Compostable Plastics</b>	 <b>EXTRA CREDIT Plants, Leaves &amp; Wood</b>
 <b>NO Human or Animal Waste</b>	 <b>NO Bathroom or Facial Tissue</b>	 <b>NO Gloves</b>	

## LANDFILL ONLY if all else fails

 <b>Styrofoam</b>	 <b>Human or Animal Waste *Including Bathroom &amp; Facial Tissue</b>	 <b>Ceramics or Non-Recyclable Glass</b>	 <b>Non-Recyclable Packaging</b>
 <b>NO Recyclable Materials</b>	 <b>NO Yard Trimmings or Compostable Materials</b>	 <b>NO Electronics, Lightbulbs, or Batteries</b>	

Identify where the landfill waste, recycling, and compost (where available) bins or dumpsters are located at your residence.

In your room, separate your recyclables (paper, plastics and glass) from landfill waste and dispose of each in the correct bins or dumpsters.

Pull out these zero waste guidelines and post them, so that you and your guests always know how to sort your waste.

[studenthousing.stanford.edu](http://studenthousing.stanford.edu)

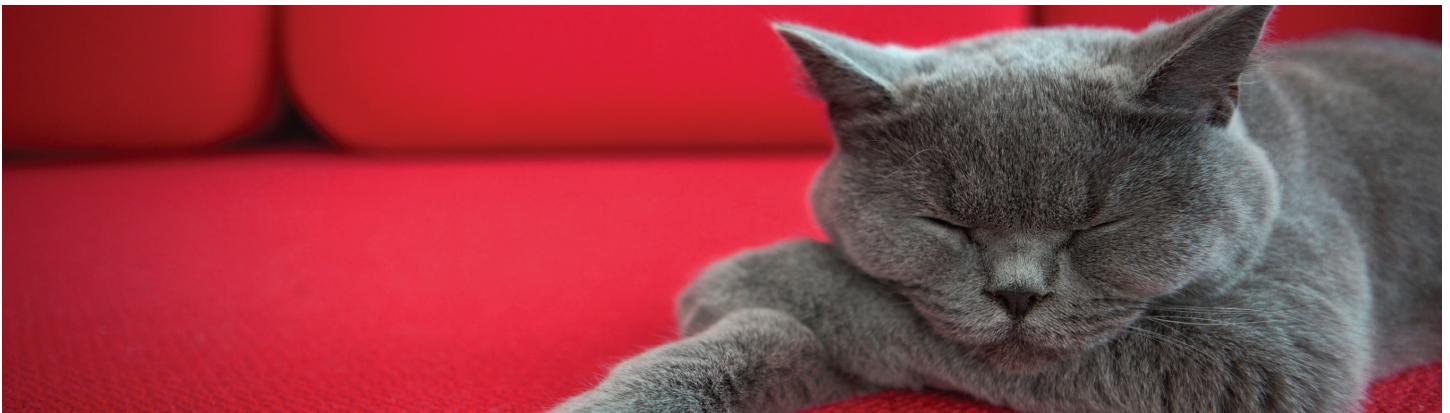
What you need to know about  
**Sorting Waste**  
 in R&DE Student Housing 16



## BEDBUGS

Bedbugs are a growing worldwide problem triggered by increased travel and decreased use of environmentally unfriendly pesticides. Bedbugs have been found in virtually every type of housing, including five-star hotels, hospitals, and college residence halls. Stanford is fortunate to have had very few cases since bedbugs resurfaced on a large scale in the U.S. in the past few years, but we stay very proactive

about this issue. Because bedbugs can travel in your belongings, please help us keep our campus bedbug-free by checking your luggage and clothing for bedbugs and their eggs upon first arrival and following any traveling. For more information on bedbug protection, read the information sheet, *What You Should Know About Bedbugs*, on the R&DE Student Housing website at <http://pests.stanford.edu>.



## PETS

Keeping pets of any kind, including fish and caged animals, in or about university residences is prohibited. University-approved service animals are exempt. Please do not "adopt" the feral cats on our campus. Residents with pets will be charged an administrative fee of \$100 upon discovery and \$100 per day until it is permanently removed. You could also be charged for any damage the pet causes, including introducing fleas into the residence.

Students with approval from the Office of Accessible Education to have service animals in their residences agree to comply with the policies listed in the Residence Agreement and Supplemental Residence Notice and to pay an additional cleaning fee when they move out.

<http://studenthousing.stanford.edu/assistanceanimals>.

What you need to know about

# Health

in R&DE Student Housing <sup>17</sup>



## YOUR HOUSING AGREEMENT

To view the entire Residence Agreement, please visit <http://studenthousing.stanford.edu/residenceagreement>

For your convenience we have included some information from that agreement below:

### Undergraduate Housing:

- Contract Start and End Dates: Your housing contract start and end dates are found in Axess. All undergraduate contracts end on June 16, 2017 unless you are assigned for summer, graduating, or have been approved for late-stay housing.
- Winter Break Closure: **Undergraduate Residences close for Winter Break on Saturday, Dec. 17, 2016 at noon and reopen at 8 AM on Saturday, January 7, 2017.** With the exception of the Winter Break Closure, undergraduate residences remain open continuously throughout the contract period, including Thanksgiving week and Spring Break.
- Reassignment Requests: Upperclass students can file a reassignment request through their Axess accounts. In addition to applying for reassignment in Axess, students will also need to have their Residence Dean sign a reassignment authorization form. Freshmen seeking reassignment should consult their Residence Dean.
- Housing for 2017-18: If you wish to have housing for summer 2017 or for 2017-18, you will need to apply during Spring Quarter, 2017. Information will be available at [TheDraw.Stanford.edu](http://TheDraw.Stanford.edu) in April 2017.
- Sublicensing: Undergraduate residences may not be sublicensed and undergraduate students may not sublicense graduate apartments.

### Graduate Housing:

- Contract start and end dates can be found in your individual Axess account. 2016-17 graduate housing contracts that end after Spring Quarter have a move-out date of June 19, 2017. Contracts that include summer have end dates of August 7, 2017 for students with children and August 14, 2017 for all other students. These are general guidelines, so be sure to check your contract dates in Axess.
- Eligibility for Housing: Only enrolled matriculated graduate students (with at least 8 units of study or TGR status) are eligible for housing.
- Housing for 2017-18: Your current contract is for this academic year only (2016-17) and you need to apply for the Lottery or renew your housing in April 2017 if you wish to be assigned housing for the 2017-18 academic year. Information is available at the beginning of Spring Quarter on the R&DE Student Housing website. Watch for emails and notices from R&DE Student Housing for critical due dates and instructions.
- Reassignment Requests: If you wish to be reassigned, file a reassignment request in the Housing portal in Axess.
- Sublicensing: Residents of graduate housing may sublicense their rooms/apartments for up to one term per academic year, under certain circumstances, if established procedures are followed. A Sublicense Agreement form and other documents must be submitted to Housing Assignments for review and approval before an agreement can be finalized. <http://studenthousing.stanford.edu/sublicense>.

What you need to know about

# Your Housing Agreement

in R&DE Student Housing <sup>18</sup>

## Termination of Occupancy Dates

- If you are leaving housing before your contract end date, you must apply in Axess to terminate your occupancy. The deadlines by which you need to file in order to avoid fees are noted on the following chart. Applying to terminate your occupancy does not necessarily release you from your housing contract. More information can be found at: <http://studenthousing.stanford.edu/residenceagreement>.
- Undergraduate Housing: If you plan to end your contract before June 16, 2017 because you are participating in an off-campus Stanford program, taking a Leave of Absence, or graduating, you must apply to terminate your housing in Axess. No other department or person will apply on your behalf.
- Graduate Housing: All graduate students can end their contracts at the end of Spring Quarter without penalty by filing a termination by May 5, 2017, but anyone who ends their contract will not be able to renew for the next year.

### Terminating your Contract after You Pick Up Your Keys

If your occupancy ceases at the end of:	And you file a Termination of Occupancy form in Axess by:	You are charged an Administrative Fee of:
Autumn Quarter	October 28, 2016 or before	No fee
	October 29 to December 2, 2016	\$100
	December 3 to December 9, 2016	\$250
	December 10, 2016 to January 1, 2017	\$350
	January 2, 2017 or after	\$450
Winter Quarter	February 10, 2017 or before	No fee
	February 11 to March 10, 2017	\$100
	March 11 to March 24, 2017	\$250
	March 25, 2017 or after	\$450
Spring Quarter <sup>1,2</sup>	May 5, 2017 or before	No fee
	May 6 to June 2, 2017	\$100
	June 3 to June 16, 2017	\$250
	June 17, 2017 or after <sup>1,2</sup>	\$450

*See Residence Agreement for policy*

Notes:

1. These dates apply only to students who have signed full-year contracts. Students who have signed academic-year contracts do not need to complete a Termination of Occupancy form for the end of Spring Quarter because their Residence Agreements expire at the end of Spring Quarter.
2. Graduate Students in full-year contracts after June 19, 2017 who have not received prior approval from R&DE Student Housing Assignments will not be permitted to terminate their contracts before the end of Summer Quarter.



## EMERGENCY CONTACTS

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### **Police – Fire – Medical**

From Stanford phones 9-911

From cell or other phones dial 911

Outdoor blue tower phones will automatically dial 911

### **Public Safety**

(650) 723-9633\*

### **Counseling and Psychological Services (CAPS)**

(650) 723-3785\*

### **Sexual Assault/Rape Crisis Hotline**

(650) 725-9955\*

### **5-SURE Security Escorts**

(650) 725-SURE\*

### **R&DE Housing Maintenance Hotline**

(650) 725-1602\*

### **Hazardous Materials**

(650) 725-9999\*

## INFORMATION HOTLINES

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### **University Announcements**

Emergency Hotline (650) 725-5555\*

Out of Area information hotline: (844) 253-7878 (844-AlertSU)

AlertSU text messages will be sent from 226787 or 67283. Add these numbers to your contacts as AlertSU.

### **Websites**

Emergency website: <http://emergency.stanford.edu/>

Public Safety website: <http://police.stanford.edu>

### **Hospital Bulletins**

(650) 498-8888

### **Public Emergency Information**

Out-of-area callers 1-800-89-SHAKE or 1-602-241-6769

\*From campus phones, dial last five digits.



## WHAT TO DO IN AN EMERGENCY

### Accident

- Report the emergency using a blue tower phone or by calling 911. (9-911).
- Give first aid.
- Stay with the victim until help arrives.

### Fire

- Pull fire alarm.
- Evacuate. Do not use elevators. (See "If there is an evacuation").
- Report the fire using a blue tower phone or by calling 911. (9-911).

### Earthquake

- Drop and take cover. Wait until the shaking stops to evacuate. Do not use elevators. Buildings will be examined before re-entry. (See "If there is an evacuation").

### Bomb threat

- Report any threat or suspicious object using a blue tower phone or by calling 911. (9-911). Follow police instructions.

### Power outage

- Most outages are resolved quickly. Wait for situation updates via staff or Alert SU.

## IF THERE IS AN EVACUATION

- Go to the nearest Emergency Assembly Point (EAP). Every SU building has an EAP.
- After reporting to the closest EAP, please return to your residence and check in with a staff member there as well.
- Call an out-of-area emergency contact. More information on emergency communications strategies and out-of-area contacts can be found here: <http://transition.fcc.gov/pshs/emergency-information/tips.html>
- Wait for instructions after an evacuation. Be patient. Listen to SU announcements and updates on the Stanford Emergency Information hotline (650-725-5555) and on KZSU (90.1FM).
- Check your phone or email for updates and information via the AlertSU system (<http://alertsu.stanford.edu>).

