

Important Numbers

First Aid:

Pick up any **red phone** located on the campus
Dial 200 on campus phone | 250.561.5857

Fire:

Pull the nearest fire alarm and **evacuate**

Emergency:

Police Fire Ambulance **911**

CNC General Inquiries 250.562.2131 or 1.800.371.8111

Health & Wellness Centre 250.562.2131 Local 5377

Security (non-urgent) 250.561.5827

Shipping & Receiving 250.562.2131 Local 5335

Student Services 250.561.5818

Student Union 250.561.5852

Crisis Line 250.563.1214

Student LifeLine (LifeWorks) 1.877.418.1537

Nechako Medical Clinic Spruceland Mall 250.563.3399

Poison Control Centre 1.800.567.8911

Police Crimestoppers 1.800.222.8477

Police Non-Emergency 250.561.3300

Salveo Medical Clinic Superstore 250.614.0007

Suicide Prevention Service text "connect" to 686868 or 250.564.8336

University of Northern BC 250.565.2000

VictimLINK: 24hr Hotline 1.800.563.0808

CNC Housing

Community Standards Handbook



College
of New
Caledonia

CNC

Welcome

We are pleased you have chosen to live on campus in our Housing Complex, referred to in this document as “community,” making this your new home. We offer you comfort, convenience, quick access to class, and are located within walking distance to various shopping centres. Residing here, with those who have different personal and academic interests, and broad cultural backgrounds, will enrich your experience far beyond the classroom. You will live and learn amongst neighbors and friends.

We each play a vital role in fostering and upholding a healthy environment. Together, we can ensure that you are able to live, study, and play in an atmosphere that embraces tolerance and mutual respect, free from harassment and discrimination. This Handbook provides a brief overview of our Policies and Procedures that all are expected to follow, and is a resource for the many questions you may have. Bring your enthusiasm and participate in making this community a rewarding and fun place to be a part of. If at the end of this document, you still have unanswered questions, please contact us directly.

Statement of Mutual Respect

CNC is a partnership of Operational Staff, Faculty, Administration, and the College Board. All members of the CNC community play important roles in the overall success of our students. We respect the needs of others and recognize that, at times, we all face work under pressure, tight timelines, and restrictions. We pledge to treat each other with respect, courtesy and dignity in the conduct of our duties.



Philosophy & Guiding Principles

Grounded in respect, communication, and integrity, the personal wellbeing of each community member is a result of balancing the wants and needs of individuals with the overall wants and needs of the community as a whole. This balance is best achieved when everyone is aware of their personal rights and responsibilities, and is a conscientious, contributing member. Failure to uphold responsibilities may result in limitation of privileges or possible eviction.

Understanding Tenancy

As stated in Section 4(b) of the BC Residential Tenancy Act, “This Act does not apply to living accommodation owned and operated by an educational institution and provided by that institution to its students.” Each resident living in the community is therefore bound by their License Agreement and required to abide by all federal, provincial, and municipal laws; regulations and bylaws; and CNC rules, regulations, policies and procedures. If at any time there is a discrepancy between matters in the License Agreement and external sources, provisions of the Agreement shall prevail. CNC reserves the right to amend this handbook at any time.

Throughout the academic year, housing is offered on a per semester or per program basis only. If you remain in your room past your semester end date, your Agreement will auto-renew for another full semester and financial obligations will be in effect. From the months of May to August, we provide shorter term and overnight options (see Occupant Application and License Agreement).

Housing Team

We would like to personally welcome you to the Housing Community! Focused on safety, security, and campus life, we oversee daily operations and enforce the community's policies and procedures.

Housing Manager

Provides administration, supervises the Housing Team, drafts and enforces standards and policies, and is the liaison between all CNC departments. The Manager assumes a direct and supportive role to foster a healthy, academically focused environment by ensuring safety, promoting equality and equity, fair implementation of standards and consequences, conflict resolution, aiding and maintaining in the development of the building. The door is always open. You are encouraged to stop by for introductions, to share concerns, report issues or incidences, and share information about your CNC experiences.

Monday to Friday *excluding Stat Holidays*
8:00am-3:30pm

work 250.561.5849 | cell 250.565.5497
residence@cnc.bc.ca

Located in lower lounge through main entrance

Residence Caretaker

Provides custodial services and light maintenance to the building, and is an integral part of the health and safety of the community. The Caretaker **does not** provide personal cleaning services and **is not** responsible for cleaning occupied rooms or unreasonable messes left by residents. The CNC Facilities Department maintains the exterior of the building and works closely with the Caretaker and Manager on large scale upkeep.

Residence Advisors (RAs)

Sunday to Thursday & Statutory Holidays
6:00-8:00pm

Friday to Saturday & Statutory Holidays
12:00-2:00pm | 6:00-8:00pm

cell | 778.349.4036



The Residence Advisors are CNC students who live in the community and act as your primary resource. They want you to have the best experience possible; organizing and hosting events throughout the year designed to help you connect with others. They support, encourage, and provide guidance while you complete your studies.

RAs are your liaison with CNC Staff and Management - upholding Standards, addressing incidences, and they are responsible for reporting all that interferes with the rights or privileges of others living in the building. The RAs are an invaluable part of the Housing Team, and act as the eyes and ears of the Manager.

Mailing Information

Your mailing address while living at the Housing Complex:



First and Last Name
CNC Housing Complex Room #
3330 22nd Avenue
Prince George, BC V2N 1P8

You will receive a room and mailbox key. Mail is delivered on weekdays after 3pm and can be picked up from your mailbox, located outside the office. Smaller parcels will be held in the office - notification will be posted on your mailbox. Oversized parcels will be held in the Shipping & Receiving Office located at the school - a notice slip will be put in your mailbox. CNC is not responsible for signing, paying for, or picking up your parcel. Student ID is always required when picking up a parcel.

cnc.bc.ca

Moving In

September and January check in dates for regular programs vary from year to year. Dates and times are posted in advance and emailed to accepted applicants. If your program starts outside of regular academic dates (e.g. trades, MLTS), you must check in during regular office hours. A member of the Housing Team is required upon your arrival to ensure thorough completion of the License Agreement and other documents, as well as to complete payment and provide your room keys. If nobody is in the Housing office when you arrive, contact the Advisor or Manager.

CNC Housing License Agreements

The *Housing License Agreement* and *Occupant Application and License Agreement* are legal contracts that outline expected behavior, financial obligations, check in and semester dates. In conjunction with all posted signs and notices, and the Community Standards, these are the policies and procedures that govern your stay at the Housing Complex. It is your responsibility to read all documents carefully. Upon moving in you will be asked to inspect your room using a mandatory Room Checklist form, to capture any defects, damage, or missing items. This form is due back to the office within 48 hours of arrival and is used as reference when you move out. Any damage or missing items that are not noted on this form will be your financial responsibility. If you do not return the checklist, repair and/or replacement charges for deficiencies, above and beyond your deposit, may apply.

Rooms

Rooms are designed for single occupancy only. Each room is equipped with wifi | cable hookup (subscription is responsibility of resident) | twin sized bed | desk with lamp | small kitchenette with sink, fridge (turn knob to *on* upon arrival), and microwave | cupboard space | garbage can (bags required) | clothing cubby with hanging bar. The furniture is heavy and to remain where it is. Dragging it across the floor loosens screws and damages flooring. Small outside furniture may be considered upon written request **prior to arrival**. Small appliances with auto shut off switches are permitted (e.g. coffee maker, kettle). The PTAC (heating/cooling units) must remain accessible at all times, with air circulating freely to allow for proper function.

The following is prohibited in your room: fridges | freezers | blocking the PTAC units | rearranging furniture | deep fryers | open element hotplates | open flame fondues | hot oil cooking | over-door hooks | use of tacks, nails or hooks on walls | lounge furniture

Washrooms

Each washroom has a sink, electrical outlet, toilet, shower, and garbage can. If in a standard room, you are expected to introduce yourself to your washroom mate and arrange a cleaning schedule that works for BOTH of you. In consideration of hygiene and due to turnover, shared washrooms are to be presentable at all times.

Housekeeping Supplies

The building is maintained by the Residence Caretaker and Facilities Department. As a resident, you are responsible for keeping your room and shared washroom, lounges and common areas clean. Janitorial supplies (mop, broom, vacuum cleaner etc) are available for borrow. These items can be signed out and signed back in during Manager or RA office hours. All items must be returned within the same day and are not to be dropped off outside the Janitor room door, unattended.

Wall Decorating/Hanging Items

White sticky tacky is the only permitted adhesive when affixing items to your walls. If you have a room with a bulletin board, tacks may be used to hang pictures and items there only. If you wish to hang a hook, you **MUST** contact the Manager in advance and receive permission to do so. A note of the approval will be written on your room checklist.

What to Bring

- Washroom supplies: towels, facecloths, personal hygiene items, toilet paper, garbage bags, first aid kit, non-abrasive shower and toilet cleaner without bleach
- Bedding: sheets, pillows, blankets
- Kitchenware: dish rack, soap, rags, dishes, cookware, utensils, garbage bags
- Computer: device and ethernet cable
- Small appliances with auto-shutoff
- Laundry: basket, detergent, softener

What NOT to Bring

- Animals (1-2 fish in small bowl permitted)
- Weapons or flames: hunting knives, firearms, fireworks, candles
- Drug paraphernalia, drugs, alcohol kegs, or serving containers
- Large appliances or appliances without auto-shutoff (open elements)
- Hooks, nails, tape: the **ONLY** acceptable adherent is sticky tack. Absolutely nothing is to be pinned, taped, screwed, nailed, or stapled to any wall or furnishing within your room and doing so could lead to monetary fine(s) and/or eviction



Shared Spaces

Quiet Hours

Sun-Thurs 10:00pm to 7:00am | Fri-Sat 1:00am to 10:00am

This community fosters an academic environment geared toward those committed to their studies. Excessive noise in the building, day or night, is not permitted. No noise should be audible outside of your room within quiet hours. This applies to everyone. The lounges are locked during quiet hours and you are expected to adhere to these times without having to be reminded. If these time restrictions are outside of your needs or desired lifestyle, we suggest alternative living arrangements.

The following is prohibited: alcohol | smoking | vaping | edibles | illegal substances | removal of furniture | jumping on or walking across furniture | unintended use of furniture

Shared Kitchen

In the lower lounge you'll find a communal fridge, stove/oven, sink and cupboards. The kitchen is for use by residents only. Cooking utensils, towels, dish soap, and clean up are required. Make dorm life more than just mac n cheese by cooking your own healthy meals!

Shared Lounges

There are two lounges for you to enjoy: lower and upper. On the lower you will find the Housing office, tv and comfy chairs, laundry room, janitorial room, study tables, piano, shared kitchen, and vending machines. On the upper you will find a tv and large lounge, comfortable study space, gaming equipment, and laundry room. It is expected that ALL furniture and items in shared spaces are treated with respect and used as intended only. The pool, ping pong, foos ball, coffee and study tables are not to be walked on, jumped on or purposefully scratched. The game equipment (paddles, cues, game consoles etc) are to be used as designed only. You are responsible for cleaning up after yourself and any guests that may be visiting. Lounges are locked during quiet hours.

Shared Laundry Facilities

There are two coin operated washers and dryers on each floor in the lounges. Change for laundry is available at the office during open hours. Change is provided for laundry purposes only, with an exchange limit of \$20. There is a bank machine in the main building.



Residence Life Activities

You will have the privilege of participating in planned events, maintaining respectful, safe conduct while attending community events.

Be Prepared!

Personal Insurance

Personal insurance for coverage of your possessions from theft or accidents is highly recommended.

Parking and Transportation

All CNC parking is pay only. Our parking lot is behind the complex (\$3/day parking meter, takes loonies only). The small lot in the front of the building is for visitor short term and handicap parking, and loading only. There are no block heater plug-ins available and running extension cords from your room to the parking lot is not permitted. During the winter months, a battery booster is recommended for those vehicles that may need it. Get the *paybyphone* phone app (location code 9890) or purchase passes at the Impark Office located in the main building. 250.563.8430 or www.impark.com. Bus stops are located on Campus Road between the housing complex and the gym. The student union provides full time students with a U-Pass (bus pass). Get the *PG Transit* phone app. 250.563.0011 or www.bctransit.com/prince-george/home.

You are responsible for ensuring your guest(s) adhere to the standards and abide by all policies. You are responsible for any conduct issues and/or damages created by your guest(s). Visitors who do not follow the Community guidelines put their hosts at risk of written warning, monetary fine, and possible eviction.

Campus Cafeteria

Serving breakfast, lunch, and dinner specials, the cafeteria is a great place to eat and study.

Storage and Bicycles

Your room has some storage space. Extra storage, offered during or in between semesters for current residents only, is limited. Boxes and bins must be labeled: first & last name, phone #, date and expected pick up. All non-labeled items will be removed and disposed of. CNC does not assume responsibility for lost, damaged, or stolen articles, regardless of cause. As per Fire regulation, bicycles and sports equipment, or large items cannot be stored in hallways, lounges, or areas which impede safe exit. The school has a bicycle compound near the main gym door entrance. Bicycles secured to the building are at your own risk.

Security

Everyone living here is expected to cooperate with one another to keep the building as safe and private as possible. This is a living complex, with no exceptional provision for safeguarding individuals. Safety and security is the responsibility of everyone! CNC cannot assume responsibility for security beyond normal provisions.

Safe Walk

If you feel unsafe walking to or from the Complex at any time, CNC Security can accompany you within the boundaries of campus 24 hours a day, 7 days a week. The Housing Team member on shift is also available to assist. If you believe that the issue is extremely urgent call 911 (urgent can include a fight, violence, theft, illegal activities, or a health emergency such as a stroke, heart attack, seizure etc).

Room Entry

Living in the community entitles you to a reasonable right of privacy, but not exclusive possession to your room. Members of the Housing Team, authorized staff, and/or contractors may enter your room for health, safety, general welfare reasons, or to make necessary repairs to the room and/or equipment, or to inspect the premises for suspected infarctions to rules or regulations. Advance notice is not always possible.

Maintenance and Repair Reporting

All apparatuses in your room and washroom should be in good working condition, including but not limited to locks, windows, doors, fixtures, and appliances. We must work together to ensure this continues - you are obligated to report all damages and required repairs (e.g. leaking faucet) - either by email at residence@cnc.bc.ca or directly to the Manager or RAs, and we are obligated to ensure they are repaired.

The following is prohibited: tampering with electrical or plumbing | fixing appliances | failure to report damages | failure to report maintenance issues (items not working)

Emergencies & Evacuation



Fire safety is of utmost importance. The Housing Complex and its rooms are equipped with alarms connected to the main building that will trigger throughout. When you hear the fire alarm:

- feel your door for warmth before slowly opening it, ensuring the fire is not on the other side - leave your room and close your door
- alert those on either side of you and exit the building immediately - if you are on the second floor, take the closest stairwell
- go to the front lawn if roomed on the front side of the building
- go to the back parking lot if roomed on the back side of the building
- inform the arriving emergency personnel immediately if you know of anyone unable to evacuate the building
- do not re-enter the building until the Fire Marshal or CNC representative has indicated it is safe

If you cannot leave your room:

- Protect yourself from smoke by staying low to the ground
- Stay in your room until you are rescued or told you can leave
- Use damp towels or duct tape to cover the door and vent cracks

Assisted Evacuation

Those with accessibility limitations must review evacuation procedures with the Manager to ensure that safety equipment is in place that will assist in hearing or seeing an alarm when it is activated.

Fire Drills

A fire drill may be arranged at any time. Everyone is expected to be prepared in case of a fire drill or emergency. The building is equipped with approved fire safety equipment. Any misuse of the equipment is prohibited and subject to a \$100 fine, in addition to possible charges by the Fire Dept. There are extinguishers in the lounges and along the outside walkways. Acquaint yourself with the location of the fire equipment. There are smoke and heat detectors, and sprinklers inside each room. The smoke detectors will sound in individual units only, and the heat detectors will activate the fire alarm throughout the building and at the main campus Security office. These devices are checked annually to ensure continued safety. A fee will be charged if smoke detectors are found disconnected or items are hung on the sprinkler heads. Please report any problems with any of the fire safety equipment to the Housing Team immediately. There should be no need for you to test or tamper with your alarm as it is checked regularly by the Fire Dept and CNC Staff. The Fire Dept has a zero tolerance with regard to tampering with fire safety equipment. The Housing Team must make every effort to identify those who tamper with equipment and enforce disciplinary action. In addition, charges could apply under the Fire Protection and Preventions Act.

Rights, Privileges & Responsibilities

All persons living in the community are expected to behave in a manner that does not interfere with the comfort or safety of others. This includes, and is not limited to, use of any device that would increase risk of fire, cause objectionable noises or vibrations, overload the electrical system, restrict others' access or ability to use the facility and services, or be of any danger whatsoever to the community. Violation of the following rights and responsibilities may result in probation, monetary fines or eviction.

Community Standards

Those living here have the privilege of being able to express themselves creatively within established guidelines in their assigned space, and the right to expect clearly written Community Standards and policies that govern individual and group behavior within the community. They have the right to participate, unhindered by others, in the academic, intellectual, cultural, and social life of CNC and the community.

You are responsible for upholding and respecting the Community Standards and the guidelines of the License Agreement, for knowing, understanding, and abiding by ALL rules in this Handbook, as well for following any posted signage or notices during your stay, and for seeking clarification as needed. You are to respect the rights of others by refraining from actions that threaten or disrupt activities, events, meetings, or happenings that prevent others from expressing their views.

Keys

All keys belong to CNC and are considered high security keys. Copying, duplicating or loaning keys is prohibited. You are permitted only those keys which were assigned directly to you. All keys are associated with a 4-digit number that is unrelated to the room number. For security purposes, placing keys on a CNC lanyard or student ID is prohibited. Lost or stolen keys must be reported immediately and key replacement or repair fees will apply.

Legal Rights

You retain your legal rights when you become a member of the community. You have a responsibility to abide by all federal, provincial, and municipal laws, and regulations, in addition to CNC's policies.

Property

Those living here have the right to the safety and security of their personal property.

You are to refrain from acts of theft, willful destruction, or vandalism of the property of others, and to follow the personal safety recommendations within this handbook.

Safety

You have the right to personal safety and security in a community housing environment, free from harassment, intimidation or assault.

You are to treat others with respect and to refrain from acts of harassment, intimidation, and assault.

Cooperation with Staff

Those living here have a reasonable right to privacy, yet are not granted exclusive possession of their room.

You and your guest(s) are expected to cooperate with verbal requests and posted notices from any CNC Staff and RAs.

Facilities

Those living here have the right to the free and peaceful use of the property, grounds, and facilities for all legitimate purposes.

You are to respect and maintain the integrity of such property, grounds, and facilities so they may be equally available to others.

Cleanliness

Those living here have the right to a space that is clean and well maintained.

You are responsible for cleaning up after yourself, particularly in shared spaces. You are to clean your room each week (including the washroom - private or shared), and report any maintenance concerns to the Housing Team in a timely manner.

Unreasonable Noise

Those living here have the right to reside in an environment that prioritizes academic study and restful sleep.

You are responsible for adhering to the standards regarding quiet hours and to always maintain respect for community living at all times.

Respect & Dignity

Those living here have the right to be treated with respect and have their intrinsic human rights valued and protected.

You are responsible for treating others with respect, as well as to understand and value the human rights of others and refrain from infringing on those rights.

Restricted

Smoking (All Substances)

CNC is impairment free. If you are of legal age, you have the privilege of smoking tobacco and/or tobacco vapor products **in designated areas only**. You are to obey the law, properly dispose of debris in the disposal units around the building, and uphold community standards regarding misconduct or damages that occur while you and/or your guest(s) smoke. <https://cannabis.gov.bc.ca>.

Alcohol

If you are of legal age, as per BC Liquor Laws, you have the privilege of possessing and consuming alcohol **in the room assigned to you only**. You are to obey the law and uphold community standards regarding alcohol, and misconduct or damages that occur while you and/or your guest(s) are under the influence.

Visitors & Overnight Guests

You are expected to sign ALL visitors in at the Office. Overnight visitors are permitted to a maximum of 3 consecutive nights, twice per month. You must inform your washroom mate of visitors. Extra beds are not available. You are directly responsible for your guest(s) and must ensure they adhere to the community standards. Visitors must be accompanied by their host at all times. Visitor disruptions will not be tolerated. Being caught with a visitor who has not been signed in, puts you at risk of an infraction. Daytime visitors must leave the premises as per quiet hours.

Musical Instruments

Acoustic musical instruments only or electrical instruments equipped for and used with headphones, in a manner that does not disturb others, both without amplification.

Pets

Fish are permitted in a small tank suitable for their needs, not exceeding 25 gallons. No animals, birds, amphibians or reptiles.

Infractions and Fines

If you breach any written covenant or posted notice, consequences may be one or more of the following, depending on severity:

- Incident Report
- Probation Contract
- Fine (minimum \$50)
- Eviction, possibly immediate

Accumulated incidences may be taken into account, preventing continuation of stay at the beginning of a new semester or eviction.

Assessments & Disciplinary Action

Damage, loss of CNC property, breach of the Community Standards as outlined in this Handbook, the License Agreement, and posted notices, and falsifying information on your paperwork, may be cause for fines and/or disciplinary action. This applies to your guest(s) as well. Assessments are not typically issued for normal wear and tear of CNC property or items in your room, unless the wear is unreasonable. Assessments are issued if a shared area is damaged or requires excessive cleaning and those involved will be held accountable. If an individual comes forward immediately and accepts responsibility, a reduction in the assessment may be considered on a case by case basis. If the individual(s) responsible are not known, video footage will be reviewed and an assessment levied equally among all involved. If assessment matters and fines are not cleared up within 72 hours, a notice of eviction and possible ban from CNC Housing may be issued.

Prohibited

Partaking in restricted/prohibited activities may lead to eviction.

Alcohol and Smoking

Alcohol: in shared spaces | room of a minor | outside on CNC campus grounds. Smoking or vaping any substance other than tobacco: indoors | in shared spaces | on pathways or second floor balcony | within 6 meters of any door.

Drugs (Non-Medicinal)

The possession | use | trafficking (including manufacturing, selling, giving, administering, transporting, sending, delivering, and distributing) | offering to do anything related to these activities with illegal drugs.

Weapons & Dangerous Goods

Possession | storage | use | or threatened use of weapons | ammunition | explosives | firecrackers | chemicals | or any other objects identified as being for the use (or potential use) of harm or threat to any individual or group of individuals.

Locks and Housing Property

Placing additional locks on any doors | leaving your room door or window open or unlocked | manipulating a lock, door or window | willful damage to public or personal property | entering a room that is not your own.

Unauthorized Areas

Mechanical and furnace rooms and designated off limit areas | rooftops | climbing or scaling | strapping anything to the outside of the building | throwing objects off/out of the building, walkways or stairwells.

Fire and Safety Equipment

Using exit signs | alarms | heat sensors | hoses | smoke detectors | fire extinguishers | sprinklers | any fire safety equipment for anything other than its intended use.

Visitors & Guests

Hosting a visitor for another resident | visitors sleeping in shared spaces | giving room keys to visitors | leaving visitors alone in shared spaces | hosting evicted persons.

Games

Playing of all physical games on the walkways, in shared space, or in stairwells, including but not limited to skateboards | scooters | floor hockey | football | soccer | Frisbee | wrestling.

Violence

All members of the community are expected to act in a way that is free from violence or disruptive behavior, e.g. bullying, damaging property, excessive swearing, fighting, obscene text messages or emails, and harassing phone calls. Violence includes, but is not limited to yelling at community members or Staff, assault, unreasonable disruption of the environment, unwanted communication or contact. All reports of incidences demonstrating violent behavior will be dealt with seriously. Those deemed responsible for such behavior may have:

1. their License Agreement terminated
2. charges filed with the RCMP, and/or
3. the incident forwarded for review under CNC's discipline policy

If a community member has been harmed, or is in immediate danger of being harmed, the individual(s) responsible for this threat or harm may be suspended from the building, or relocated, pending completion of an investigation by the Manager and/or CNC Security and/or involved parties. In the event of any urgent incident, the RA on duty or CNC Staff may undertake immediate action. If you experience or witness any type of threatening or violent behavior or believe that someone in the building or someone affiliated (e.g. guest) may become violent, immediately report to the CNC Housing Team, Security, and RCMP.



The Campus

Facility Maintenance

The Facilities Service and Housing Teams do everything possible to minimize excessive noise during quiet hours. Lawns, gardens, trees, and pathways are typically tended to between 7am-4pm. Parking lot snow removal is typically done outside these hours.

Going Green at the Housing Complex

Reduce | Reuse | Recycle by turning off lights, turning off computers, turning down thermostats, keeping shades down to retain heat/cool, and not obstructing heating/air conditioning units. The following upgrades have been made as part of our strategy to become more energy efficient:

- Many rooms are supplied hot water with a solar hot water system
- Low flow shower heads and tap aerators reduce water consumption
- Washing machines use cold water wash only (no hot available)
- Electricity meter measures electricity usage by day/week/month

Moving Out

If you break the Agreement to move out early, without academic or medical withdrawal, your rent will not be refunded and you will be on restricted access. Your room must be left in the same condition as when you moved in - clean and live-in ready. Non-cleaning, damage, and/or missing items from your room will result in charges.

- Floors vacuumed | swept | mopped
- Refrigerator emptied | defrosted | unplugged | wiped out
- Microwave wiped inside and out | unplugged
- Walls | doors | counters | inside drawers cleaned and wiped
- ALL personal belongings removed from room | washroom | storage
- Keys returned directly to office or placed in key slot on office door
- Mail forwarding arranged 2-3 weeks in advance (we do not forward)

Items left behind after your room key has been returned will be disposed of and a disposal fee will apply. You can make an appointment with the Caretaker or Manager for a room inspection. Once your key has been returned, a custodian will create a report including cleaning/maintenance assessment. Cleaning/damage fees will be deducted from your security deposit and, if exceeding deposit limit, charged to your CNC account.