

The Landings at Terra Village



Resident
Manual

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Introduction

Welcome to The Landings at Terra at Terra Village! This guide contains detailed information about all aspects of living at the Landings, the services provided, and the responsibility of all residents. This handbook provides supplemental information to the [Terra State Community College Code of Student Conduct](#). All policies found in the Student Handbook apply to all students, as well as any policies specific to living at the Landings. Any questions about the information provided in this handbook should be directed to the Housing Office.

You are responsible for all the information in this handbook. Please read it carefully, and feel free to ask any Student Housing staff member if you have questions.

Every effort has been made to ensure the accuracy of the information contained in this document; however, Terra Village Holdings or their agent, reserves the right to make corrections, additions, and/or updates. An up-to-date copy of this handbook can be found on The Landings at Terra Village website, www.terra.edu/housing. The Residential Housing Agreement and Student Code of Conduct should also be referred to frequently as they contain additional information, policies, and regulations that will be of value to you. Additionally, all students are expected to obey federal, state, and local laws and directives issued by an administrative official in the course of his or her duties. Failure to do so, may result in a violation of the Residential Housing Agreement and Student Housing Handbook.

If you have any questions about the information contained in this document, contact the Student Housing Office at 419.559.2160. The RA on-call may be contacted for urgent matters that occur after business hours. In case of emergency contact Campus Security at 419.559.2253 or dial 911.

Resident Support

The Landings staff is available to all students to help them have a safe and successful living experience. The Resident Assistants RAs are the first point of contact for the Landings residents. RAs are to be contacted for emergencies, maintenance issues, safety concerns, roommate conflicts that have attempted to be alleviated by the residents, and any other issues that warrant assistance. The

Additionally, you may contact the

- Area Director, Justin Rader, at jrader01@terra.edu or 419-559-2161
- Residence Life Coordinator, Emily Keill, at ekeill01@terra.edu or 419-559-2162

Important Contacts

Academic Service Center (Tutoring, Math Lab, Writing Lab, Disability Services)

419-559-2109

tutoring@terra.edu

Admissions Office

419-559-2349

admissions@terra.edu

Advising

419-559-2345

advising@terra.edu

Bookstore

419-559-2336

tsc@bkstr.com

Campus Safety

419-559-2253

Cashiers Office

415-559-2329

cashier@terra.edu

Financial Aid

419-559-2344

financialaid@terra.edu

Resident Assistant on Call

567-314-9209

Landings Administrator on Call

567-314-9173

Safety Policies and Procedures

Fire Safety Equipment & Fire Alarms

The Landings are equipped with smoke detectors, fire extinguishers and a sprinkler system. The smoke detectors are sensitive to heat, smoke and steam; therefore, it is very important for residents to be careful when cooking. Please use the exhaust fan located above the stove when frying or cooking your meal. Tampering with any fire safety equipment will result in judicial action and may have a fine attached to each incident of misuse. There is an automatic \$200 charge for any misuse of a fire extinguisher. This will be levied on the student who is found to have discharged the extinguisher. If no one person is found responsible, the fine will be divided between the occupants of the apartment.

If a smoke detector is activated, the fire alarm will sound. Residents should exit their apartments and make their way in an orderly fashion into the parking lot. Residents should not remain in the building for any reason. The Housing staff and the Fire Department will respond to the alarm. If you know the reason for the alarm, please be sure to let the Fire Department know. Once the Fire Department deems it safe, they will let the residents re-enter the building. Students found in the building during an active fire alarm may face a fine sanctioned by the Fire Department and the College. **NOTE:** When the fire alarm stops, you may not enter the building until instructed by a staff member or the fire department. If the alarm lights are still flashing it is still considered an active fire alarm and you will not be permitted back in the building until an official OK is given.

Fire Safety

Most fires are preventable. We ask that all residents comply with the following policies regarding fire prevention:

- Candles, oil lamps, torches and other open flame objects are strictly prohibited
- Keep all furniture, trash, and personal items out of hallways
- Keep room decorations and posters to a minimum
- Smoking and tobacco use is prohibited in all College housing
- Make sure all electrical cords and appliances are in proper working order. All appliances shall bear the underwriter laboratories or Factory Mutual certification seal
- Do not overload electrical outlets. Staff reserves the right to unplug any outlet for health and safety reasons
- Do not prop open stairwell, hallway, or entrance doors
- Halogen lamps and bulbs are prohibited
- Hallways and stairwells must be clear of obstructions at all times. Fire doors must remain closed, especially in an emergency and to keep a fire from spreading.

Tornado Safety

In event of an active tornado or tornado warning, please comply with the following policies and procedures to ensure your safety:

- Stay away from all windows and doors.
- Report to the closest tornado safety area, 1st floor hallway or under stairwells.
- If you cannot safely report to tornado safety area, please shelter in place in bathroom area of apartment.
- If you are outside, please report to the closest building.
- If you are inside, do not go outside.

- Remain sheltered in place until the all clear is given by the Area Director, in agreement with Safety and Security.

Safety Protocol

Security is an active and shared responsibility of both the College and its residents. The Landings building is equipped with an electronic fob access system at each entrance. For your safety and security, we strongly recommend you follow these procedures for your enhanced safety and security:

Safety & Security

Security is an active and shared responsibility of both the College and its residents. The Landings building is equipped with an electronic fob access system at each entrance. For your safety and security, we strongly recommend you follow these procedures for your enhanced safety and security:

- Do not allow people to enter behind you when entering the building.
- Always keep your room and apartment doors locked. Please check your door whenever you leave your room to make sure it locked behind you.
- Do not prop, unlock, bar or leave open any exterior door as this jeopardizes the safety of all members of the community.
- Immediately report any missing keys or fobs to the Housing Office. Do not loan your key or fob to anyone for any reason. The Landings staff reserve the right to change locks and bill the residents if keys or fobs are lost or misused.
- No person shall duplicate any key or fob at any time.

Policies and Procedures

All residents must respect and comply with lifestyle expectations and all policies and procedures outlined in the Student Housing Handbook. A member of the Student Housing staff or Campus Safety may key into a room to assess imminent danger to the health and safety of any person or a clear indication that established conduct standards or health and safety regulations are being violated.

http://terra.edu/about_us/institutional_info_policies/legal_disclosures/nondiscrimination_policy.php

The following Student Housing Policies have been created for the safety and well-being of the members of the Student Housing community:

Alcohol Policy

- Any of the following: possession, purchase, unlawful manufacture, distribution, dispensing, being under the influence, the unlawful use, or being in the proximity of alcohol or any alcohol containers by anyone under the age of 21.
- Alcohol stored in common spaces (living rooms, common area fridges, etc.) if all residents in apartment/house are not over the age of 21.
- Abuse/Misuse: Consumption of alcohol that impairs a Student's personal health and/or safety, regardless of age.
- Common Source/Keg: Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punch bowls, punch cans, beer balls, etc.) and/or keg.
- Devices: Use and/or possession of mass consumption devices (ie. beer bong, funnels, etc.).
- Mass Consumption: Participation in activities and/or drinking games (i.e. beer pong, water pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.
- Public Intoxication: Public intoxication and/or drinking in public.
- Underage Guests: Students that are of legal drinking age are prohibited from having underage guests (including Students) in the presence of alcohol containers of any kinds (whether empty or full).
- Students may not possess or consume alcoholic beverages in any academic building, athletic event, including intercollegiate, club, or intramural practices or contests.

CO-ED Apartments and Rooms

- The assignment of CO-ED rooms and apartments will not be permissible in The Landings.

Disorderly Conduct

- Any conduct occurring when a Student is under the influence of alcohol that violates the rights of others, or leads to disorderly and/or dangerous behavior.

Drug Policy

- Any of the following: the possession, use, being under the influence of, furnishing, distribution, sale, or sharing of illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia.
- The distribution, use, or possession of prescription medication contrary to a valid prescription.

- All medication, prescription or otherwise (including vitamins, etc.) must be kept in its original container or packaging.
- Marijuana, including medical marijuana, is prohibited on campus regardless of age. Students with prescriptions for medical marijuana should contact the Office of Disability Services to register and develop a reasonable accommodation plan involving responsible off-campus use. Federal law, including the Drug Free Schools & Communities Act of 1989 continues to prohibit the unlawful possession, use, or distribution of marijuana and other drugs on college campuses, regardless of state law.

Destruction of Property

- Any destruction of property or furniture at the Landings at Terra Village will automatically result in termination of the housing agreement between the student responsible and the Landings at Terra Village.

Emergency Equipment Policy

- Tampering, damaging, or inhibiting the use of emergency equipment in any residence spaces is expressly prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes fire extinguishers, heat and smoke detectors, sprinkler systems, fire hoses, fire doors, exit doors, exit lights or panels, door alarms, electronic emergency alert systems (including RAVE) or any other emergency equipment.

Community Spaces

- Community lounges, hallways, and other public areas are meant to be used by everyone with care and respect. Therefore, disruptive behavior, disrespect for others, and any other circumstances deemed a hindrance will not be permitted.
- Community lounges are not to be used for sleeping.
- Common area furniture is not to be taken to student rooms or apartments. Common area furniture should not be moved from one common area to another. This deprives other residents of the furniture and is considered theft of property. If common area furniture is found in rooms or suites, costs to relocate the furniture may be assessed to the residents of the space where the furniture is discovered. In addition, if the condition of any public area is altered or abused, the person(s) responsible may be subject to the disciplinary process.
- Residents are expected to use appropriate language and behavior at all times in public areas. Any behaviors deemed inappropriate by The Landings at Terra Village Staff will be addressed, and the individual may be asked to stop the behavior or to leave the area. Failure to comply with a request by a staff member may result in disciplinary action.

Games, Sports, and Equipment in the Hall

- Bicycles, skateboards and inline skates may not be used inside Student Housing or campus buildings. In addition, students may not play basketball, football, hockey, Frisbee, participate in wrestling, boxing or any other type of physical activity inside the facility as these activities may injure others or damage property. Under no circumstance is building property to be used in horseplay in the halls (wet-floor signs, carts, chairs, trash cans, etc.)

Smoking/Tobacco

- Smoking and the use of tobacco or tobacco/nicotine delivery related products is prohibited in all campus buildings (including College Housing), College or College contracted vehicles, as well as outside spaces used by the College for College related events (i.e. athletic events). Smoking (electronic cigarette or tobacco products) or vaping is prohibited within a distance of 25 feet of entrances, exits, windows that open, and ventilation intakes that serve an enclosed area. Devices that are prohibited from use inside of campus facilities include but are not limited to cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes, and any other device that uses tobacco, such as hookahs, or simulate the use of tobacco such as electronic cigarettes or vaping devices. This includes stick, pen, pod, and any other types of nicotine delivery system (including JUUL devices).
- Because of the fire hazard they present, hookahs are prohibited from being stored in residence facilities under the Prohibited Items Policy.

Room Decoration

- Residents are permitted to decorate bedrooms and suites within the following guidelines:
 - No nails or tape of any kind should be used on the walls, doors, mirrors, or other surfaces. Students will be charged for damages to the walls.
 - Nothing may be hung or attached to the ceiling, fire alarms, smoke detectors; no decorations may block any doorway.
 - No writing, drawings or other markings may be done to walls, doors, windows, mirrors, or any property. The Housing Office has the right to remove any and all inappropriate decorations and charge for damages caused.

Electrical Equipment

- Any electrical equipment residents bring for use in Student Housing must have an approved "UL" rating for indoor use. Unapproved Electrical Equipment consists of grills, halogen lamps, space heaters, and air conditioners and will be confiscated by the housing authority.

Failure to Comply

- Students are advised that the College expects full cooperation, respect, and honesty with Housing and College officials, Resident Assistants, Campus Safety and Security Staff, Fremont Police, Sandusky County Sheriff's Deputies, civil officers, at all times. The failure to act in such a manner results in formal disciplinary action. This includes, but is not limited to when a student:
 - Is asked to identify themselves to Residence Life, Campus Security, and/or other College officials.
 - Is uncooperative, disrespectful, or evasive toward College Officials (including RAs and Campus Security).

False Information

- Providing false information to a College official, Residence Life staff member, Campus Security, law enforcement officer, or to the College is prohibited. Additionally, the falsification of any College documentation is also prohibited.

Fire Safety

- Fire safety is very important in The Landings at Terra Village. Due to the high occupancy rate, fires are more likely to occur than in single residences. The following policies have been designed to provide a safe environment in Student Housing:
 - At no time may any flammable/incendiary/combustible items be stored or used in or around living areas. Hot plates, fryers, and lava lamps are also prohibited.
 - Open flames are not allowed and may include, but are not limited to: burned/burning candles, incense, and potpourri pots. No candles are permitted within The Landings at Terra Village. All residents residing in a suite where burnt candles/incense are present in a common area will be documented for this policy violation regardless of ownership.
 - Gun powder, laboratory chemicals, acid, gasoline, oil, kerosene, propane, charcoal, turpentine and other combustibles, fireworks, oil-burning lamps, or other items which may easily catch fire or accelerate a fire are prohibited.

Mopeds and Motorcycles

- No motorcycles, mopeds, or gasoline-operated machines of any type are allowed inside buildings; if found, these will be removed at the owner's expense. Any damage caused by or expenses incurred because of use, storage or placement of the bike, moped or motorcycle will be the responsibility of the owner.

Live Plants

- Live wreaths, pine or evergreen trees, and branches are prohibited due to fire hazard. Potted plants are allowed as long as they are well cared for.

Hoverboards

- Hoverboards are not allowed in the Student Housing facility.

Blocking Passageways

- No personal belongings may be kept in the hallways of the residence hall as they pose a fire safety hazard and can impede evacuation in the case of fire or other emergencies.

Fire Protocol

- Fire drills are scheduled as required by state regulations and are conducted periodically throughout the calendar year. Whenever an alarm sounds in The Landings at Terra Village, persons within the building are required to evacuate the building immediately. Residents will be directed to rally points.
- Students that fail to comply with this will be documented by staff and can be issued state and/or local fines or tickets from police.
- If a fire is seen or suspected, please pull a fire alarm as you evacuate the building. The fire alarm will automatically notify the appropriate authorities.

Gambling

- Gambling is the wagering of money or other valuables on the outcome of events. This includes, but is not limited to, card and dice games, sport pools, lotteries, raffles, and Internet gambling. This includes gambling devices and machines all of which are prohibited in or surrounding Student Housing facilities or activities.

Guests

- A guest is considered anyone who does not reside within the student housing apartment. Guests must be escorted by their host at all times. Guests are held to the same standard as each resident and the person hosting the guest is responsible for ensuring they do not violate policies or disrupt the community. If policies are violated, the host of the guest(s) will also be held responsible.
- No apartment should have more than four guests at any given time, whether a current resident of The Landings at Terra Village or a non-resident guest, present in their suite at any given time. Violation may result in removal of guest privileges.
- During their Roommate Agreement meeting, roommates discuss guests and visitation within their suite. This includes: hours for guest visitation, times or days of the week in which no guests are permitted, how they will manage guest issues and/or behavior. Guests may not stay over more than two consecutive nights and must register with the Office of Housing.
- A guest cannot stay overnight more than five total times a semester in any room.
- The resident host is responsible for all the actions of their guests while they are present in the residence hall. The host may be subject to disciplinary action when guests (while present in the residence hall) violate residence life policies or local laws.
- All guests under the age of 18 must have completed the Permission Form for minors including written permission from a parent or legal guardian. Residents are permitted to have guests under the age of 18 only during the hours of 8:00 a.m. – 8:00 p.m.

Noise

- Student Housing is intended to be a living and learning community. As such, the residents must be able to study and sleep when necessary. Housing staff members have the right to confront and address what they deem to be excessive, disruptive behavior that is disrespectful to others in the immediate outside vicinity of the living area (e.g. sidewalks or entryways). Residents may be asked to quiet down, may be referred to professional staff members, may be subject to the disciplinary process, and/or individuals and groups may be asked to leave the area.
- The following policies have been developed to ensure the residents of Student Housing are free to live and study peacefully:
 - The Landings at Terra Village has a 24-Hour Courtesy policy, which means that the right to study and sleep supersedes the privilege to entertain oneself or others. A “24-Hour Courtesy” policy upholds Student Housing’s commitment to providing an environment where students may experience academic success. Noise, which is audible beyond the confines of one’s room/apartment, is prohibited and may result in disciplinary action. Students are free to have radios, stereos, televisions, etc. in their rooms, but the amplification should be controlled so that neighbors both inside and outside of the building are not disturbed. Speakers must not face or be placed in windows. The use of headphones or earbuds is encouraged. Failure to keep the noise level of sound equipment reasonable may result in removal of the equipment from the student’s room and/or other appropriate sanctions.

- Student Housing also has “Quiet Hours” from 10 p.m. to 8 a.m. Sunday-Thursday, 12 a.m. to 10:00 a.m. Friday-Saturday. During this time no noise should be heard outside of an individual apartment. Students in public areas should refrain from making any unnecessary noise or being disruptive.
- Quiet hours also apply the week of finals, 24 hours a day.

Parking

- The parking lots of The Landings at Terra Village are maintained by Terra State Community College. Any concerns regarding the parking lot should be directed to Campus Security. Residents are required to register all vehicles with The Landings at Terra Village staff. A parking decal is to be displayed in the back lower right corner of the vehicle window.

Pets

- Residents are not allowed to keep pets of any kind (except fish in a clean, odor-free aquarium that is less than 10 gallons) on campus. Feeding and temporarily keeping of animals in or around living areas is also prohibited. Residents who do so will be subject to a fine, cleaning and fumigation fees, as well as disciplinary action.
- A pet addendum must be completed for a service or companion animal prior to the animal being brought into The Landings at Terra Village. If you have a disability and believe you need accommodation(s), please contact Disability Support Services at 419-559-2342.

Posting Policy

- Registered student organizations may request information to be distributed to each resident by obtaining authorization and written approval from the Director of Student Housing and Residence Life or designee.
- Any postings, flyers or advertisements from a non-registered Terra State Community College student organization or any outside entity will need stamped/written approval from the Director of Student Housing and Residence. The Director reserves the right to deny approval for postings deemed inappropriate for the residence hall and may take down any non-approved postings.
- Only authorized Housing personnel are permitted to post or distribute materials. At no time may postings be slid under room doors, except for those authorized by the Housing Office.

Solicitation and Media in the Buildings

- In order to maintain a comfortable and safe living and learning environment the Housing Office must approve all individuals looking to solicit in the building and must be notified of any media (e.g. newspaper, television reporters) visits to the building.
- Resident students may be contacted by media sources that have not been scheduled through Student Housing or Terra State Community College. If unscheduled media will be in the Student Housing building or resident(s) are planning to be interviewed, they are required to obtain permission from the Housing Office by calling 419.559.2160.

Lock-Out

- Any resident that request entry into their suite/room will be required to provide Housing staff a legal form of photo identification. If residents cannot provide a proper ID, they will not be allowed entry into their suite/room. At no time will the Housing staff grant entry into another

resident's apartment or room. The Residents at The Landings at Terra Village are granted one (1) free lockout per semester. Each additional lock out will result in a \$5.00 fine to the student account.

Trash and Littering

- Under no circumstances is trash to be placed outside of a suite in the hallway. All residents must take their trash outside to the dumpsters on a regular basis. More than two full trash bags (13 gallon or larger) are not allowed in an apartment at any given time. Trash must be placed in the dumpsters, not next to the dumpsters. Trash cans in public areas are not to be used by residents to dispose of personal trash.
- Residents will be charged for improper trash disposal including trash left outside suites, hallways, beside dumpsters, around public trash cans, etc. Charges will result in a minimum \$25.00 fine to the resident.

Trespassing

- Entry into any completely or partially closed Student Housing area (including any area that is locked) is prohibited. Residents will be issued a key fob and an apartment key which will provide student access to appropriate doors. Any guests who have been banned from Student Housing and attempt to re-enter are trespassing.

Weapons and Hazardous Substances

- The display, possession, use, or intent to use firearms, ammunition, firecrackers, dangerous weapons, explosives, or other hazardous objects or substances is prohibited in The Landings at Terra Village and is a zero-tolerance offense. Students will be removed from housing for violation of this policy. Weapons, explosives and other hazardous objects/substances covered by this regulation shall include, but are not limited to, the following: gasoline, biological hazards (human excrement/vomit), pepper spray or Mace, Taser, handguns, rifles, shotguns, BB guns, pellet guns, air/CO2 guns, paint guns, soft air guns, blow guns, or sling shots, longbows, compound bows, crossbows, and arrows, all knives (with the exception of culinary knives used solely in kitchen areas or for cooking purposes), and martial arts weapons (e.g., nun chucks, swords and throwing stars).

Windows and Window Screens

- For safety purposes, windows and screens must not be removed. To protect residents and maintain the environment, do not throw or drop anything out of an apartment window. No one is permitted to exit, enter, or pass items in or out of the building via a window. The Landings at Terra Village has screens which are permanently secured in place. A replacement charge will be assessed if screens are removed. Out of respect for other residents, speakers and sound systems may not be placed on window sills or aimed out windows.

Check In / Out Procedures

- When residents move in, any existing damage in the room must be documented and reported to the Area Director within twenty-four (24) hours of checking in. Residents are highly encouraged to do a thorough inspection of all walls, furniture, and equipment for damage. Residents will assume responsibility for any damage not reported within twenty-four (24) hours of checking in.

- Apartments are to be cleaned and in their original state upon move out. All furniture must be in the original location within apartment/room and assembled in the same manner as it was prior to the student's move-in. Failure to meet these requirements will result in a minimum fee of \$50.00. The fee may be increased based upon the condition and hours required returning the room to its initial move-in state.

Failure to Vacate

- Residents are responsible for personal property at all times. When residents have not vacated as scheduled (internal transfers, removals, as well as the end of a contract period) or have not removed personal property, Housing staff will make a reasonable attempt to contact the residents via phone, email, and physical mail. In the event that any item(s) of personal property are left in The Landings at Terra Village after the Residential Housing Agreement has been terminated, these item(s) will be considered abandoned and discarded at the Resident's expense. A \$250/day fee may be added for Resident's failing to check out by the published deadlines or failing to check-out after otherwise becoming ineligible for occupancy.

Keys/Access Fobs

- The Landings will be accessible with your key and fob. This will allow you to enter into the building and also to enter your apartment. All residents will be issued a key for their room. There is a \$75 charge for all lost keys and a \$200 charge for any key that is not returned when the resident vacates the property. If your ID or key are missing, please report this immediately to the Housing Office.
- A 25.00 fee will be assessed for all lost and replaced key fobs.

Laundry

- Washers and dryers are provided in the Landings. Washers and dryers are intended for the use of the residents in the living space that they are provided. Use of these machines by residents or off-campus residents is not allowed. These machines are coinless and card-less operated, do not try to insert coins or your student ID, this may break the machine. If there is an issue with a laundry machine, please contact an RA or the Housing Office so that a work order can be submitted for that machine and repairs made in a timely fashion. Misuse of the machines can result in fines.

Residence Life Programming

Programming is an integral part of Residence Life at The Landings at Terra Village. It serves a variety of purposes and benefits to students, as well as the faculty and staff. Primarily, programming serves as a growth experience; it affords an opportunity to grow through pursuit of outside interests, socializing, and the collaboration of ideas. Programming can enhance a sense of community, create a comfortable atmosphere, and increase one's self-awareness.

Resident Assistant will cover various topics in their programs including, Diversity and Cultural Programming, Academic/Art, Recreation, and Service and Self Care. Programming will allow students to mingle and engage with other students within The Landings to create meaningful, engaging, and lifelong connections.

Requesting Maintenance Service

Residents needing maintenance service should contact the RA or Housing Office and ask them to submit a request for their service. When requesting maintenance service, please provide the following information:

- First and Last Name
- Room where service is needed (apartment/house number and room)
- Exact location in room (ex. First outlet on left wall)
- What appears to be wrong (ex. socket not working)

Maintenance employees will enter the apartments/houses as needed to make repairs. When entering apartments/houses, they will knock and identify themselves before entering. They will be wearing clothing with the Terra State Community College logo on it. They will also have their ID badges attached to their shirts. If anyone tries to enter your apartment without the proper identification, please call the Student Affairs Office immediately.

Tips from the Maintenance Department

Heating/Cooling

- Systems work best when set at one temperature (68 – 72 degrees) and left alone
- If you notice the unit is not working properly, report the problem to your RA immediately
- Use blinds or curtains to block the sun from entering your room to keep it cooler
- Move furnishings away from vents to provide good air flow in your room

Pest Control

- To prevent flying bugs, bees, etc., from entering your apartment/house, do not open any windows without a screen
- Keep kitchen and bathroom countertops clean and do not leave dirty dishes in the sink
- Do not leave food out in the open
- Mop your kitchen and bathroom floors often
- Remove your trash from the apartment often

- Vacuum your carpeted areas often paying special attention to corners and underneath beds and furniture

Plumbing

- Do NOT use any type of caustic or corrosive drain cleaners
- Report slow or clogged drains to your RA as soon as they appear
- Learn the proper way to use a toilet plunger. If you have questions, ask!
- Avoid flushing feminine hygiene products

Health & Safety Inspections

To maintain the physical structure and furnishings in the apartment and to provide a clean and healthy living environment, housing staff will conduct inspections at least once per month to assure all areas of the Landings are clean and free of dangerous obstructions. Inspection times will be planned and residents notified at least 48 hours in advance via email or postings. All areas of the apartment will be viewed by the housing staff during inspections, including individual bedrooms. The intent of the inspections is not to look for infractions of College policy, but infractions will be noted and dealt with through the judicial process. An inspection will include, but is not limited to the following areas:

- **Kitchen** – appliances in working order; clean; no dishes in sink; trash kept in appropriate container and away from food preparation areas.
- **Common living areas** – check College furniture to be sure all is present and assembled correctly in appropriate rooms; free of trash and uncluttered; no pets; all fire equipment is functional.
- **Bathroom(s)** – clean; no excessive trash; no pets or evidence of pets.
- **Bedrooms** – clean; College furniture present and assembled correctly; and free of trash and uncluttered.

Room Inspections

Individual rooms in the Landings are considered to be private dwellings of those assigned to the room. This right of privacy carries with it the responsibility for students to conduct themselves within the general policies of the College. Authorized College representatives shall have the right of inspection within student's rooms for the following purposes: inspection for standards of maintenance, reasonable grounds for believing the room is being used for an illegal purpose, or inspections in situations where the student's well-being appears to be threatened or in which violations of College or civil regulations seem to have occurred. Failure to admit entrance of authorized College personnel when requested may result in judicial sanctions levied on that individual.

Theft and Liability

Residents are responsible for keeping their apartment/house and bedroom doors and windows locked to maintain the security of their possessions and person. Any thefts should be reported to the Housing and Campus Security Offices immediately. Campus Security will then follow up with an investigation. Most insurance companies require a police report or an incident report before they will honor an insurance claim. Terra State Community College, Terra Village Holdings, and Landings Staff are not responsible for the loss of money or valuables of any person or for the loss or damage of any resident's property by fire, water, or theft. **Residents are encouraged to carry personal property insurance (e.g. homeowner or renter insurance).**

Mailbox and Email Communication

Residents are expected to check their Terra State Community College email and their mailbox on a regular basis for important information sent out by Housing staff and other offices on campus. Important information may also be posted on residents' doors and around the building.

Mail Service

The U.S. Postal Service delivers all student mail to The Landings at Terra Village. Residents who receive packages larger than the mailbox allows will receive a notice via their Terra State email address. They can then pick up their package by bringing their student ID to The Landings at Terra Village Office.

Please have your mail directed as follows:

Resident Name

The Landings at Terra Village Box #_____

3070 Terra Way

Fremont, Ohio 43420

When moving out the resident must change their mailing address. Failure to do so will result in disrupted mail service or returned mail. All mail received for vacated residents will be returned to sender.

Cooking Tips

To get started, you should have a few basic items in the kitchen to cook with. Usually, stores like Wal-Mart or Target will have a 50-piece cooking set for under \$50, especially around August and September when most college students go back to school. Please note that these are mere suggestions as to what to stock your kitchen with. As always, students must abide by the campus policies and not bring anything to school or their room that would be considered a hazard or danger. Before bringing anything to campus please check with the campus policies or ask your CA if certain items will be allowed on campus. Other equipment you may want/need includes:

In General:

- 2 microwave safe mixing bowls: 1 large and 1 small
- 9"x9" baking dish
- 2 sharp knives: 1 paring knife, and 1 larger knife for chopping, dicing, etc.
- Liquid and dry measuring cups
- Measuring spoons
- Small cutting board
- 1 wooden spoon
- 1 rubber spatula
- Can opener
- Bottle opener
- Small hand grater or electric chopper
- Aluminum foil
- Plastic wrap
- Ziplock bags
- Sponge
- Colander
- Paper towels, paper plates, napkins, plastic utensils
- Potholder
- 10" non-stick fry pan
- 2- or 3-quart saucepan
- Vegetable steamer
- Dishes, glasses, silverware

Nice to have but not essential:

- Coffee maker
- Garlic press
- Muffin tins, loaf pans, cake pans
- Blender or food processor

Refrigerator Basics:

- Eggs
- Light or regular butter
- Plain and flavored yogurt

- Skim milk
- Flour or corn tortillas
- Pre-shredded cheese
- Cottage cheese
- Pre-grated Parmesan cheese
- Baby carrots
- Fruit, as space permits

Freezer Staples:

- Broccoli florets
- Peas
- Chopped spinach

Grains:

- Boxed pasta
- Brown or white rice
- Dry cereal
- Instant cooked cereal packets
- Bagels/bread/English muffins

Spices and Seasonings:

- Salt and pepper
- Garlic powder, onion salt, celery salt
- Sugar

Canned and Packaged Food:

- Chicken and vegetable broth
- Vegetarian refried beans
- Water packed tuna fish
- Dehydrated soups (Fantastic Foods, Nile Spice, Knorr's)
- Canned soup: minestrone, lentil, vegetable, etc.
- Applesauce
- Plain microwave popcorn

Other Stuff

- Teabags
- Coffee
- Snack foods

Bottled or Jarred Food:

- Olive oil
- Lemon juice
- Balsamic or red wine vinegar

- Salsa
- Soy sauce
- Mustard
- Low-fat mayonnaise
- Barbecue sauce
- Spaghetti sauce
- Peanut butter
- Jelly

Cooking Basics

Most pre-packaged foods contain instructions on how to cook them which are self-explanatory. However fresh foods are also very easy and convenient to make once you get the hang of it. Here are a few basic techniques that you can use to cook a variety of foods.

Stir-frying:

- This is great for chicken, beef or vegetables. It consists of heating up oil or butter in a pan and cooking it on both sides until the inside of the meat is no longer pink or until the vegetables mostly cooked with a slight crunch to them.
- Turn the oven on med-low and let it heat up for about 2-3 minutes before putting anything in it.
- Next, when the pan is hot, carefully add your butter or oil (usually 2 tablespoon) (Caution: Please not that oil splatters, especially olive oil, and can cause 3rd degree burns, so please be very careful if cooking with this type of oil).
- If cooking with chicken or beef, add your meat and cook for 3-5 minutes on both sides until the inside is no longer pink.
- If the meat is browning too quickly and the inside is still pink, add 1/3c of water to the pan and let it simmer until fully cooked. This prevents the meat from burning while allowing it to still cook.
- If cooking with vegetables, add the vegetables that will take the longest to cook first, (ex. Onions, broccoli, etc.) then a few minutes later add the softer vegetables, (peppers, tomatoes etc.).

Steaming:

- Steaming is a healthy way to cook vegetables because it doesn't remove as many nutrients from the vegetables as boiling or frying them would.
- Purchasing a vegetable steamer (a small, metal, collapsible device that goes inside a medium sauce pan) is an easy way to ensure that your vegetables get steamed not boiled.

If you have a vegetable steamer, put it inside the sauce pan and add enough water to just reach the surface level of the bottom of the steamer, about 2 cups. You don't want water coming over the bottom of the steamer because then you'll essentially be boiling your veggies. (Caution: if you leave the pan on the stove for too long, the water will eventually evaporate, so always keep an eye on the pots on the stove and make sure there is enough water in your pot while you're cooking, otherwise a fire could occur.)

Adapted from Ann Selkowitz Litt's Book "A College Student's Guide to Eating Well on Campus."

Cleaning Tips

Keeping your apartment/house clean takes teamwork. With up to four residents in each apartment, sharing the responsibility for cleaning is essential. Put a calendar up detailing whose turn it is to clean which room. You have bathrooms, a kitchen and a living/dining area and, with everyone taking turns, keeping your living area clean will be a snap.

The Landings will not supply any cleaning supplies or vacuum cleaners for those living in the Landings. It is the responsibility of each resident to furnish their own cleaning supplies. The housing staff has created the following cleaning tips for your use.

- **Purchase your own vacuum.** Then you have control of when and where you want to clean the floors. (available for under \$50 at Walmart, Target, Big Lots) Don't forget replacement bags and belts.
- **Purchase a good bathroom cleaner,** (i.e. The Works, Comet, Clorox) and use it once a week on the sinks and the shower and tub. Cleaning off the shower soaps once a week will help keep bacteria and mold from growing. Available for purchase is a spray product that you can spray after each shower to keep it clean and to stop the growth of mold. (Mold comes in different colors of pink, brown, black and green)
- **NOTE** – If the toilet is plugged, please turn off the water until maintenance can respond.
- **Purchase a toilet brush** and clean your toilet at least once a week. There are multiple cleaning products available to make this chore very simple to do. This will also cut down on bacteria growing around the edges of the bowl.
- **Spills on carpet:** If you spill something on the carpet, blot it up right away to get all the liquid out of the carpet. Use paper towels or a kitchen or bath towel to absorb the liquid. Then, if you do not have carpet cleaner (Resolve Carpet Cleaner in a spray bottle) please use a damp cloth to clean up anything left over.
- **Spills on tile floor:** Clean up any spills on tile floor as soon as it occurs. Leaving sticky messes on the floor may attract insects. You don't want to step in someone else's spills, and they don't want to step in yours.
- **Blood or vomit:** Contact your RA. They will be able to get in contact with housekeeping. If they cannot be reached, contact campus safety.
- **Clean spills** that are on the top and around the burner of the stove. Leaving sticky messes on the stove top can cause a greasy buildup that can turn into a fire hazard. Simply wipe up any messes as they are made to keep cleaning easier.
- **NOTE:** If while baking something there is a spill in the oven, clean the oven as soon as it is cool enough to touch. Do not let it sit there. The next time someone else uses the oven, the leftover spill can start to smoke and cause the fire alarms to go off. The ovens do have a self-cleaning function. **ALWAYS USE THE EXHAUST FAN WHEN COOKING.**
- **NOTE: Clean as You Go.** Fill your sink with hot soapy water as you start dinner. Place used dishes and pans in the filled sink so they'll be soaking while you eat. Also, wipe up any spills immediately—don't give sauces, oils or spices a chance to sit around.
- **Cleaning dishes:** You are responsible for washing, drying and putting away your own dishes. Please do not let your dishes pile up in the sinks. Old food quickly becomes smelly and starts to attract bugs.

- **Take the trash out** at least once a week. Food left in the trash has the tendency to start to smell after a couple of days. Be proactive. You are walking out of the apartment/house every day to go to class or activities so take the trash with you. The dumpster is right outside.
- **Clean out the refrigerator** every couple of weeks to keep the smells of rotten food down. If you spill something in the refrigerator, please wipe it up.
- **Keeping up with the cleaning** will help all residents in the long-run. At check-out time, if the apartment is not clean, there will be charges assessed to each resident.

Shopping List

The following list of supplies is just a suggestion of things you may want to look into for your apartment. Please contact your apartment mates and maybe divide the list. A helpful way to save money on these products is to shop at your favorite discount stores. Big Lots, Aldi's, Walmart, Dollar General, or Dollar Tree are just a few places to shop that can save you money.

KITCHEN:

- Trash bags
- Dish Rack
- Paper towels
- Swiffer Wet Mop and duster
- Sponges
- Dish towels and dish cloths
- Coffee maker
- Clorox/Lysol Wipes (for smaller spills)
- Dish soap
- Formula 409 or Lysol cleaner
- Your kitchen dishes, glasses, flatware
- Pots and pans and cooking utensils

BATHROOM:

- Toilet Paper
- Cleaner: Scrubbing Bubbles, Clorox or Comet for counter, sink and tub.
- Shower Curtain and Clean Shower Spray
- Toilet Bowl Cleaner
- Toilet Bowl Brush
- Toilet Plunger
- Antibacterial Hand Soap
- Sponges for cleaning
- Air Freshener
- Your personal bathroom supplies

BEDROOM:

The Landings will provide X-Long Twin bed (80") and mattress, dresser, desk and chair

You will need to provide:

- Trash can for your room
- TV/radio/computer
- Bedding for Extra Long Twin (80") Bed
- Vacuum
- Dust cloth

LIVING/DINING ROOMS:

For the apartments the Landings will living area seating (sofa, loveseat, etc.) dining tables and chairs.

All the furniture must stay inside the apartment/house that it was originally put into. You may not bring your own bed and mattress because of fire codes. If there is a medical need for other furniture to be brought in, requests must be made through the disability services accommodation process. Please contact Todd Long with questions.

Windows –Do not try to attach any window blind or curtain that needs hardware mounted. Please call 419-448-3392 and we will contact maintenance to come and put those up for you. Damage to the windows will be charged to your account if you try to mount them yourself.

Checkout Cleaning Guidelines

This list is provided as a guide and may not include all items in all apartments/houses. Residents are responsible for thoroughly cleaning every area of the apartment/house prior to checking out. Apartments/houses should be left in “move in” condition to avoid any cleaning and/or damage fees.

General

1. ____ Remove all personal property from apartment/house
2. ____ Remove all trash from apartment/house and dispose of in dumpster or outside the door in bags
3. ____ Remove all tape and picture hanging hardware from walls and/or doors
4. ____ Wash dirt and smudges from all walls
5. ____ Vacuum all carpets (even under furniture). Spot clean any stains
6. ____ Vacuum between cushions of living room chairs and sofa. Clean any stains
7. ____ Dust blinds and window sills
8. ____ Wash interior windows
9. ____ Shut and lock all windows
10. ____ Dust closet shelves and doors
11. ____ Clean out cabinet bed/dressers drawers and area around the mattress
12. ____ Sweep and mop all tile floors

Restrooms(s)

1. ____ Remove all property from medicine cabinets and storage areas
2. ____ Remove all trash from areas
3. ____ Clean toilets (inside and outside)
4. ____ Clean sinks, including cabinets underneath
5. ____ Clean shower stall including floors and doors
6. ____ Wash restroom walls and doors (front and back)
7. ____ Wash mirrors
8. ____ Clean exhaust fan
9. ____ Mop floors

Kitchen

1. ____ Remove all property and trash from area
2. ____ Wipe clean insides and outsides of drawers and cupboards
3. ____ Wipe out refrigerator and freezer removing all dirt and food particles including under crispers and door seals
4. ____ Wash any removable pieces of the refrigerator and freezer (crisper drawers, ice cube trays) and replace in clean refrigerator
5. ____ Clean oven and stove top including burners, drip pans and under top of the stove. If drip pans are rusted or unable to be cleaned, replace (sold at Home Depot, Lowe's)
6. ____ Clean interior and exterior of stove exhaust hood
7. ____ Wipe down exterior of all cabinets and walls, especially areas by sink and stove
8. ____ Clean sink and counter tops
9. ____ Mop floor, including near entry to apartment and inside closet by door

Bedrooms

1. _____ Remove all personal property from room
2. _____ Wash insides of windows, shut and lock windows
3. _____ Wash all walls including inside closets
4. _____ Wipe down all furniture, including insides of drawers, shelves, etc
5. _____ Vacuum room including inside closet(s)

The Landings Cleaning & Damage Fees

The following is a listing of cleaning and damage fees. This list may not include all items in all apartments.

Charges billed to individual students:

Non-returned Keys	\$200.00
Failure to properly checkout/late checkout	\$50.00
Bedroom cleaning	\$50.00 (minimum)
Bedroom carpet (removal of stains)	\$30.00-\$50.00 depending on stain size
Bedroom carpet (replacement)	\$300.00 (minimum)
Bedroom walls (holes, marks, etc.)	\$100.00 dependent on damage size
Bedroom walls (paint)	\$100.00 (each wall)
Bedroom door (holes, marks, paint)	\$50.00 - \$100.00 (depending on size)
Bedroom window (glass replacement)	\$100.00
Bedroom furniture (replacement)	Must be assessed to determine cost, up to \$1000.
Bedroom closet shelf (re-hang, replace)	\$30.00
Bedroom closet door (re-hang, replace)	\$30.00-\$200.00
Window Screens	\$90.00

Charges billed to all residents of an apartment (divided equally by number of residents unless one resident takes full financial responsibility, in writing at time of checkout, for cleaning/damage charge.)

Living room general cleaning (not carpet)	\$100.00 minimum-billable to all residents
Dining room general cleaning (not carpet)	\$100.00 minimum-billable to all residents
Carpet (removal of stains)	\$30.00-\$50.00 per stain, depending on size
Carpet (replacement)	\$300.00 (minimum per room)
Living/Dining room furniture (stains)	\$10.00-\$15.00 per stain, depending on size
Living/Dining room furniture (replacement)	Must be assessed to determine cost, up to \$1000
Living room window (replace pane)	\$100.00 each
Repair/repaint walls/doors	Must be assessed to determine cost
Kitchen general cleaning (including floor)	\$100.00 (minimum)
Kitchen appliances (fridge, stove, oven)	\$50.00 per appliance (minimum)
Bathroom general cleaning (including floor)	\$100.00 per bathroom (minimum)
Bathroom fixtures (shower, sinks, toilet)	\$50.00 per fixture (minimum)

Every apartment/house, regardless of residents renewing their housing contracts for the next term, will be inspected for cleanliness of the bathroom, bedroom(s), living area and the kitchen area along with the appliances. If these areas are not adequately cleaned, all residents will be billed a percentage of the cleaning cost for this area. This is to ensure a new resident is not billed for damage due to a lack of cleaning by a leaving resident.

Any additional damage noted in an apartment/house will be assessed by the Residence Life staff, Housekeeping and the Maintenance Department. If you have questions about any of these charges, please contact us at 419-448-3392.