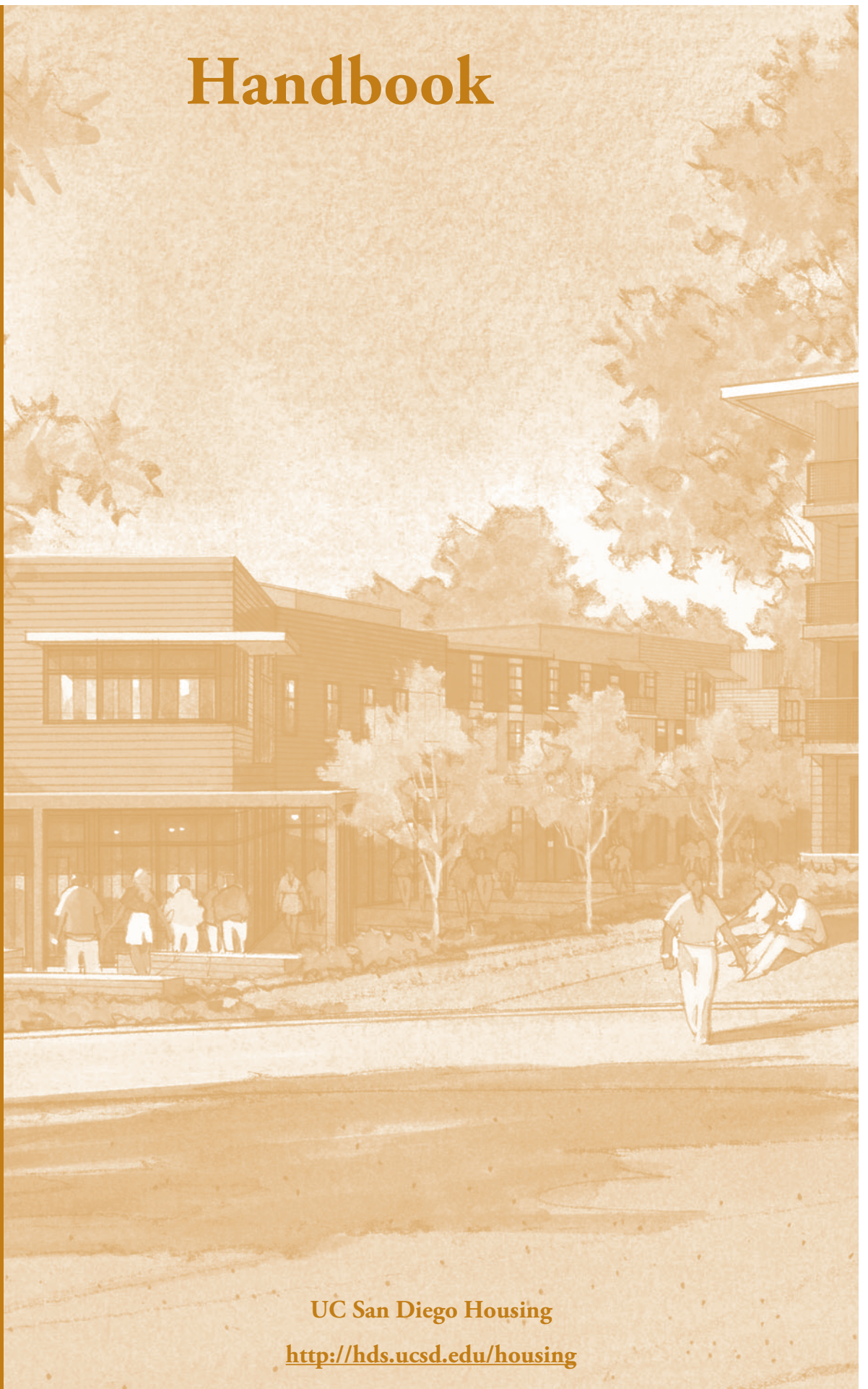


Handbook





Welcome Home

Congratulations! You have elected to become a resident at UC, San Diego's newest apartment complex, One Miramar Street ("OMS"). OMS consists of 403 two-bedroom apartments located across from the Mesa Residential Apartments. Our community provides a unique environment rich with academic, cultural, social and recreational opportunities. The community consists of members from diverse cultural and socioeconomic backgrounds, affording you the opportunity to enrich your life personally, as well as academically.

The Residential Services Office is located in the second level of the Residential Services Building, next to the parking structure. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Staff can assist you with lock outs, relocation applications, notices of intent to vacate, and any policy or procedural questions that you may have. Please feel free to call 858-822-3291 for assistance. The Community Assistants (CA's) are residents of One Miramar Street who are available to assist you

with lockouts, package pick-ups, and general housing concerns. They also work to develop a sense of community, organize social and educational activities, and facilitate open communication among apartment mates. The CA's names, room assignments, phone numbers, and pager numbers are posted on the office door and included in your move in packet. The CA's are available daily until 9:00 p.m. After 9:00 p.m. please call Campus Police at 534-HELP for assistance with lockouts.

Our goal is to provide housing and related services at the highest quality level, while balancing sound financial decisions and an understanding nature. This handbook has been prepared to help acquaint you with OMS and give you a better understanding of the services, facilities, policies, and procedures. The information in this handbook is incorporated into your rental agreement. Please read the information and retain the handbook for future reference. We reserve the right to change any of these rules by rescinding, amending, or making such other rules and regulations as deemed necessary to provide for the comfort and convenience of all residents and for the safety, care, proper maintenance, and cleanliness of the premises.

Important Telephone Numbers

Emergency-Fire, Medical, Police.....	911
Non-Emergency UCSD Police Assistance.....	534-Help (4357)
Campus Police Escort Service	534-Walk (9255)
Central Cashier Office.....	858-534-3725
Coast Apartments.....	858-558-2886
Customer Service Center	858-534-2600
Environment, Health & Safety (EH&S).....	858-534-3660
Graduated Student Association.....	858-534-6504
Housing Contracts Office.....	858-534-0605
La Jolla Del Sol.....	858-587-1221
Maintenance Requests (Customer Service Center).....	858-534-2600
Mesa Residential Apartments.....	858-822-3291
One Miramar Street Apartments.....	858-822-3291
Single Graduate Apartments	858-534-4723

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Rules and Regulations

Alcohol Possession

The One Miramar Street Apartments (“OMS”) are the property of the University of California, therefore the university’s rules, regulations, and policies are applicable at OMS.

In particular, the Alcohol Possession Policy states that no alcohol of any kind, in any type of container, is allowed to be kept or consumed in public areas of UC San Diego property. OMS public areas include, but are not limited to, stairways, walkways, parking spaces, and laundry rooms. In addition, kegs, “party balls”, tap systems and similar large volume common source containers are prohibited in the apartments and in public areas.

Appeals

The Affiliated Housing Advisory Committee (“AHAC”) reviews discrepancies regarding charges to your account, housing policies and procedures, rental agreements, budgets, rates, and levels of service. AHAC consists of student representatives living in Coast, Mesa Residential, One Miramar Street and Single Graduate Apartments, and staff representatives from the Office of Graduate Studies, School of Medicine, and Housing. To submit a written request/appeal to AHAC, complete an AHAC Request for Administrative Review Form available at the Residential Services Office. The OMS manager will submit your request to the advisory committee; and after reviewing your request, the committee will send you a written response.

Bicycles

Bicycle racks are located throughout the complex. Please lock your bicycles to these racks. A bicycle locked to a stairwell, patio handrail, building, post, tree, etc., is subject to removal without notice. Bicycles are permitted on patios and balconies. Residents may register their bicycles at the Bike Shop in the Old Student Center. Please take your bike with you. There is a \$6 fee. Call 534-4279 for further information. Please report abandoned bicycles to the Campus Police.

Building Modifications

The university has a long-term investment in the buildings and therefore cannot allow any renovations or changes to them. You may not: paint your apartment; install shelving, paneling or wallpaper; use contact paper on any wall or shelf; use large nails, screws, toggle bolts, or adhesive fasteners on the walls, cabinets, doors, or ceilings; make any physical changes to the apartment or to the patio or balcony area; install bamboo or lattice on the patio or balcony; or install any appliance, including but not limited to dishwashers, washers, or dryers. Refer to Construction.

Bulletin Boards

Bulletin boards are located in each laundry room. Include the date on any notices you post. Flyers and other advertisements are limited to a two-week posting period.

Cable TV

One Miramar Street Apartments are serviced by Time Warner Cable (“TWC”). All apartments are wired for cable television. The service is optional and requires a monthly fee paid to TWC. All maintenance and repairs to the outlets are at the resident’s expense. TWC can be reached at (858) 695-3220. Please check out a cable room key from the Residential Services Office prior to an evening or weekend appointment with TWC.

Carpets

Complimentary carpet cleaning is available for residents who have lived in their apartment for one year. This service may be requested once every twelve months. Contact the Residential Services Office for scheduling.

Ceilings

Do not use any type of hook, nail, or tape on the ceiling. Painting your ceiling is not permitted.

Community Rooms

Community rooms are located above the laundry rooms on the second floors of buildings 2 and 4. Alcohol may be consumed in the community rooms by individuals 21 years of age or older. Use of these rooms is available by reservation only. To reserve a room, contact the Residential Services Office at 858-822-3291.

Construction

Construction of any kind in or outside of your apartment is prohibited. Construction includes but is not limited to: using heavy building materials; installing front screen doors; building platforms, lofts, or shelving units inside your apartment or on the patio or balcony; installing paneling, closet organizers, mirrors, cork, bottle caps, or track lighting; installing bamboo covering on the patio or balcony; affixing satellite dishes or antennas to the exterior of the building, except as permitted under the UCSD Housing and Residential Life Services Satellite Dish Installation and Registration Agreement. Refer to **Satellite Dish/Antennas**. Refer to **Building Modifications**.

Customer Service Center

The Customer Service Center receives maintenance requests and dispatches the work orders to the appropriate maintenance staff. Call 534-2600, 24 hours a day, 7 days a week, to place a maintenance request at the Customer Service Center.

Damage Charges

Each resident is financially responsible for excessive cleaning and damage repair that is required in his/her apartment. All residents will split any charges for excessive cleaning and/or damages to the shared living area if the identity of the person responsible is in question. A summary of damage charges is available from the Residential Services Office upon request.

Damage to Personal Property

As stated in the UCSD Affiliated Housing Rental Agreement, the university and its employees/agents assume no responsibility for loss, theft, damage, or destruction to the resident's personal property kept in the apartment or any other location on the premises from any cause whatsoever. The university strongly recommends that each resident maintain personal property insurance. Any personal property left in the apartment areas after the expiration, termination, or cancellation of the apartment rental agreement shall be disposed of in accordance with Civil Code Section 2080.8.

Drugs

Illegal possession or use of drugs in the apartment will result in the immediate termination of a resident's housing rental agreement. A resident involved in drug trafficking will be evicted and can expect to be dismissed from the university. Also, be advised that UC Policy does not make any exceptions to this prohibition for the possession or use of marijuana for so called "medical purposes", even if it otherwise meets the qualifications of the Compassionate Use Act.

Earthquakes

Your move-in packet contains vital emergency preparedness information. **In the event of an earthquake, you should assume that you will have sole responsibility for your safety and well being.** Prepare by keeping recommended emergency items on hand and easily accessible. Plan ahead and discuss emergency procedures with your roommate, friends, and neighbors.

Electrical Control Panel

An electrical panel controls electrical power, and is located inside your unit. If a breaker shuts off, flip the switch completely off then on. If there is no return of power, contact the Customer Service Center. Overloading electrical outlets may cause electrical failure, fire or damage to electrical items such as stoves or computers. Use an appropriate surge protector.

Electricity

The primary resident is responsible for paying for electricity services to San Diego Gas & Electric ("SDG&E"). The Residential Services Office will provide an account number for you to reference when contacting SDG&E at 1-800-411-7343. Upon setting up your account with SDG&E, please notify the Residential Services Office of your confirmation number.

Eligibility

The One Miramar Street Apartments provide accommodations for single students and couples without children of: Office of Graduate Studies & Research, School of Engineering (Irwin & Joan Jacobs School of Engineering), School of Management (Rady School of Management), School of Medicine, and School of Pharmacy. Eligibility is determined by the following:

Full-time status, enrolled in at least twelve units each academic quarter.

Enrollment in a course leading to a degree granted by UC San Diego. Students are not eligible for housing if they are working toward their second Bachelor's degree, second Masters' degree, post-doctorate degree, or in the Extension or Limited Status programs.

Please submit the appropriate documentation to the Residential Services Office if you file for a leave of absence, plan to be enrolled for less than 12 units (Part time enrollment is permitted during the final quarter or by exception through the Office of Students with Disabilities.), or withdraw from UC San Diego. Refer to **Leave of Absence**. Call 858-822-3291 with any questions or concerns.

Emergency Fire Lanes

The Emergency fire lanes, located between buildings 2 and 3 and buildings 4 and 5, are for emergency vehicles only. Residents are not permitted to drive or park in these lanes under any circumstances. Vehicles that fail to comply with this are subject to tow-away.

Entryways

Entryways, landings, stairs, and stairwells are to be kept clean and clear by each resident. These areas are not to be used for storage. Items left in these areas will be removed without notice. Refer to **Patios and Balconies**.

Entry to the Apartment:

As stated in your rental agreement, the university has the right to enter your apartment for the following reasons:

- In case of an emergency; or
- To make necessary or agreed-upon repairs, inspections, alterations or improvements, and supply services required to maintain the building; or
- When the resident has abandoned or surrendered the premises; or
- To show a prospective resident; or
- Pursuant to a Court Order.
- Except in cases of emergency, the university will give residents twenty-four (24) hours notice of planned entry.

Environment, Health & Safety Inspections

The Office of Environment, Health and Safety (“EH&S”) conducts periodic safety inspections on all university housing. This is required by the California Health and Safety Code (Division 13, beginning with Section 17910) and the California Code of Regulation (title 25, Housing) which requires the enforcement of all building standards pertaining to the maintenance, sanitation, ventilation, and use or occupancy of apartment houses or dwellings. Safety inspections are designed to eliminate health and safety hazards and provide a safe living environment for all. Preventing conditions, which create fire hazards, pest problems, and general safety issues are a concern for everyone.

Residents will be notified of the inspection in advance and need not be present at the time of the inspection. Apartment doors should not be left unlocked, as a Housing Representative will provide access. On the inspection, the EH&S inspector will be accompanied by a housing representative for a brief walk through the housing unit. Violations, such as poor sanitation practices or unsafe electrical circuit overloading, will be noted. Residents will be notified by the Residential Services Office of the concerns which require their attention. Maintenance will also be notified of concerns which require their attention.

Escort Service

The Community Service Officer Program offers a free safety escort. Escorts will go to any university property, including OMS. Call 534-WALK to request an escort.

Explosives/Chemicals

Firearms, fireworks, explosives, any toxic or destructive chemicals, and highly flammable substances, which endanger the health and safety of the apartment community, are prohibited. Gas powered skateboards and scooters are prohibited as well.

Exterior Lights

All exterior lights are on timers, which are adjusted for seasonal changes. Bulbs are checked to assure that each building is provided with adequate lighting. Report non-functioning exterior lights to the Customer Service Center at 534-2600.

Fire Alarms

If the alarm goes off in your building:

1. Leave your apartment immediately, locking the door behind you. Don't forget your keys.
2. Do not return to your apartment until it is declared “safe” by the fire department or UC San Diego Police.

Fire Policy

Residents should take care to prevent fires. Combustible materials may not be stored in or near the apartment areas. All entrances and exits must be kept clear at all times. The staff may remove, without warning, items that pose a potential danger.

Residents are advised to obtain renter's insurance for protection against loss or damage to personal property.

Fire Safety Equipment

Hand-operated alarms (fire alarm pull stations) are located outside in the entryway or stairwell. If one of these alarms goes off, it sets the entire building into alarm, and all residents must vacate the building immediately. The fire department and/or the UC San Diego Police will respond, evaluate the situation, and reset the central alarm system. Do not return to your apartment until it is declared “safe” by the fire department or UC San Diego Police.

It is illegal to tamper with fire safety equipment. Violators may face criminal charges. Misuse of fire safety equipment, such as turning in false alarms, is against the law, and expenses incurred will be assessed to you. Per Section 148.4 of the Penal Code:

Any person who does any of the following is guilty of a misdemeanor and upon conviction is punishable by imprisonment in a county jail, not exceeding one year, or by a fine, not exceeding one thousand dollars (\$1000), or by both that fine and imprisonment:

Willfully and maliciously tampers with, molests, injures, or breaks any fire protection equipment, fire protection installation, fire alarm apparatus, wire, or signal.

Willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire, by means of any fire alarm system of signal or by any other means or methods.

Any person who willfully and maliciously sends, gives, transmits, or sounds any false alarm of fire, by means of any fire alarm system or signal, or by any other means or methods, is guilty of a felony and upon conviction is punishable by imprisonment in the state prison or by a fine of not less than five hundred dollars (\$500) nor more than ten thousand dollars (\$10,000), or by both that fine and imprisonment, if any person sustains as a result thereof, great bodily injury; or death.

Fire Safety Extinguishers

Fire extinguishers are located throughout the buildings. Fire extinguishers are regularly inspected and in excellent working condition. The extinguishers are of a type that will work for all fires. **Please do not pour water on a grease or electrical fire.** Use the fire extinguisher. In the event of a fire, call 911.

Garbage Disposals

Your garbage disposal is designed to handle only soft foods. Do not put fibrous materials, such as celery or other stringy vegetables, watermelon rinds, seeds, noodles, rice, spaghetti, grease and hard-leaved fruits or hard materials such as bones, glass, or metal objects in the garbage disposal. Always use cold water when running the disposal. Keep the water running while the disposal is on and for a short period after it has been turned off. Be sure that you leave the disposal on long enough to ensure that the items in it have been properly ground. Disposals are equipped with a red reset button. If the disposal stops running, try to reset it by pushing the button gently. If this does not start the disposal, call the Customer Service Center.

Improper use of the garbage disposal may cause the sink to back up in your own or your neighbor’s apartment. The university is not responsible for any damage resulting from misuse of the garbage disposal.

Grills

All portable propane-fueled barbecue grills must be UL-listed; and the cylinder must be a DOT-approved type. Maintain at least 3 feet of clearance between the grill and any combustible materials. **Charcoal grills are not permitted.**

Grounds

University landscapers maintain all grounds at OMS. If you notice grass areas, landscaping, or a sprinkler system that needs attention, contact the Customer Service Center. Residents are not permitted to remove landscaping, plant their own landscaping, or store personal items on OMS grounds. Do not walk through shrubs and planted areas. Please cooperate with management by picking up paper, boxes, trash, etc., and by maintaining the stairways and entrances around the apartments. **Refer to Patios and Balconies.**

Guests

Short-term guests are welcome to stay with you in your apartment for a maximum of two weeks. You may check out a courtesy key for your guest at the Residential Services Office. The courtesy key must be returned within two weeks. You will be held financially responsible and subject to disciplinary action for damages and/or violations of rules and regulations caused by your guest. Any individual staying in the apartment must be a short term guest or have signed rental agreement.

Guns

State law prohibits firearms on all property belonging to the Regents of the University of California. You may not keep any firearm on the property, even if it is registered. Possession or discharge of BB guns, pellet guns, air guns, stun guns, slingshots, firecrackers, knives, M-80s, and lethal weapons in any form, including martial arts equipment, is prohibited in and around OMS.

Halogen Lamps

Halogen “torchiere” lamps equipped with a high intensity (up to 500-watt) tubular halogen bulb on top are not permitted at OMS.

Heat Detectors

Heat detectors are located outside of the elevators. Please use caution when moving large items in and out of the elevators. If the detectors are hit, an alarm will be sent to the Campus Police and the fire department will respond.

Heating

One Miramar Street Apartments are equipped with hydronic heating. Housing covers the cost to operate the heating system.

Inspection Checklist

When you pick up your keys, you will be given a Move-In Inspection Form to complete and return to the Residential Services Office within 2 weeks. Please complete this form with accurate details. This document will be used when you move out to ensure that you are not charged for any condition or damage that you did not cause. Necessary maintenance work will be scheduled according to your comments.

Keys

Each resident is issued one card key for the apartment entry and one bedroom key. Lost keys will be replaced at a \$6 charge. Lost key charges will apply if all assigned keys are not returned to the Residential Services Office upon vacating the apartment. Do not duplicate your bedroom key. This is illegal and could subject you to personal liability. Do not install additional locks or door chains. University policy requires accessibility by Housing staff and police to all places of occupancy in case of emergency.

Laundry

Laundry rooms with coin operated washers and dryers are located on the first level of buildings 2 and 4. Use your apartment key card to open the laundry room door. The university is not responsible for items left in the machines or laundry rooms. Report any problems with the machines to the Customer Service Center at 534-2600. Note the laundry room address and the three-digit number on the machine before calling the Customer Service Center.

Leave of Absence, Leave Extension Policy

You may be eligible to remain in housing during a leave of absence or part-time status (less than 12 units) if you meet the following conditions:

Graduate and Medical Students:

You have received approval for a leave of absence or part-time status from the Office of Graduate Studies (OGS), School of Engineering (Irwin & Joan Jacobs School of Engineering), School of Management (Rady School of Management), School of Medicine (SOM), or the School of Pharmacy.

Your housing account is current and has a zero outstanding balance.

You plan to return to full-time enrollment at UC San Diego during the next applicable quarter.

You have not had more than three (3) quarters of leave-of-absence status during your entire enrollment at UC San Diego.

Light Bulbs

Your apartment uses both regular (incandescent) light bulbs and tube-type (fluorescent) light bulbs. Housing maintenance will replace the tube-type bulbs and any exterior bulbs. Any problems with these bulbs should be reported to the Customer Service Center at 534-2600.

Lock-Outs

If you are locked out of your apartment during office hours (Monday-Friday, 8 a.m.-4:30 p.m.), you may check out a courtesy key to your apartment at the Residential Services Office. If you are locked out after office hours, on the weekend or a holiday, contact a CA or the UC San Diego Campus Police at 534-HELP for entrance into your apartment. The Campus Police may charge a \$15 fee.

Lost and Found

Contact the Residential Services Office to inquire about items found or to turn in items you have found. Contact UC San Diego Campus Police at 534-HELP to report lost or stolen items.

Mail

Each resident is issued one PO box number and corresponding mailbox. Your mailing address is as follows:

Your Name

One Miramar Street #(insert your 6 digit PO box number)

La Jolla, CA 92092-(insert last 4 digits of your 6 digit PO box number)

Mailboxes are located on the first level of the Residential Services Building. Your mailbox number is the last 3 digits of your PO box number. Your combination is issued to you upon completing and returning your move in inspection checklist, located in your move in packet, to the Residential Services Office.

UC San Diego Mail Services delivers mail Monday through Friday. Mail and packages that do not fit in your mailbox will be taken to either Mail Services or the Residential Services Office. When either location receives a package for you, they will put a slip in your mailbox directing you to pick up your package at the respective location. Mail Services receives all packages sent through the U.S. Postal Service. You may contact their offices by calling 534-7098. The OMS Office receives packages/mail sent through private mail carriers, such as UPS and Federal Express, certified mail, registered mail, insured mail and express mail.

Maintenance Requests

The Housing Services Department includes its own Maintenance Division. The mechanics, plumbers, electricians, and carpenters are the only persons authorized to make household repairs and damage repairs. The Customer Service Center receives all maintenance requests and dispatches the work order to the appropriate maintenance staff. Emergency, after hour, weekend, and holiday maintenance service is also available by calling 534-2600. Emergencies are responded to as soon as possible after the call is received. Some emergency situations require assistance from outside companies. In these cases, response time is dependent upon the nature of the emergency.

Call the Customer Service Center at 534-2600 to place a maintenance request. When placing a maintenance request you are automatically giving Maintenance permission to enter your apartment. Please notify your roommate(s) when you enter a maintenance request. Maintenance requests include but are not limited to: fire alarms sounding, smell of smoke, smell of natural gas, flooding, roof leaks, malfunctioning or broken locks, lighting issues, appliances, toilets not functioning properly, missing screens, broken towel bars, broken blinds, and dripping faucets.

When placing a maintenance request give your name, address, telephone number, and a very specific description of the problem. A request called in after regular business hours not considered an emergency will be responded to during regular business hours.

Noise

Noise is always prominent in a housing community. Because one person's symphony is another's noise, it is necessary to be accommodating and courteous of apartment mates and neighbors. Communication and consideration are important. Contact Campus Police at 534-HELP to report a noise complaint. Campus Police will dispatch a Resident Security Officer ("RSO") or a Campus Police officer to respond and document the complaint. The RSO will provide written documentation of the complaint to the Residential Services Office. You may also contact the Residential Services Office to further discuss your concerns.

Playing musical instruments is not permitted at any time. Refer to **Quiet Hours**.

"Operation Identification"

The UC San Diego Police sponsor a program of etching items of value, including bikes, with the resident's license number to discourage theft and to make recovering stolen items easier. More information about this program may be obtained by calling the UC San Diego Police at 534-HELP.

Painting

Apartments are painted prior to move-in. It is prohibited for residents to paint the apartment. You will be charged on a cost basis for labor and materials resulting from any work the university must do to return the apartment to its original condition.

Parking Regulations

Each resident will receive one parking permit with proof of a registered vehicle. Vehicles parked at OMS must display a parking permit 24 hours a day, 7 days a week. Park only in marked parking spaces. You will receive a citation if you park illegally, i.e., red zones, disabled spaces, areas not specifically designated for parking, etc. Parking and driving on the grass/lawn or sidewalk is strictly prohibited. Recreational vehicles (motor homes, boats, canoes, jet skis, etc.) may not be parked in general parking. There is a special lot for parking these vehicles at the Mesa Residential Apartments. Contact the Residential Services Office for details.

No car washing or vehicle maintenance of any kind is allowed on the premises. All vehicles must be in good working condition and currently licensed and registered with the state of California within ten (10) days of establishing residency in California. UC San Diego is public property. A Planned Non-Operation (PNO) of a vehicle does not apply to public property. A Planned Non-Operation may result in the vehicle being towed, per CA Vehicle Code 22651O. Penalties and fees are the vehicle owner's responsibility. Vehicles shall not be stored

on UC San Diego property. Vehicles found to be violation may be towed away at any time without warning. The expense incurred for the towing will be the owner's direct responsibility. Vehicles illegally parked, abandoned, or non-operable will be subject to removal from the premises. Unpaid parking citations in excess of five (5) may result in towing of the vehicle per California Vehicle Code 22651C. Penalties and fees are vehicle owner responsibility.

The speed limit within OMS is 15 miles per hour. The speed limit within Mesa is 15 miles per hour on Regents Road and 25 miles per hour on Miramar Street. UC San Diego Police enforce all parking regulations. Vehicles will be cited and/or towed accordingly.

Refer to the Parking Permit Addendum you received at move-in for additional details.

Patios and Balconies

Patio/balcony guidelines were established to ensure the residents' safety, maintain the building structures, prevent pest infestations, and to provide an aesthetically pleasing environment. The patio/balcony guidelines apply to patios, balconies, and entryways of the apartments.

The guidelines include:

- Flowers and plants: Potted flowers and plants may sit on the patio if a pot liner is used; or sit on plant stands or shelves. Nothing may hang from ceilings, walls, or patio/balcony walls and railings.
- Furniture: Well maintained patio furniture, including plastic, wooden, metal, and wrought iron tables and chairs, and patio umbrellas, is permitted on the patios/balconies. Upholstered furniture, futons, and mattresses are not permitted.
- Grills: You may use propane grills on the patios/balconies. Charcoal grills are not permitted anywhere on UC San Diego property.
- Decorations: Holiday decorations may be displayed on patios/balconies from Thanksgiving Day until January 15th and the Chinese New Year. Holes may not be made in walls, ceilings, or railing to attach the decorations.
- Other: For shade or privacy, install (on the inside of the railing and not above the railing) dark-colored mesh screening or dark-colored wood/plastic lattice. You are permitted to hang items on the inside of your apartment windows. Surf boards, bicycles, exercise equipment, shoes, brooms and mops may be kept on the patio/balcony.

If an item is not listed above in #1-5 as permitted, then it may not be kept on the patio/balcony. These items, include but are not limited to, garbage cans, boxes, recycling items, cat litters, clothing racks (left out overnight), bamboo, hammocks, shades, and storage of any kind, are not permitted. Nothing may hang from ceilings, walls, or patio/balcony walls and railings.

Pest Control

The office of Environment, Health and Safety (EH&S) provides our pest control services. Report problems with ants, roaches, spiders, rodents, etc. to the Residential Services Office immediately. All residents of the apartment will need to sign a Pest Control Request form, available at the Residential Services Office and on the EH&S website, before EH&S will enter and service your apartment. When you sign the form, you will also be given preparation instructions. If your apartment is not prepared properly, EH&S will not be able to perform the service requested.

We offer the following guidelines to help reduce problems:

1. Clean kitchen and bathroom counters after each use.
2. Wipe off the top of the stove and the inside of the oven after each use.
3. Rinse off and discard any food left on plates, cups, bowls, cooking utensils, etc.
4. Sweep the kitchen floor daily and wash with a floor cleaning solution at least once a week.
5. Remove trash from kitchen and bathroom at least twice a week.
6. Keep entrance, patio/balcony, and stairwells free from clutter. Do not store paper bags, recyclable items, wood, etc., in these areas.

Refer to **Patios and Balconies**.

Do not try to control mice or rats with the use of decon or any bait-type product. These products allow the rodent to go back into the wall and once the rodent dies it will decay and leave a very strong odor. The odor can last for as long as a month and cannot be eliminated. Report the problem to the Residential Services Office.

Pets

Pets are prohibited at OMS without prior written consent of the university. The university will approve two indoor cats, caged birds, and fish in aquariums with a 30 gallon or less capacity. A signed pet addendum and a \$250 pet deposit will be required for 2 indoor cats. Pets are not allowed on the lawns, landscaped areas, or parking areas. Pets must be kept inside the apartment at all times and under the control of a responsible person. Refer to the pet addendum for additional guidelines.

Physical Abuse

The housing rental agreement will be terminated for any resident who physically abuses, threatens, harasses or puts the health and safety of another person in danger.

Quiet Hours

Quiet Hours are from 10:00 p.m. to 8:00 a.m. from Sunday through Thursday and 11:00 p.m. to 8:00 a.m. on Friday and Saturday. All other times are hours of consideration. During finals week please respect 24 hour quiet.

Contact Campus Police at 534-HELP to report quiet hour violations. Campus Police will dispatch a security officer or a Campus Police officer to respond. The RSO will provide written documentation of the violation to the Residential Services Office. You may also contact the Residential Services Office to further discuss your concerns. Repeat violations of quiet hours may jeopardize your housing. Refer to **Noise**.

Recreational Facilities

The campus provides a wide array of recreational facilities. RIMAC offers classes, sport facilities, personal trainers, weight room, etc. Campus Recreation also has classes, two swimming pools, an indoor climbing center, and intramural sports teams. In addition, Outback Adventures organizes trips, as well as offering a repair center and equipment rentals for all types of outdoor activities.

The Mesa complex includes basketball, volleyball, and tennis courts which are available for use of the OMS residents. Courts are located between buildings 3755 and 3803. Quiet hour rules apply in all of these recreational facilities. Refer to **Quiet Hours**.

Recycling

“Apartment Recyclers” are available for you to store empty, clean bottles, and containers until you take them out to the Recycling Areas. If you do not have an “Apartment Recycler” in your apartment and would like one, please visit the Residential Services Office. Single stream recycling bins are located in every dumpster enclosure. Place all recyclables in the blue dumpster; it is sorted by the refuse provider. Please do not stack excess items on the sidewalk or around the dumpster. This will attract unwanted pests.

Refuse Disposal

The university maintains a contract with a private firm for removal of all trash and recycling from all dumpster units located throughout the property. Place all trash and recycling in the designated dumpsters. If a dumpster is full, please select another dumpster. Please do not stack excess items on the sidewalk or around the dumpster. This will attract unwanted pests. Do not put furniture, large objects, or Christmas trees in the dumpsters. Refer to **Recycling**.

According to California law, it is illegal to dispose of a cathode ray tube (CRT) in household trash or at the Miramar and San Diego County Landfills. The Miramar Recycling Center, 5165 Convoy Street, San Diego, CA 92111, (858) 268-8971, accepts CRT's and other electronics for recycling. Please call to verify exactly what types of electronics the facility will accept and what the facility charges for the service. Additional electronics recycling information may be obtained at www.ciwmb.ca.gov/Electronics and www.tdsc.ca.gov. Appliances containing chlorofluorocarbons (CFCs), which are also illegal to dispose of at the landfills, are accepted for recycling at the Miramar Recycling Center for a fee.

Disposal of hazardous wastes to the sewer, storm drain, ground, or trash is illegal. Bring remaining unwanted products to the Household Hazardous Waste Transfer Facility located at the Miramar Landfill. Call (858) 694-7000 for an appointment and additional information.

Relocation

Residents who wish to relocate to another Affiliated Housing complex, or relocate to another One Miramar Street Apartment, may complete a relocation application online at <http://www.hds.ucsd.edu/hsgaffil>. Your name will be added to the housing wait list. You may complete the relocation application at any time during the term of your rental agreement. To remain on the Affiliated Housing waitlist, you must update your application twice a year in March and October. You will receive an e-mail in March and October requesting that you update your information.

Rental Payments

Rental payments are to be made at the Central Cashier's Office. If you are mailing your payment, the address is:

UC San Diego, Central Cashier's Office, 0009, 9500 Gilman Drive, La Jolla, CA 92093-0009. If you wish to make your housing payment in person, the Central Cashier's Office is located in the Student Services Building in University Center. The Central Cashier's Office has a drop slot to accommodate residents making their payments after hours. Payments in cash should be made in person to obtain a valid receipt. Personal checks and money orders must be made payable to THE REGENTS OF THE UNIVERSITY OF CALIFORNIA. Please write your PID number on your check. One payment coupon is required with each rental payment to ensure proper credit to your account. The payment coupons are available at the Residential Services Office.

Rent is due and payable (without invoicing) on the first of every month. If rent is not received by the fifth of the month, a \$20 late fee will be assessed to your housing account and you will receive a reminder letter regarding the delinquent payment. If you foresee any difficulty in paying your rent on time, please visit the Residential Services Office prior to the fifth of the month to complete a written request for rent deferment. If you notify us prior to the fifth of the month, we will waive the late fee up to 3 times per calendar year. If a late fee posts to your account, we will waive it one time in a calendar year. If your rent account is delinquent and you do not respond to a request for payment, the following actions will be taken in an effort to collect the delinquent balance: The Housing Contracts Office will request the

registrar place a “hold and restrict” on your UC San Diego records. This means that your records will not be released to you or any other institution requesting them until your account has been paid in full.

Any resident who is one month delinquent with the rent will be served a Three-Day Notice to Pay Rent and Perform Covenant or Quit. If you do not comply with the notice within a three-day period, the university will initiate legal proceedings to recover possession of the premises. Residents who receive three legal notices (Three-Day Notice to Pay Rent and Perform Covenant or Quit) within a twelve-month period may be evicted from their apartment. Residents who are evicted are ineligible to live in Affiliated Housing (which includes Coast, La Jolla del Sol, Mesa Residential, One Miramar Street, and the Single Graduate Apartments) in the future.

Satellite Dish/Antennas

Resident(s) must complete a Satellite Dish Installation and Registration Agreement, available in the Residential Services Office, prior to installing an antenna or satellite dish.

Screens

Window screens are provided for the apartments. Door screens are not permitted on front doors.

Secondary Resident (Roommate) Selection

A single resident living in a two-bedroom apartment is required to share the apartment with at least one other eligible individual. The primary resident must select a roommate (a.k.a. secondary resident) within 30 days of the primary resident’s rental agreement begin date. The primary resident is responsible for the total apartment rent during these 30 days. The primary resident is responsible for making arrangements with the Residential Services Office and his/her roommate to sign the housing rental agreement. Once the secondary resident signs the housing rental agreement, his/her name will be removed from the wait list, if applicable. The primary resident reserves the right to require the secondary resident to vacate the apartment with 30 days written notice. The primary resident is responsible for the full amount of the rent for any and all periods in which he/she does not have a roommate.

Security

UC San Diego Campus Police provides security service. Campus Police can be reached at 534-HELP.

Showers and Sinks

Please keep water from running from the shower and sinks onto the bathroom floor. Do not rinse surfing gear, diving gear, wetsuits, etc., in the shower or sink. The salt and sand will clog the drain.

Smoke Detectors

Each apartment includes smoke detectors. When activated, the smoke detector alarm will sound in your apartment and at the Campus Police. If your smoke detector is activated, please notify Campus Police of the reason. It is a criminal offense to disconnect or otherwise impair the function of this device. Inform management immediately of any defect, malfunction, or failure of such detector(s).

Solicitors

Soliciting of any kind by anyone, including residents, is not permitted. Operating a business from an apartment is also prohibited. Report any solicitors to UC San Diego Campus Police immediately at 534-HELP.

Storage

Storage of personal belongings/items in parking spaces, balconies, building stairwells, landings, hallways, etc., is prohibited and such items will be removed by the university at the owner’s expense. You may not store any flammable items, including but not limited to, gasoline, paint, paint thinner, and kerosene. Refer to **Patios and Balconies**.

Stoves

The stove should be cleaned with warm soapy water after each use. Do not use foil to line burners, oven or grill. The reflection from the foil will damage the burner element. Do not place foil or paper on the walls above the stove to catch grease, as this is a serious fire hazard.

Subleasing

To allow you to maintain your housing status while you are away from UC San Diego to work, study, perform academic field research, take a vacation, or take an approved leave of absence, you may sublease your apartment. You may not sublease while you are regularly enrolled, attending classes, or working at UC San Diego. Prior approval from the Residential Services Office must be obtained. During the sublease

period, the rent will continue to be charged to your account. You will be responsible for any damage caused in the apartment during the sublease period.

Academic year subleases may be for a maximum of three quarters only. The sublessee must meet all of the housing eligibility requirements. Summer subleases may be for a maximum of three months. The sublessee must be affiliated with UC San Diego and provide proof of affiliation.

Suspicious People on Premises

If you observe people who are acting suspiciously or attempting to use the facilities, immediately contact the UC San Diego Police at 534-HELP and report the details.

Telephone Service

Telephone service is optional and requires a monthly fee paid to a telephone service provider. SBC is one agency qualified to install telephone service and/or repair the telephone system wiring and can be reached at 1-877-7CAMPUS.

Maintaining telephone service and telephone wiring is a combined effort between you and the university. The university is responsible for maintaining the wiring that runs from the telephone panel into the walls of your apartment. The university maintains only one telephone jack and its wiring per apartment. You are responsible for maintaining the wiring that runs from the wall jack to your telephone, modem, or facsimile machine. You are also responsible for any costs associated with installing additional telephone jacks. If a second jack is installed already, you may request activation from a telephone service provider.

Termination

Residents in OMS are required to abide by the information contained in this handbook, the housing rental agreement, and all other documents incorporated by reference into the rental agreement. The OMS manager will serve a Three-Day or Thirty-Day Notice to Quit to any resident who fails to abide by all rental agreement terms, rules, and regulations. Residents whose rental agreements are terminated are ineligible to live in Affiliated Housing (which includes Coast Apartments, La Jolla Del Sol, Mesa Residential, One Miramar Street, and the Single Graduate Apartments) in the future.

Theft Prevention

Residents who will be leaving for a week or longer may do the following to further reduce the possibility of theft:

1. Contact the office for a “vacation check.”
2. Leave one small, safe light on.
3. Notify a few close neighbors who can keep an eye out for problems.
4. Put bicycles inside.
5. Put a hold on the newspaper and mail, or have a neighbor collect them for you.
6. Be sure windows and doors are locked.

Toilets

Tampons and sanitary napkins will clog the toilets, so please do not flush them. If you do not own a plunger, you may want to add it to your household accessories. To conserve water, pull the toilet handle up to flush rather than down.

Vacating

At least 30 days prior to your move-out date, submit a Notice of Intent to Vacate Form or a signed written notice of intent to vacate to the Residential Services Office. You may obtain this form from the office. If you are vacating the premises in fewer than thirty days, the Office will attempt to fill the apartment at the earliest date. However, this is not always possible, in which case you would still be responsible for the full thirty days of rent, and possibly for the rent through the expiration or termination of the rental agreement. Pay any housing account balance at the Central Cashier’s Office. Return your keys and parking permits to the Residential Services Office during business hours; or after business hours by contacting one of the Community Assistants. You will be charged to replace any unreturned keys. Non-university made duplicate keys are not accepted. If applicable, arrange to have your telephone service and cable TV service disconnected before you vacate your apartment. Also, submit a change of address request with the U.S. Postal Service, <http://www.usps.com/forms>. Submit your forwarding address to the Residential Services Office so that the Housing Administrative Services may mail your deposit refund. Schedule a move-out inspection in advance if you wish to be present.

