WELCOME

VILLAGE WEST BUILDING 2

hdh.ucsd.edu/vwb2
Congratulations. You have elected to become a resident at UC San Diego’s Associated Residential Community Housing (ARCH). ARCH communities include Black Hall, Coast, La Jolla del Sol (LJDS), Mesa Residential (Mesa), One Miramar Street (OMS), Rita Atkinson Residences (RAR), the Single Graduate Apartments (SGA) and Village West (VW) Building 2. Black Hall consists of 56 two-bedroom furnished apartments on the Warren Campus. The Coast Apartments community offers 21 studios, 54 one-bedroom, and 31 two-bedroom apartments located off of La Jolla Shores Drive. The La Jolla del Sol Apartments offers 150 one-bedroom, 76 two-bedroom one bath, and 154 two-bedroom/two bath apartments located on Regents Road. The Mesa Residential Apartments offers 9 one-bedroom, 678 two-bedroom, and 9 three-bedroom apartments; and is located at the corner of La Jolla Village Drive and Regents Road. The One Miramar Street Apartments consists of 403 two-bedroom apartments located within the Mesa Residential Apartments community. Our newest apartment complex, the Rita Atkinson Residences, offers 225 two-bedroom furnished apartments and is LEED Silver certified. The Rita Atkinson Residences are located on the southwest corner of Health Sciences neighborhood. The Single Graduate apartments consist of 50 four-bedroom furnished apartments in the Warren Campus. Village West Building 2 consists of 14 four-bedroom/two bath furnished apartments. Our communities provide a unique environment rich with academic, cultural, social and recreational opportunities; and consist of members from diverse cultural and socioeconomic backgrounds, affording you the opportunity to enrich your life personally, as well as academically.

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 your community 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 save the handbook web site 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.

The ARCH offices are open Monday through Friday from 8:00 a.m. to 4:30 p.m., with the exception of University holidays. Staff can assist you with a host of issues, including billing questions, lockouts, guest keys, parking permits, roommate issues, noise concerns, notices of intent to vacate, and any policy or procedural questions that you may have.

Black Hall & SGA Office: 858.534.4723 (GRAD), 858.534.4565 fax. SGA Community Assistants. 858.518.5081 and 858.518.5101. Black Hall Community Assistant 858.967.5073. The office is located in the Canyon Vista Administration Building. The Black Hall and SGA Community Assistants (CA’s) are residents of Black Hall and SGA 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 and phone numbers are posted on the office door and included in your move in packet. The CA’s are available from 4:30 p.m. until 9:00 p.m. and 9:00 a.m. until 9:00 p.m. on Saturdays and Sundays. After 9:00 p.m. please call Campus Police at 858.534.4357 (HELP) for assistance with lockouts.

Coast/LJDS Management Office: 858.822.7607, 858.558.7136 fax. The office is located in the LJDS community at 8046 Regents Road, south of Nobel, between Regents and Lebon.

Mesa/OMS Residential Services Office: 858.822.3291, 858.534.6189 fax. Community Assistants: 858.967.4696 or 858.967.2843. The office is located in the Mesa/OMS community on the second level of the Residential Services Building, next to the parking structure. The OMS Community Assistants (CA’s) are residents of OMS 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 and phone numbers are posted on the office door and included in your move in packet. The CA’s are available from 4:30 p.m. until 9:00 p.m. and 9:00 a.m. until 9:00 p.m. on Saturday and Sundays. After 9:00 p.m. please call Campus Police at 858.534.4357 (HELP) for assistance with lockouts.

Rita Atkinson Residence Office: The office is located at the main entry of the Residences. The RAR Community Assistants (CA’s) are residents of RAR 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 and phone numbers are posted on the office door and included in your move in packet. The CA’s are available from 4:30 p.m. until 9:00 p.m. and 9:00 a.m. until 9:00 p.m. on Saturdays and Sundays. After 9:00 p.m. please call Campus Police at 858.534.4357 (HELP) for assistance with lockouts.

VW Building 2 Office: 858.534.9380, 858.534.9175 fax. VW Building 2 Community Assistant 858.534.9123. The office is located on the 2nd floor of VW Building 2. The VW Building 2 Community Assistant (CA) is a resident of VW Building 2 who is available to assist you with lockouts, package pick-ups, and general housing concerns. The CA also works to develop a sense of community, organize social and educational activities, and facilitate open communication among apartment mates. The CA’s name, room assignment and phone number are posted on the office door and included in your move in packet. The CA is available from 4:30 p.m. until 9:00 p.m. and 9:00 a.m. until 9:00 p.m. on Saturdays and Sundays. After 9:00 p.m. please call Campus Police at 858.534.4357 (HELP) for assistance with lockouts.
Important Telephone Numbers

- Emergency-Fire, Medical, Police ................................................................. 9.1.1
- Campus Police-Emergency and Non-Emergency ............................................. .858.534.4357 (HELP)
- Campus Police-Escort Service ..................................................................... 858.534.9255 (WALK)
- Central Cashier Office .................................................................................. .858.534.3725
- Community Assistant - Black Hall ................................................................ .858.967.5073
- Community Assistants – SGA ...................................................................... .858.518.5081 and 858.518.5101
- Community Assistant - OMS ...................................................................... .858.967.2843 and 858.967.4696
- Community Assistant - VW Building 2 ......................................................... .858.534.9123
- Environment, Health & Safety (EH&S) ........................................................ .858.534.3660
- HDH Administrative Services (ARCH Billing Services) ............................... .858.534.4010
- Mail Services .............................................................................................. .858.534.7098
- San Diego Gas & Electric ............................................................................ 1.800.411.734.
- Sexual Assault & Violence Prevention Resource Center (SARC) .................. .858.534.5793
- Student Business Services ........................................................................... .858.822.4727
- United States Postal Service ...................................................................... .858.459.3623
- Maintenance Requests (Coast, LJDS) .......................................................... .858.822.7607
- Maintenance Requests (Black Hall, Mesa, OMS, RAR, SGA, and VW Building 2) .858.534.2600
Activity Fee (SGA only)
Each resident pays an annual $10 activity fee that is used for community activities.

Alcohol Possession
All ARCH communities are the property of the University of California, therefore the University’s rules, regulations, and policies are applicable at all ARCH communities.

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. Public areas include, but are not limited to, stairways, walkways, parking spaces, pool/spa areas (LJDS), 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.

Consumption of alcohol by individuals 21 years of age or older is permitted in the community rooms (with the exception of Village West where alcohol is not permitted).

Appeals
The Associated Residential Community Housing Advisory Committee (ARCHAC) reviews discrepancies regarding charges to your account, housing policies and procedures, rental agreements, budgets, rates, and levels of service. ARCHAC consists of student representatives living in Black Hall, Coast, Mesa, OMS, RAR, SGA, and VW Building 2 and staff representatives from the Office of Graduate Studies, School of Medicine, and Housing. Residents may submit a written request/appeal to ARCHAC, by completing an ARCHAC Request for Administrative Review Form available at your community office and on the ARCH web site. The manager will submit your request to the advisory committee; and after reviewing your request, the committee will send you a written response.

Barbecues
UC San Diego EH&S Fire and Life Safety published the following Barbecue Use and Storage Requirements:

Charcoal barbecues are prohibited in all UC San Diego facilities. Barbecues and cooking devices may be used when these use and storage requirements are met:

Use requirements:
- Do not leave lit barbecues unattended.
- Do not use barbecues above the ground floor of facilities
- Operate barbecues at least 10 feet away from buildings and any combustible materials.

Use only barbecues that operate with:
- LPG (liquefied petroleum gas, or propane)
- A UL-listed gas regulator
- Burners in good working condition

Storage requirements
- Do not store barbecues or fuel:
  - Inside living spaces
  - On balconies or above ground patios
  - Close LP or CNG (compressed natural gas) cylinder tank valves when not in use to prevent gas discharge or leaks.

Please contact the office for information on where to store barbecues and fuel.

Rita Atkinson Residences: A community barbeque area is available for resident use. Please follow posted guidelines and regulations.

Bicycles
Bicycle racks are located throughout all ARCH communities. Please lock your bicycles to these racks. A bicycle locked to a stairwell, patio handrail, building, carport, post, tree, etc., is subject to citation. Bicycles are permitted on patios and balconies. Residents are encouraged to register their bicycles at the Bike Shop in Student Center A. Please take your bike with you when you register it and be prepared to pay a $6 fee. Call 858.534.4279 for further information. Please report abandoned bicycles to the Campus Police at 858.534.4357 (HELP).

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 air conditioners, dishwashers, refrigerators, freezers, washers, or dryers. Residents are not permitted to install deadbolts or bedroom locks. Refer to Construction.

**Bulletin Boards**

Bulletin boards are available at each community for residents to post notices, flyers and advertisements. Include the date on any notices you post. Flyers and other advertisements are limited to a two-week posting period. Please do not post on buildings, dumpsters, mailboxes or any other locations. Any postings found in these areas will be removed.

- **Black Hall/Coast/Mesa**. Bulletin boards are located in the laundry rooms.
- **LJDS**. Bulletin boards are located in the fitness room and at each mailbox location.
- **OMS**. Bulletin boards are located in the laundry rooms in building 2 and 4. In addition, OMS residents may post notices on the steel columns located by the mailboxes.
- **SGA**. Bulletin boards are located on each floor by the elevators.
- **VW Building 2**. Bulletin boards are located in the laundry rooms and student lounge.

**Bus/Shuttle Services**

UC San Diego’s extensive transportation system is free for students, faculty, and staff. For current schedules, please visit the [Shuttle Services website](#). To board a campus shuttle, please show your campus ID to the driver on request.

Buses in the UC San Diego Bus Zone come directly to campus (except Hillcrest). Students, faculty, and staff ride free on these bus routes only with a complimentary UC San Diego Bus Zone sticker on their campus ID. Stickers are available at the [campus parking office](#) or [Hillcrest parking office](#). The sticker expires on June 30th each year and must be renewed.

**Cable TV**

Black Hall, SGA and VW Building 2. Cable is provided by the university and included in your monthly rent. For Black Hall, SGA and VW Building 2 repairs, please contact ResNet at 858.534.2267 or resnet@ucsd.edu.

Coast, La Jolla del Sol, Mesa, OMS, and RAR. All apartments are wired for cable television. The service is optional and requires a monthly fee paid to your cable provider. All maintenance and repairs to the outlets are at the resident’s expense. If you set up an appointment for after normal business hours, you will need to check out a cable room key between 4:00 p.m. and 4:30 p.m. from your community office in order for the provider to access the cable room during your appointment.

**Ceilings**

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

**Community Rooms**

Community rooms/lounges are available for resident’s use. Alcohol may be consumed in the community rooms/lounges by individuals 21 years of age or older (with the exception of Village West where alcohol is not permitted in the community rooms/lounges). To reserve a community room, contact the community office.

- **Coast**: The community room is located next to the laundry room and is available by reservation.
- **La Jolla del Sol**: The community room is located near the fitness center and is available by reservation.
- **Mesa**: The community rooms are located at 3755 and 3875 Miramar Street and 9126, 9156, 9184, and 9264 Regents Road, next to the laundry rooms; and are available by reservation.
- **OMS**: The community rooms are located in buildings 2 and 4 on the second floor above the laundry rooms. The room in building 4 is accessible to residents 24 hours a day, 7 days a week, with the apartment key card. The room in building 2 is available by reservation. **RAR**: There are three community rooms available for resident use. The rooms are accessible to residents 24 hours a day, 7 days a week, with the apartment key. Reservations available upon request.
- **SGA**: The community rooms are located on the 3rd floor in Bates Hall and the 4th floor in Brown Hall. The rooms are both accessible to residents 24 hours a day, 7 days a week, with the apartment key.
- **VW Building 2**: The community rooms are located in the Buildings 2+3 of Village West and Buildings 3, 4, and 6 of Village East. The room in Building 3 of Village West is open daily from 7am to 11pm. Rooms in Buildings 3 and 4 of Village East are accessible to residents 24 hours a day, 7 days a week, with the apartment key. All other rooms are available by reservation.
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 above railing; affixing satellite dishes or antennas to the exterior of the building, except as permitted under the UC San Diego Housing and Residential Life Services Satellite Dish Installation and Registration Agreement. Refer to Building Modifications and Satellite Dish/Antennas.

Controlled Substances
Federal Law, California State Law, and University policies prohibit the solicitation, procurement, sale, or manufacture of narcotics or controlled substances. Additionally, the possession of drug paraphernalia is prohibited on all University property. Any use of a controlled substance that is seen, heard, or smelled, or if a student is known or is suspected to be in possession, using, or distributing drugs, including medical marijuana or drug-related paraphernalia, is subject to charges of misconduct and/or criminal action, and will result in the immediate termination of a resident’s rental agreement. The use of any prescribed medication, over the counter drugs, and other controlled substances in an abusive manner is prohibited.

Damage Charges
Each resident is financially responsible for excessive cleaning and damage repair, above normal wear and tear, that is required in his/her apartment. All residents will split any charges for excessive cleaning and/or damages to the common living area if the identity of the person responsible is in question. A summary of damage charges is printed on the back of the Notice of Intent to Vacate Form and is available, upon request, from your community office.

Damage to Personal Property
As stated in the UC San Diego Associated Residential Community 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.

Domestic Violence
Domestic abuse is a crime in California, a violation of the UC San Diego Student Conduct Code, and an infraction of UC San Diego Housing’s community responsibility clause. This clause states that residents agree to respect the rights of other residents and to conduct themselves in a manner conducive to a harmonious living environment. Domestic abuse against spouses, partners, or children will not be tolerated in UC San Diego Housing Communities. Termination of a Housing rental agreement will be pursued if a resident demonstrates an inability to abide by the requirements of group living. Please also refer to Physical Abuse.

If you have reason to be concerned about someone’s safety or welfare, particularly if you suspect neglect or abuse, please contact the UC San Diego Police Department at 858.534.HELP (4357) or Sexual Assault and Violence Prevention Resource Center at 858.534.5793.

Doors
No interior doors are to be removed. Interior doors serve as a very effective fire safety item. In conjunction with the Americans with Disabilities Act and to provide a uniform lock and key system, single-handled, single-key locks have been installed in each apartment. While in your apartment, you simply turn the knob to activate the lock. When leaving the apartment, you must use your key to activate the lock (with the exception of electronic locks where you do not need to use your key card to activate the lock). NOTE: Unlocking the door from the inside requires only pulling down on the handle. All other door locks are prohibited. Be sure to keep your front door and patio/balcony door locked at all times. Please do not use the dead bolt to prop the door open as it will damage the lock. Refer to Building Modification.

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, submit a work order. 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 electricity is turned on in your apartment prior to you moving in. Depending on where you reside, you may need to contact San Diego Gas and Electric (SDG&E) to transfer the account from the university’s name to your name.

Black Hall, Mesa (Central 1 and 3 bedrooms only), SGA, and VW Building 2: Electricity is included in the monthly rent.

Coast, Mesa (North Mesa only), and RAR: Electricity accounts will be established automatically by the office. Residents will receive a monthly billing statement. Payments can be made at the Central Cashiers Office or online using TritonLink.

LJDS, Mesa (Central 2 bedrooms and South Mesa), and OMS: Residents are required to set up an account for electricity with San Diego Gas and Electric (SDG&E) prior to the rental agreement start date. SDG&E can be reached at 1.800.411.7343. If an account is not established, you will be charged for unpaid electricity charges. Please communicate with your new roommate to determine if this service has already been established. Typically the first resident to move into the apartment will set up the service. The residents will split the monthly bill equally and send payment directly to SDG&E. Please provide your SDG&E confirmation number to the office when you pick up your key. If your roommate already established service we will have this confirmation number on file.

Eligibility

Eligibility requirements vary by community.

Black Hall, SGA, and VW Building 2: Designed to house single graduate and professional students.

LJDS: Designed to house faculty, staff, fellows, and those pursuing postdoctoral programs (singles, couples, and residents with or without children).

Coast, Mesa, OMS and RAR: Designed to house graduate and professional students (singles, couples, and students with children), and undergraduate couples (with or without children) and single parents.

Graduate and Professional students are eligible if they have formally accepted the UC San Diego offer of admission or have submitted intent to matriculate in courses leading to a degree granted by UC San Diego, and maintain full-time status enrolled in at least twelve units each academic quarter; or they are currently enrolled full time in at least twelve units in courses leading to a degree granted by UC San Diego, and maintain full-time status enrolled in at least twelve units each academic quarter; or are on an approved leave of absence. Students are not eligible if they are working toward their second Bachelor’s degree, second Master’s degree, post-doctorate degree; or they are enrolled in the Extension or Limited Status Programs.

Undergraduate students are eligible if they are in a committed relationship or have children, and they have formally accepted the UC San Diego offer of admission or have submitted intent to matriculate in courses leading to a degree granted by UC San Diego, and maintain full-time status enrolled in at least twelve units each academic quarter; or they are currently enrolled full time in at least twelve units in courses leading to a degree granted by UC San Diego, and maintain full-time status each academic quarter. Students are not eligible if they are enrolled in the Extension or Limited Status Programs.

Faculty, staff, fellows, and those pursuing postdoctoral programs are eligible if employed full time at the University, and must provide proof of employment. The office staff can assist the resident in obtaining verification of employment.

Partners and spouses of students are eligible upon submitting a valid marriage certificate or written documentation of any two of the following arrangements:

a. joint ownership of a motor vehicle;
b. an insurance policy held by one partner that names the other as a beneficiary;
c. a will on behalf of one partner that names the other as a beneficiary;
d. executor or durable power of attorney granted by one partner to the other;
e. joint responsibility for loans/debts (i.e., credit cards);
f. joint ownership of property;
g. joint checking or savings account;
h. a contractual financial arrangement that obligates each of the two parties to provide support, and in the event of termination of the partnership, provides for an equitable division of any joint property;
i. previous recognition as partners under the policies of another university, company, or municipality, city or state registry;
j. legal recognition as a family by an outside entity such as a church community;
k. co-parent of dependent minor child(ren) and evidence of at least half-time principal custody by one of the partners; or
l. other documentation may be submitted for consideration.

If a student’s partner plans to reside away from the Coast, Mesa Residential, One Miramar Street Apartment, or the Rita Atkinson Residences for more than one quarter, then the student must find an eligible roommate during the partner’s absence.
Residents with children must provide valid birth certificates for each child (defined as a minor, 18 and under), or if applicable, court documents granting the resident at least 50% physical custody may also be required. Dependent children of residents must reside with the resident as of the ARCH rental agreement start date. Students and/or partners of students who are pregnant must submit medical documentation of pregnancy and reside in the apartment as of the ARCH rental agreement start date.

Falsification of any information regarding partner and dependent eligibility will result in termination of housing. Couples agree to notify the office of any change in the status of the partnership within 30 days of change (including death, marriage, and divorce) or in advance if the couple decides to pursue separate living arrangements.

Please submit the appropriate documentation to the 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. Residents who do not meet eligibility requirements must submit a 30 Day Notice of Intent to Vacate and vacate the apartment within 30 days from the date they no longer meet eligibility requirements. Residents who become ineligible for housing in June may continue residing in the apartment through August 31st (or through September 8, 2012, at Black Hall only).

**Emergencies**

For information regarding any type of campus emergency visit: [http://emergency.ucsd.edu](http://emergency.ucsd.edu)

To find out how to sign up for emergency text and voice notification visit:


**Emergency Status - UCSD’s Emergency Status Phone Number 1.888.308.UCSD (8273)**

In the event of a major emergency affecting the campus, call the toll-free number above for a recorded message or check the [Emergency Status](http://emergency.ucsd.edu) page for information on campus closures, interruption of classes and work schedules, etc. **In the event of an emergency, you should assume that you will have sole responsibility for your safety and well being.**

Being prepared for emergencies is crucial. The American Red Cross offers information and courses to help you prepare for emergencies. Please visit their web site at [http://www.redcross.org/en/](http://www.redcross.org/en/).

Earthquakes are a reality here in California. They are a natural phenomenon just like tornadoes or hurricanes, but because there is no warning and no escaping earthquakes we tend to panic in the midst of one. Below are simple yet important procedures to follow in the event of an earthquake.

1. You may experience momentary panic when your usual plane of reference, terra firma, begins to dance.
2. If the shaking is severe enough you will find it difficult to walk.
3. Remain CALM. Think before you act. Reassure others.
4. Get under a heavy table, desk, bed, in an interior corner, away from windows, or in an interior doorway. It is usually best not to run outside.
5. In a high-rise (three stories or more), get under a desk, in an interior doorway, or against a major support column. Do not run to an exit. Stairways may be broken and jammed with people. Calm others.
6. In a store, find cover until the shaking stops and you can exit safely.
7. If outside, move cautiously to an open area away from overhead hazards.
8. If driving, stop in the safest place available. Beware of power lines overhead.
9. Do not use your telephone - except to report a fire or a casualty requiring transportation to a medical facility. However, anticipate that your phone may not be working.
10. Turn your radio to LOCAL radio stations for damage reports and vital public information. Stations include: KFMB/ AM 760, KLSD/ AM 1360, KOGO/ AM 600, and KPBS/ FM 89.5
11. Be prepared for “aftershocks”, which are usually weaker than the initial tremor, but may be strong enough to cause additional damage.
12. After the shaking, exit building by stairways. DO NOT USE ELEVATORS.
13. Cooperate with directives of campus personnel.

**Emergency Fire Lanes**

The Emergency fire lanes 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 and a removal charge will be issued. Accumulated trash and newspapers are both health and fire hazards, please remove them from your apartment. Refer to Patios and Balconies.

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. At 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 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 (CSO) Program offers a free campus safety escort. Escorts will go to any university property. Call 858.534.WALK (9255) to request an escort. CSOs offer an escort service from sunset through 1 a.m. every day of the year. After 1 a.m., this service may be handled by other police department personnel.

Ethernet Data Network/ResNet (Black Hall, Coast, SGA and VW Building 2 only)
10BaseT Ethernet data communication services are provided in the Black Hall, Coast, SGA, and the VW Building 2 apartments. This program delivers Internet service directly to your computer in your apartment. For information contact UC San Diego ResNet, http://resnet.ucsd.edu, 858.534.2267.

Exterior Lights
All exterior lights are on timers, which are adjusted for seasonal changes. Bulbs are checked regularly to assure that each building is provided with adequate lighting. Request a work order to request repair of non-functioning exterior lights.

Fireplaces (LJDS only)
Please use your fireplace safely. Follow these instructions:
Always use the fireplace grate. Before starting a fire, open the flue damper by sliding it to your right as far as it will go. (The flue is located at the top of the inside of your fireplace.) Please do not close the flue damper until the fire is out and there are no warm embers. A closed damper while a fire is burning will result in your apartment filling with smoke. Dry and well-seasoned hardwood is recommended. Items such as charcoal, wrapping paper, Christmas trees, etc. should not be burned in the fireplace. Never use flammable liquids in or near fireplace. Ashes that build up must be removed. Warping of the grate from excessive heat will result if ashes are allowed to accumulate and block the air flow. Allow ashes to cool completely before removal and disposal.
If you have any questions regarding the operation of your fireplace, please contact the office for assistance.

Fire Safety
1. Alarms: If the alarm goes off in your building:
   a. Leave your apartment immediately, locking the door behind you. Don’t forget your keys and ID.
   b. Do not return to your apartment until it is declared “safe” by the fire department or UC San Diego Police.
2. Electricity. All extension cords must have the following components. 1) grounded with three wires; 2) terminate in single receptacle; and/or 3) sized adequately to handle load. Multi-tap adapters, “cube taps”, zip type extension cords, and similar devices are prohibited.
3. Entrances and exits must be kept clear at all times. The staff may remove, without warning, items that pose a potential danger.
4. Equipment. Each apartment is equipped with a smoke detector. When active, the smoke detector alarm will sound in the apartment, and in most ARCH communities, at the Campus Police station. If your smoke detector is activated, please notify the Campus Police of the reason. It is a criminal offense to disconnect or otherwise impair the function of this device. Inform the office immediately of any defect, malfunction, or failure of such detector(s).
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:

1. Willfully and maliciously tampers with, molests, injures, or breaks any fire protection equipment, fire protection installation, fire alarm apparatus, wire, or signal.
2. 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.

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.

5. 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.

6. Flammable or Corrosive Materials. Storage or use of any flammable liquids, fireworks, photo developing chemicals, or corrosive or combustible materials in any quantity is prohibited. No vehicles or machines with flammable or corrosive materials can be brought into or stored in, or around, the apartment areas.

7. Halogen Lamps. Halogen “torchiere” lamps equipped with a high intensity (up to 500-watt) tubular halogen bulb on top are prohibited.

8. Open Flames. Use of charcoal grills is prohibited. Refer to Barbecues.

9. Sprinklers and heat detectors. Sprinklers and heat detectors are located outside of the elevators of OMS and in the apartments of Black Hall, Mesa, RAR, SGA and VW Building 2. These alarm sensors will set off a central alarm warning when heat in these areas rises faster than normal or above the maximum setting. If the detectors are hit, the sprinkler system will be activated and an alarm will be sent to the Campus Police and the fire department will respond. Please use caution when moving large items; and do not hang any items on the sprinklers.

Furniture (Black Hall, RAR, SGA, and VW Building 2 only)

Each Black Hall, Rita Atkinson Residences Apartment, Single Graduate Apartment and VW Building 2 is provided with a full complement of furniture, desired for indoor use only. Should alternate furniture be used, university furniture must be stored within the apartment. No other storage area is available. Waterbeds are not permitted.

At move-out, each resident is financially responsible for repair or replacement of damaged furniture in the bedroom and shared living area. All residents will split any charges for damage to furniture in the shared living area if the identity of the person responsible is in question.

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-leafed 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, please submit a work order.

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.

Gardens (Coast and Mesa only)

The residents of Coast and Mesa have formed a co-op garden association. Flowers, vegetables, and herbs may be grown in the designated garden areas. Contact the office for the garden coordinator’s information.
Gates and Gate Transmitters (LJDS only)

Gate entries are located at Regents Road and Lebon Drive. The pedestrian gates are keyed for resident access only with the use of your apartment key. All residents must provide the office with a phone number from the 858 area code, in order to grant access to guests and/or delivery services. Residents’ names and telephone numbers will be programmed into the Elite Entry System and assigned a three digit code which corresponds with their assigned gate transmitter device. Only your last name, firs. initial and three digit code will be listed on the directory. Your visitors may locate your name in the directory and enter the three digit code to contact you for entry. Once your guests have established contact with you, if you wish to provide them access to the property, press “9” on your telephone. You will hear a tone indicating that the gate has opened. If you do not wish to grant your visitor access simply hang up the phone.

Residents are not allowed to climb on or force open the gates. Do not enter through the exit gate or exit through the entry gate as this is hazardous and could cause injury. Please report any vandalism, abuse and/or malfunctions of the gates immediately to the office. The university makes absolutely no claims or guarantees that this system will in any way increase security or prevent theft, assault, vandalism, or damage to you or your personal property or that of your guests and/or visitors.

One mechanical gate transmitter device is provided for each resident. To operate the gate transmitter simply press one of the white buttons for a minimum of two seconds. The red light on the face plate will illuminate when the device is sending a signal. In the event the device is lost, stolen, damaged, or not returned upon vacating the premises, a replacement fee of $50.00 per device, will be assessed.

Grounds

University landscapers maintain all grounds. If you notice grass areas, landscaping, or a sprinkler system that needs attention, please enter a work order. Residents are not permitted to remove landscaping, plant their own landscaping, or store personal items on the grounds. Do not walk through shrubs and planted areas. Residents are not permitted to drive on the lawns and/or grounds. 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 two week period. Extensions are granted in special circumstances. You may check out a courtesy key for your guest at the office. You will be held financially responsible and subject to disciplinary action for damages and/or violations of rules and regulations caused by your guest.

Residents who have been assigned a roommate(s) should speak with his/her roommate(s) prior to their guest arrival. All residents of the apartment must agree to allow the guest to stay within the apartment. If any resident denies your request to allow your guest to stay in the apartment, you will need to make alternate arrangements. If you do not feel comfortable discussing your concerns with your roommate directly, please contact the office for assistance.

Guns and Lethal Weapons

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.

Heating

All apartments are equipped with thermostats to control the level of heat emitted into the space. Air conditioning is not provided in any ARCH community.

Black Hall, SGA, and VW Building 2: The apartments are equipped with forced air heating.

Coast and Mesa: The apartments are equipped with gas wall heaters. Do not place or store anything in front of the heater or use it to dry clothes.

LJDS: The apartments are equipped with electrical wall heaters. Do not place or store anything in front of the heater or use it to dry clothes.

OMS: The apartments are equipped with hydronic heating.

RAR: The apartments are equipped with gas wall heaters. Do not place or store anything in front of the heater or use it to dry clothes.

Inspection Checklist

When you pick up your keys, you will be given a Move-In Inspection Form to complete and return to the 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.
Insurance

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 (renter’s insurance).

Keys

**Black Hall and SGA:** Each resident is issued an entry key for the apartment and one bedroom key. Lost apartment entry keys will require a lock change at the resident’s expense. The charge for an apartment lock change is $100. The charge to replace a lost bedroom key is $6. Lost key charges will apply if all assigned keys are not returned to the office upon vacating the apartment. Please do not duplicate your keys, as 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.

**Coast, La Jolla del Sol, and Mesa:** Each resident is issued an entry key for the apartment and a mailbox key (with the exception of North Mesa residents who receive mailbox keys from the US Postal Service). Lost apartment entry and mailbox keys will require a lock change at the resident’s expense. The charge for an apartment lock change is $100 and $30 for a mailbox lock change. Lost key charges will apply if all assigned keys are not returned to the office upon vacating the apartment. Please do not duplicate your keys, as this is illegal and could subject you to personal liability. Do not install additional locks or door chains. Residents with children should submit a work order if a safety lock is needed. University policy requires accessibility by Housing staff and police to all places of occupancy in case of emergency.

**OMS, RAR and VW Building 2:** Each resident is issued an entry key card for the apartment and one bedroom key. The charge to replace a lost key card or bedroom key is $6. Lost key charges will apply if all assigned keys are not returned to the office upon vacating the apartment. Please do not duplicate your keys, as this is illegal and could subject you to personal liability. Do not install additional locks or door chains. University policy requires accessibility by University staff to all places of occupancy in case of emergency.

Laundry

**Black Hall:** The laundry rooms are located on the ground floor and allow you to pay with your Triton Cash card. The machines are not coin operated. Use your apartment entry key to open the laundry room door. Please do not leave laundry room door propped open. The university is not responsible for items left in the machines or laundry rooms. Report any problems to the Customer Service Center. Note the laundry room address and the three-digit number on the machine before calling for service.

**Coast:** The laundry room, with coin operated washers and dryers, is located between buildings 9344 and 9366 Redwood Drive. The university is not responsible for items left in the machines or laundry rooms. Report any problems to the office. Note the laundry room address and the three-digit number on the machine before calling for service.

**La Jolla del Sol:** A washer and dryer is located in the pantry closet in the kitchen area of each apartment. Report any problems to the office.

**Mesa:** The laundry rooms, with coin operated washers and dryers, are located at buildings 9126, 9156, 9184, 9238, and 9264 Regents Road and 3755, 3875, and 3999 Miramar Street. 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. Note the laundry room address and the three-digit number on the machine before calling for service.

**OMS:** The laundry rooms, with coin operated washers and dryers, are located in building 2 and building 4. Use your apartment entry key to open the laundry room door. Please do not leave laundry room door propped open. 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. Note the laundry room address and the three-digit number on the machine before calling for service.

**RAR:** The laundry rooms are located on the 4th floor and allow you to pay with your Triton Cash card. The machines are not coin operated. Use your apartment entry key to open the laundry room door. Please do not leave laundry room door propped open. 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. Note the laundry room address and the three-digit number on the machine before calling for service. These machines are not coin operated. Use your apartment entry key to open the laundry room door.

**SGA:** The laundry rooms, with coin operated washers and dryers, are located on the first floor of Bates and Brown Halls. Use your apartment entry key to open the laundry room door. Please do not leave laundry room door propped open. 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. Note the laundry room address and the three-digit number on the machine before calling for service.

**VW Building 2:** The laundry rooms are located on the ground floor of Buildings 1 and 3 and allow you to pay with your Triton Cash card. These machines are not coin operated. Use your apartment entry key to open the laundry room door. Please do not leave laundry room door propped open. 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. Note the laundry room address and the three-digit number on the machine before calling for service.
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 Professional Students:**

1. 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 (SOP).
2. Your Housing account is current and has a zero outstanding balance.
3. You plan to return to full-time enrollment at UC San Diego during the next applicable quarter.
4. 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. Please submit a work order for any problems with these bulbs.

**Lock-Outs**

If you are locked out of your apartment during office hours (Monday-Friday, 8:00 a.m.-4:30 p.m.), you may check out a courtesy key to your apartment at the office. If you are locked out after office hours, on the weekend or a holiday, contact a Community Assistant (Black Hall, OMS, RAR, SGA and VW Building 2 only), or the UC San Diego Campus Police at 534.HELP (4357) for entrance into your apartment. The Campus Police may charge a $15 fee.

**Lost and Found**

Contact the office to inquire about items lost or found. Contact UC San Diego Campus Police at 534.HELP (4357) to report lost or stolen items.

**Mail**

**Black Hall and SGA:** Each resident is issued one mailbox/PO Box and combination at move-in. The mailboxes are located across from the office in the Canyon Vista Administration Building. The UC San Diego Mail Services delivers mail Monday through Friday. Depending on the carrier, packages are delivered at either Mail Services or the Office (private mail carriers, such as UPS and Federal Express, certified/registered/insured/express mail). When you receive a package, you will find a notification slip in your mailbox directing you to either Mail Services or the office. Your mailing address is as follows:

- Your Name
- 9450 Gilman Drive #40xxx
- La Jolla CA 92092-0100

**Coast, La Jolla del Sol, and Mesa:** Each apartment is issued a mailbox. Keys to the mailboxes are issued at the office, with the exception of North Mesa mailbox keys which are issued by the US Postal Service. Contact the US Postal Service at 858.459.5476 for details about getting your North Mesa mailbox key. The mailboxes are clustered at or close to the buildings. The US Postal Service delivers mail directly to your mailbox. Packages shipped through the US Postal Service are left in parcel lockers located near the mailbox. Packages delivered by all other carriers are delivered directly to your apartment door. Your mailing address is included on your rental agreement.

**OMS:** Each resident is issued one mailbox/PO Box and combination at move-in. The mailboxes are located on the first level of the Residential Services Building, downstairs from the office. The last 3 digits of the PO Box number issued to you are the numbers of your mailbox. The UC San Diego Mail Services delivers mail Monday through Friday. Depending on the carrier, packages are delivered at either the mailroom, located next to the mailboxes, or to the office (certified/registered/insured/express mail). When you receive a package, you will find a notification slip in your mailbox directing you to either the mailroom or to the office. Your mailing address is as follows:

- Your Name
- One Miramar Street #929xxx
- La Jolla CA 92092-0100

**RAR:** Each apartment is issued one mailbox/PO Box and combination at move-in. The mailboxes are located across from the office in the Rita Atkinson Residences. UC San Diego Mail Services delivers mail Monday through Friday. When you receive a package, you will find a notification slip in your mailbox directing you to the office. Your mailing address is as follows:
Your Name
9450 Gilman Drive #80xxx
La Jolla CA 92092-0100

**VW Building 2:** Each apartment is issued one mailbox/PO Box and combination at move-in. The mailboxes are located across from the office on the 2nd floor of Village West Building 2. UC San Diego Mail Services delivers mail Monday through Friday. When you receive a package, you will receive an electronic message to your UC San Diego e-mail account to pick up a package(s) at the Office. Your mailing address is as follows:

Your Name
Box #XXXXX
9450 Gilman Drive
La Jolla CA 92092-0100

**Maintenance Requests**

**Black Hall, Mesa, OMS, RAR, SGA and VW Building 2:** ARCH employs mechanics, plumbers, electricians, carpenters, and custodians to make household repairs and damage repairs. Please enter a work order 24 hours a day, 7 days a week by calling the Customer Service Center at 858.534.2600. Maintenance 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.

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, any leaks, malfunctioning or broken locks, lighting issues, appliances, heaters, 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.

**Coast and La Jolla del Sol:** ARCH employs mechanics, plumbers, electricians, carpenters, and custodians to make household repairs and damage repairs. Please enter a work order 24 hours a day, 7 days a week by calling the office at 858.822.7607. Maintenance 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.

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, any leaks, malfunctioning or broken locks, lighting issues, appliances, heaters, 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.

**Mold**

**Mold Basics:** Mold is part of the natural environment. Mold consists of tiny spores. To the naked eye, mold is invisible. It floats through outdoor and indoor air. It is impossible to create a mold-free space. There are many types of mold. Mold can appear as green, black, pink, or purple in color. Mold grows in the presence of water or moisture. Mold growing on fabric is called mildew.

**Mold Prevention:** Although it is impossible to create a mold-free space, you can control the amount of mold in your indoor environment by taking these preventative measures:

- Mold will grow when spores land on surfaces that are wet or moist.
- Ventilate areas that produce moisture, including bathrooms, stoves, and kitchens.
- Use fans and windows for ventilation.
- React to water leaks quickly and seriously.
- When an area is dried within 48 hours of a leak, mold will not grow.
- Use a dehumidifier to keep indoor humidity low.
- Dry the condensation or moisture that collects on windows, walls, or pipes.
Cleaning Mold. It is important to clean mold as it will cause property damage and can aggravate allergies. To report plumbing leaks, unidentified sources of moisture, and/or the presence of mold growth, immediately contact the Customer Service Center or the office. Housing personnel will take the following steps:

- Repair the source of water.
- Dry the area.
- Clean the mold with soap and water.
- Vacuum the work space.

Motorcycles/Mopeds/Scooters

Motorcycles, mopeds and gasoline-powered scooters are not permitted in buildings, under stairways or on patios/balconies. Designated motorcycle parking spaces are located within the ARCH communities.

Move Out Guidelines

Prior to moving out.

1. Submit a written notice of intent to vacate to the office thirty (30) days prior to the date you plan to vacate/move out of the apartment. Submitting a written notice of intent to vacate prior to the end of the date of your fixed term agreement does not release you from rent responsibilities. You are responsible for rent thru the end of the agreement or until a new resident moves in. Form can be found on ARCH web site or at the office. Please be sure to include a forwarding address and new contact info.

2. Your last month’s rent is due and payable by the first of the month. If you do not pay the pro-rated rent by the 5th of the month you will be charged a $20 liquidated damage charge. Your account will be charged the full amount of the rent until you move out and return your keys and parking permits. Within 21 days, your account will be adjusted to show the prorated amount of the rent that is owed by you and you will receive a refund of your deposit or an itemized statement of the damage charges that were deducted.

3. Request a preliminary inspection of your apartment to determine what items need to be cleaned/repaired before vacating.

4. Contact your utility providers to disconnect any optional utility.

5. For mail forwarding change your address in Tritonlink.

6. Contact local charitable organizations and/or your neighbors to donate unwanted household items or furniture. Unwanted furniture may not be left in the apartments or in or around the dumpsters. These items are not picked up by our regular trash company. You will be charged for removing, storing, and disposing of items left behind.

7. Clean your apartment thoroughly. Shampooing the carpet is not necessary. Remove shelf paper, drawer liners, hooks, nails, etc. If all residents are vacating, the shower curtain/rings and stove drip pans will be replaced so you do not need to clean these items.

If only one resident is vacating be sure to clean the common areas for the new resident. If this is not completed, Housing Custodial will clean and the charges will be split equally amongst the residents.

Move Out Day:

1. Remove all personal items from the apartment and clean thoroughly. You will be charged according to the summary of charges located on the back of your notice of intent to vacate.

2. Take pictures of your apartment to document the condition.

3. Return all of your keys and parking permits to the office before midnight on your move-out day. If the office is closed, please return them to a Community Assistant (for Black Hall, OMS, RAR, SGA and VW Building 2 residents only). You will be charged according to the summary of charges located on the back of your notice of intent to vacate for any keys and/or permits that are not returned on your scheduled move-out day.

Move out inspection. On the first business day after the resident(s) vacates the apartment, a Housing representative will inspect the apartment. You have the right to be present at the move out inspection. Resident(s) will be liable for any repairs including, but not limited to, additional cleaning necessary to restore the apartment to its original condition. Please refer to the Summary of Charges printed on the back of the 30 Day Notice of Intent to Vacate. Charges for apartments shared by roommates will be divided equally.

Deposit refund. Within 21 days you will receive a refund of your deposit or an itemized statement of the damage charges at the forwarding address you provided. If you have any questions, or if you disagree with any charges, please call the office. Refer to Vacating.
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 858.534.HELP (4357) 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 office. You may also contact the 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 858-534.HELP (4357).

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
Parking is by permit only. 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 office for details.

No car washing or vehicle maintenance of any kind is allowed in any parking area. 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 226510. Penalties and fees are the vehicle owner’s responsibility. Vehicles shall not be stored on UC San Diego property. Vehicles found to be in 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.

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

Black Hall, RAR, SGA and VW Building 2: UC San Diego Transportation and Parking Services parking permits are required. All UC San Diego parking rules apply in the parking areas around Black Hall, RAR, SGA and VW Building 2.

Coast: Parking permits, issued by the Coast/La Jolla del Sol Office, are required 24 hours a day, 7 days a week. Each resident will receive one parking permit with proof of a registered vehicle in the resident’s name. One additional parking permit will be issued per apartment to be used by guests of the residents. Motorcycle permits are available upon request.

La Jolla del Sol: Parking permits, issued by the La Jolla del Sol Office, are required 24 hours a day, 7 days a week, even while parked in assigned parking spaces. Each resident will receive one parking permit with proof of a registered vehicle in the resident’s name. One additional parking permit will be issued per apartment to be used by guests of the residents. Motorcycle permits are available upon request.

Mesa: Parking permits, issued by the Residential Services Office, are required Monday through Friday from 9 a.m. thru 6 p.m. Each resident will receive one parking permit with proof of a registered vehicle in the resident’s name. One additional parking permit will be issued per apartment to be used by guests of the residents. Motorcycle permits are available upon request.

OMS: Parking permits, issued by the Residential Services Office, are required 24 hours a day, 7 days a week, with the exception of levels 5 and 6 of the parking structure where permits are not required. Motorcycle permits are available upon request.

Patios, Balconies and Entryways
Black Hall, Coast, Mesa, OMS, RAR, SGA, and VW Building 2: 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:

1. Barbecues. In accordance with EH&S policy, you may use barbecues that operate with LPG (liquefied petroleum gas, or propane), a UL-listed gas regulator, and burners in good working condition. Barbecues and fuel must be at least 10 feet away from buildings and any combustible materials; and located on the ground floor only. Barbecues cannot be left unattended; and barbecues and fuel cannot be stored inside living spaces or on balconies or patios within 10 feet of a building. Charcoal grills are not permitted anywhere on UC San Diego property.
2. **Decorations.** Holiday decorations may be displayed on patios/balconies from October 15th until January 15th and during the Chinese New Year. Holes may not be made in walls, ceilings, or railings to attach the decorations.

3. **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.

4. **Furniture.** Well maintained patio furniture, including plastic, wooden, metal, and wrought iron tables and chairs, and patio umbrellas, are permitted on the patios/balconies. Upholstered furniture, futons, and mattresses are not permitted.

5. **Toys.** Children’s plastic picnic tables and chairs, big wheels, bikes, and wagons may be kept on the patio. All other children’s toys must be stored inside the apartment or in a small storage shed/container each day after use (except Black Hall, SGA, and VW Building 2).

6. **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. Bicycles, brooms, exercise equipment, mops, shoes, small storage shed/container, and surf boards may be kept on the patio/balcony.

If an item is not listed above in #1-6 as permitted, then it may not be kept on the patio/balcony. These items, include but are not limited to, bamboo, boxes, cat litters, clothing racks (left out overnight), garbage cans, hammocks, recycling items, and shades are not permitted. Nothing may hang from ceilings, walls, or patio/balcony walls and railings.

**La Jolla del Sol:** 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. Because La Jolla del Sol is located within the La Jolla Colony Community Association, there are additional rules pertaining to patios and balconies. The guidelines include:

1. **Barbecues.** In accordance with EH&S policy, you may use barbecues that operate with LPG (liquefied petroleum gas, or propane), a UL-listed gas regulator, and burners in good working condition. Barbecues and fuel must be at least 10 feet away from buildings and any combustible materials; and located on the ground floor only. Barbecues cannot be left unattended; and barbecues and fuel cannot be stored inside living spaces or on balconies or patios within 10 feet of a building. Charcoal grills are not permitted anywhere on UC San Diego property.

2. **Decorations.** Holiday decorations may be displayed on patios/balconies from October 15th until January 15th and during the Chinese New Year. Holes may not be made in walls, ceilings, or railings to attach the decorations.

3. **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.

4. **Furniture.** Well maintained patio furniture, including plastic, wooden, metal, and wrought iron tables and chairs, and patio umbrellas, are permitted on the patios/balconies. Upholstered furniture, futons, and mattresses are not permitted.

If an item is not listed above in #1-4 as permitted, then it may not be kept on the patio/balcony. These items, include but are not limited to, bamboo, bicycles, boxes, cat litters, clothing racks (left out overnight), exercise equipment, garbage cans, hammocks, recycling items, screening or shades, and surf boards 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 office. Before EH&S will enter and service your apartment, all residents of the apartment will need to sign a Pest Control Request form which is available at the office and on the EH&S web site. 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 office.
Pets
Pets are prohibited at all ARCH communities without prior written consent of the university.

Black Hall, RAR, SGA, and VW Building 2: The University will approve fish in aquariums with a 30 gallon or less capacity.

Coast, La Jolla del Sol, Mesa, and One Miramar: The University will approve two indoor cats, caged birds, and fish in aquariums with a 30 gallon or less capacity. Dogs are not allowed except as service animals. If a resident is found to have a dog without prior written consent of the University, the resident will be served a “Notice to Perform Covenant or Quit” to remove the dog. If the resident does not comply, the rental agreement will be terminated. 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. Refer to Domestic Violence.

Playgrounds (Mesa only)
Playground areas are provided for resident’s children. The playgrounds have slides, swings, and other climbing equipment. In addition, the open grass area between Central and North is available to all residents. Please help keep these areas clean and in good condition by not wearing cleats, using the area for golf practice, using the lawn when it is wet, leaving toys or equipment in the area, etc. We ask that parents take advantage of the playground areas for their children. Children must be supervised at all times. Supervision will help ensure the safety of your child and will also reduce disturbance to other residents. Refer to Children.

Police
The UC San Diego Police Department handles the patrol, investigations, crime prevention, and other related law enforcement duties for you and the campus community twenty-four hours a day, seven days a week. Along with the traditional police services, they also offer bicycle registration, lost and found, lock out assistance, escorts and LiveScan fingerprints.

Pools and Spas (LJDS only)
There are two pools and spas at La Jolla del Sol. Hours of operation are Sunday-Thursday from 8:00 a.m. to 10:00 p.m. and Friday and Saturday from 8:00 a.m. to 11:00 p.m. There is no lifeguard on duty and all person(s) using the pool/spas do so at their own risk. No diving is allowed. State law requires that non-swimmers and residents 14 years or younger using the pool must be accompanied by a parent or an adult guardian at all times. Please avoid loud noises and radios which may disturb other residents. Please obey all posted signs. We reserve the right to limit the number of people using the pool/spa and to deny the use of these facilities to anyone at anytime. County health regulations state that no pets and no glass be allowed in or around the pool or spa areas. Quiet hours are strictly enforced. Swimming lessons are not permitted in the pools.

Quiet Hours
Quiet Hours are from 10:00 p.m. to 8:00 a.m. from Sunday through Thursday (with the exception of Black Hall and VW Building 2 where quiet hours are from 11:00pm to 8:00am) and 11:00 p.m. to 8:00 a.m. on Friday and Saturday for all communities. All other times are hours of consideration. During finals week please respect 24 hour quiet hours.

Contact Campus Police at 858.534.HELP (4357) to report quiet hour violations. Campus Police will dispatch a Resident Security Officer (RSO) or a Campus Police officer to respond. The RSO will provide written documentation of the violation to the office. You may also contact the office to further discuss your concerns. Repeat violations of quiet hours may jeopardize your housing. Please 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. Outback Adventures organizes trips, as well as offering a repair center and equipment rentals for all types of outdoor activities. In addition, basketball, volleyball and tennis courts are provided in most ARCH communities.

The Rita Atkinson Residences features a fitness room on the 4th floor. Use your apartment entry key to access the fitness room. Hours of operation are posted on the door. The La Jolla del Sol amenities also include a Fitness Center located next to building 8186. Hours of operation are from 8:00 a.m. to 10:00 p.m., Sunday through Thursday, and 8:00 a.m. to 11:00 p.m., Friday and Saturday. The Fitness Center is reserved for the workout and use of adult residents and their guests. Please limit the number of guests to two adults per apartment. Residents and guests 12 years old and younger are not permitted in the Fitness Center. An adult resident must accompany residents and guests between 13 and 18 years of age. There are no exceptions to the age requirements. Residents and guests must bring their own towels and wipe down equipment after each use. No food, open beverage containers or smoking is permitted in the Fitness Center at any time. Water bottles are allowed. Please pick up your towels, water bottles,
reading materials and any other personal items before leaving. During peak hours, or while others are waiting, limit your time on the equipment to thirty (30) minutes. Proper workout attire is required. Swimsuits, cutoff shorts or sandals are not permitted. The Fitness Center is air conditioned, so please keep doors and windows closed and locked at all times.

Reycle

Recycling bags are available for all ARCH residents to store empty, clean bottles, and containers until you take them out to the Recycling Areas. If you do not have a recycling bag in your apartment and would like one, please visit the office. Recycling cans are located throughout the ARCH communities, including next to mailboxes, for your recycling convenience.

Single stream recycling bins are located in every dumpster enclosure at all ARCH communities. Place all recyclables, including glass bottles and jars, aluminum/steel/tin cans, plastic (number 1 and 2) bottles and containers, paper, cereal and other food-type boxes and broken-down cardboard boxes, in the blue dumpster; it is sorted by the refuse provider. Please do not leave recyclables outside your apartment entry door or on your patio/balcony or stack excess items on the sidewalk or around the dumpster. This will attract unwanted pests.

You may drop off used alkaline batteries at the office for recycling.

Reduce. Reuse. Recycle. Respect!

Small efforts make a BIG difference. An apartment can create more greenhouse emissions than the average car, mainly due to daily lifestyle and consumption choices. You CAN make a difference – even small efforts lead to big improvements. Removing recyclable materials from the waste stream:

• Decrease the amount of material that reaches our landfills;
• Reduces pollution; and saves valuable energy and resources.

Make sustainability a daily habit. Read more to learn how…

Everyday…Laundry

Check your temperature. Cooler water cuts energy requirements in half. Wash and dry full loads, or use the appropriate water-level settings. Clean the lint filter. This improves air circulation and increases energy efficiency.

Everyday…Appliances/Light

Avoid sucking power. Appliances continue to draw power even when turned off–use power strips instead. Turn off appliances, computer equipment, and lights when not in use. Use task lighting by focusing the light where you need it rather than the entire room.

Everyday…Kitchen/Refrigerators

Let the faucet chill. Leaving the tap on “hot” uses energy to heat the water, even if it never reaches your sink. Defrost food in the refrigerator or microwave rather than running water over it. Don’t allow frost to build up more than ¼”. Use smaller, less energy intensive appliances such as microwaves or toaster ovens.

Everyday…Bathroom

Turn off the water while shaving or brushing your teeth. Take shorter showers. Even low-flow showerheads use approximately 2.5 gallons per minute. Turn off bathroom fans after you are done showering to save energy.

Don’t forget the three R’s of recycling. Reduce, Reuse, and Recycle. The most important principle of conservation. Take only what you need.

Reduce…

Use real dishes, save leftovers, and use Tupperware instead of plastic.

Reuse…

Be creative. Transform soup cans into penholders, flatten and save boxes, and use magazines or comics to wrap gifts. Refill shampoo and detergent bottles from build containers.

Recycle…

Use recycling bags/bins for glass, plastic #1 and #2, mixed paper (including newspaper and junk mail). Don’t throw away batteries or electronics – they are hazardous waste and it’s illegal. Drop it off. Take advantage of 40+ drop off recycling locations through San Diego City Parks and Recreation. Locations close to campus include:

• La Jolla Shores parking lot/8300 La Vereda
• Doyle Recreation Center/8175 Regents Road
• Cadman Recreation Center/4280 Avati Drive
• Tierrasanta Recreation Center/11220 Clairemont Mesa Road
• Miramar Landfill Hazardous Waste Facility—they will give you cash back for CRV items, as well as recycle old appliances, TVs, air conditioners, computers, and more.

For tips on recycling, conservation, and sustainability, plus links to other helpful resources, visit Major Plant’s web site at http://hdh.ucsd.edu/majorplanet.

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, as these items will not be picked up by the refuse collector.

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, C. 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.dtsc.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.

Please do not leave trash/refuse outside your apartment entry door or on your patio/balcony.

Relocation

Residents who wish to relocate to another ARCH complex, and have not resided for two years in Housing may complete an application online at https://hds.ucsd.edu/ARCH_waitlist/ARCHmainmenu.aspx. Your name will be added to the Housing wait list. You may complete the application at any time during the term of your rental agreement. If you have resided in Housing for two years you will not be eligible to relocate. If you are residing in Black Hall or the VW Building 2, you are eligible to relocate at the end of your fixed term agreement. To remain on the ARCH waitlist, you must update your application twice a year in March and October. Housing will send you an e-mail in March and October to initiate this process.

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 office. Additionally, you can make your rent payment by electronic check on TritonLink. Please keep in mind that partial payments are not accepted when paying electronically.

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 liquidated damage charge 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 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 $20 liquidated damage charge up to 3 times per calendar year. If a liquidated damage charge 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. You will be served a Three-Day Notice to Pay Rent and Perform Covenant or Quit; and Housing 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. If you do not comply with the Three-Day Notice to Pay Rent and Perform Covenant or Quit 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 served with a Notice of Termination. If a resident’s rental agreement is terminated, the resident is ineligible to live in ARCH (which includes Black Hall, Coast, La Jolla del Sol, Mesa Residential, One Miramar Street, Rita Atkinson Residences, Single Graduate Apartments and VW Building 2) in the future.
Roommate Assignment/Selection (VW Building 2)

*If the non-vacating resident originally applied for Housing on or after October 1, 2008, the office will automatically assign a new roommate to the apartment.

* The new roommate will receive a fixed term agreement ending August 31, 2012 and may continue residing in the apartment regardless of whether or not the non-vacating resident remains in the apartment for this term.

Satellite Dish/Antennas

Resident(s) must complete a Satellite Dish Installation and Registration Agreement, available in the 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.

Security

UC San Diego Campus Police provides security service. Campus Police can be reached at 858.534.4357 (HELP).

Showers and Sinks

Do not rinse surfing gear, diving gear, wetsuits, etc., in the shower or sink. The salt and sand will clog the drain.

Skateboards and Skating Devices

Skateboarding and skating in a reckless, disruptive, or unsafe manner is prohibited, and is defined as follows:

1. Riding and skating at excessive speed and/or performing or practicing stunts; causing noise which disrupts people; riding with undue regard for the safety of others; or riding in a manner that causes damage to UC San Diego property and landscaping;
2. Riding and skating in all building interiors, parking garage, stairways, carports, landings, hallways, access ramps, retaining walls, seat walls, benches, railings or similar architectural features;
3. Continuous riding and skating in any location;
4. Jumping or sliding on railings whether or not their skates are equipped with rail guards.

Skateboarding is not permitted within the boundaries of the Warren Housing complex, where the Black Hall and Single Graduate Apartments are located.

Smoking

Smoking is not permitted in any indoor area or within 25 feet of the exterior of a building.

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 858.534.4357 (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, propane, paint, paint thinner, and kerosene. Refer to Patios and Balconies.

Black Hall: A storage closet is located inside the apartment.

Coast: A storage room is located on the first floor of each building. You must provide your own lock for your personal storage area located inside the room.

La Jolla del Sol: A linen closet is located inside the apartment.

Mesa: In North Mesa the storage closets are located outside your front door; in South Mesa they are located inside your apartment; and in Central Mesa they are located either outside the front door or on the patio/balcony.

RAR: A storage closet is located inside the apartment.

SGA: A storage closet is located inside the apartment.

Stoves

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 attend classes or work at UC San Diego, 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 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 858.534.4357 (HELP) and report the details.

Telephone Service
Telephone service is optional and requires a monthly fee paid to a telephone service provider. 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
All residents 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 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 ARCH (which includes Black Hall, Coast, La Jolla del Sol, Mesa Residential, One Miramar Street, Rita Atkinson Residences, the Single Graduate Apartments and VW Building 2) 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.
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. At OMS 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 office. You may obtain this form from the office or on our web site. If you are vacating the premises prior to the end of your rental agreement, 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 rent through the expiration or termination of the rental agreement. Please refer to Move Out Guidelines for the steps to follow when moving out of your apartment.

Vacation Check
Residents who plan to take an extended vacation can arrange for a vacation check to be made of their apartment. A Resident Security Officer will routinely check the apartment exterior for any signs of burglary, tampering, etc. You can arrange for a vacation check by notifying the office. Please remember the vacation check is a courtesy service and in no way guarantees or ensures the security of your personal property.

Vacuums
Black Hall, Coast, La Jolla del Sol, Mesa and VW Building 2: Residents may check out a vacuum at the office.

OMS and SGA: A vacuum cleaner is provided in each apartment. Please call the Customer Service Center to place a work order for vacuum repairs/service.
**Walls**
You will be charged for any holes in the walls of your bedroom and apartment. Pictures may be hung with small nail hangers. Do not use Scotch tape, masking tape, or adhesive hangers on the walls. Prudent use of thumbtacks is permitted. Walls must be free of marks when you vacate. Small nail holes in walls resulting from picture hanging, etc., do not need to be filled by the resident when vacating.

**Waterbeds**
To have a waterbed in your apartment, a photocopy of your waterbed insurance form and renewal statements must be submitted to the office. Waterbeds are not permitted at Black Hall, RAR, SGA and VW Building 2.

**Weekly Cleaning Service (Black Hall, SGA, and VW Building 2 only):**
The ARCH custodians provide a weekly cleaning service in the common areas. You will receive a cleaning schedule upon move in.

**Windows**
All windows should open and close for proper ventilation and safety. Window and patio door locks are provided in each apartment. If windows are broken or not working properly; or if window locks are missing or not functioning properly, contact the Customer Service Center or the office to request repair.

**Withdrawal**
Students who have withdrawn from UC San Diego are not eligible to live in ARCH. When withdrawing, a thirty day notice of intent to vacate must be submitted at the office. Your rental agreement will be terminated once the thirty day notice period expires.
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