Penn Chapter House

Winter Break Guide

December 2019 – January 2020

This Guide is for:

Residents RETURNING in January 2020 to the same bedroom.
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WINTER BREAK OVERVIEW

DATES

Chapter Homes close for Winter Break: 12:00 pm on Friday, December 20, 2019

Chapter Homes re-open: 9:00 am on Saturday, January 11, 2020

ADDRESSES & CONTACT INFO

OFSL (Office of Fraternity & Sorority Life)
3933 Walnut Street
Philadelphia, PA 19104
215-898-5264 (calls for facilities should be directed to Campus Apartments)
vpul-ofsl@pobox.upenn.edu
Main Office Hours: 9:00 am – 5:00 pm (Monday – Friday) | Closed Saturdays and Sundays

University City Associates (UCA)
4104 Walnut Street (key pick-up/return location)
Philadelphia, PA 19104
Office Hours: 9:00 am – 6:00 pm (Monday – Friday), 11:00 am – 4:00 pm (Saturday), closed (Sunday)

Campus Apartments, LLC
4043 Walnut Street
Philadelphia, PA 19104
215-349-7133 – for Emergency Facility Issues
Office Hours: 9:00 am – 5:00 pm (Monday – Friday), 11:00 am – 4:00 pm (Saturday), closed (Sunday)

QUESTIONS & IMPORTANT DOCUMENTS

Residents should direct questions to their House Manager, and the House Manager will contact an OFSL staff member as needed.

Each resident signs an Occupancy Agreement which outlines the terms and conditions residents are expected to review and follow. Additional information relevant to occupancy can be provided via the OFSL website and supplemental guides such as the Occupancy Agreement, Living Guide, Move-in/Out Guide, etc. OFSL reserves the right to supplement, amend, elaborate, or clarify housing terms and conditions through the issuance of memoranda, email, rules, regulations, addenda or directives. The Chapter/resident requesting an exception to a guideline must receive confirmation in writing.

Check the OFSL website (https://www.vpul.upenn.edu/ofsl/chapterhousing.php) to see if there are any updates to the information in this guide.

MAINTENANCE REQUESTS | WORK ORDERS

Link to submit maintenance requests: ofslportal.residentportal.com. Only residents can submit a work order.

Emergency Facilities Hotline (for emergency facilities issues only): (215) 349-7133. (Always submit an online work order after calling the Emergency Facilities Hotline, also).
**Overview:**
- Sign-up for a time with your House Manager to view your bedroom before leaving for Winter Break to ensure guidelines are followed and your questions can be answered.
- Take belongings you need during break with you, shut windows, keep your key, & lock your door.

**Before Leaving for Break:**
- Follow the instructions below:
  - Each Resident, In your assigned Bedroom:
    - Unplug all electrical items & turn lights off
    - Shut and secure windows and close drapes
    - Clean out mini-fridges (use a towel if you defrost the ice)
    - Remove all trash and follow trash procedures
    - Clear debris off floor
    - Remove/take down holiday decorations
    - Submit work orders for maintenance issues via the Campus Apts. online request form
    - Place valuables in safe location & out of sight
    - Lock the bedroom door
    - Do not turn off the heat. Set thermostat to “low” or 60 degrees F (if applicable)
  - In Common Areas:
    - Remove all personal food items from kitchen fridges/pantries
    - Remove all personal items from common areas
    - Address safety issues if you become aware (window/door not securing) – submit work order/inform House Manager/President/Campus Apartments
    - Assist House Manager
- Your House Manager may seek your assistance with the following:
  - In the Kitchen:
    - Emptying the refrigerator of all perishable goods
    - Empting all trash into designated areas & removing to outdoor dumpster
    - Unplugging all small appliances & turning lights off (main fridges, freezers, etc. stay on)
    - Wiping all surfaces clear of debris and crumbs
    - Putting dishes away, clearing the sink, & removing items from the dishwasher
  - In Common Areas:
    - Emptying all trash into designated areas & removing to outdoor dumpster
    - Ensuring the floor is clear of food or residue
    - Shut and secure all windows and doors
    - Re-setting furniture to appropriate configurations
    - Removing/taking down all holiday decorations
    - Ensuring all windows and doors lock and secure properly

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1 Follow the trash procedures outlined in the August Move-In & Living Guide, this guide, & reference the Occupancy Agreement.
2 ofslportalresidentportal.com
3 Unlocked bedroom doors might be locked for the resident during the Winter Break by a facilities staff member.
Move-Out Extensions:
- All residents must be out of the chapter house by 12:00 pm on Friday, December 20, 2019.
- Move-out extensions do not exist during Winter Break.
- Staff and Allied Security may check homes to ensure doors/windows are secure & people have left.

Early Return/Move-In Procedures:
- There is not an early move-in period during Winter Break when returning to the house. The chapter house re-opens at 9:00 am on Saturday, January 11, 2020.

Violating Procedures:
- Any student who enters the home or any resident who continues to reside in the chapter house without authorization after the move-out deadline is subject to the following:
  - Considered trespassing
  - Escorted off the property by Penn Police, Penn staff member, or Campus Apartments
  - Referral to the Office of Student Conduct
  - One-time Improper Winter Break Check-Out/Return fee of $100.00
  - $100.00 per day stay fee
  - One-time Unauthorized Entry fee of $500.00 for entering the house during the break period, staying overnight in the house, or moving belongings into the house early without authorization. The fee for violations by non-resident chapter members or guests will be sent to the chapter.

PennCard Access

Overview:
- PennCard access ends at 12:00 pm on Friday, December 20, 2019 for all residents, non-resident chapter members, chefs, advisors, etc.
- PennCard access will be restored at 9:00 am on Saturday, January 11 for all residents and non-resident chapter members (according to the most recent chapter roster updates on record).

Deliveries and Packages

Overview:
- OFSL does not recommend having items shipped to the chapter house before during Winter Break. OFSL is not able to retrieve or secure items delivered to the chapter house.
- Utilize Amazon@Penn when possible: 
  https://www.amazon.com/ulp?ref=clp_ulp_redirect_CAMPUS_PEN&zipcode=19104
**OCCUPANCY CHANGES & ROOM SWITCH REMINDERS**

**Overview:**
- Residents cannot switch keys or bedrooms without authorization from OFSL and the Chapter; all room-switch authorizations will be sent via email with instructions.
- Do not transfer or trade keys with anyone, even if someone is moving into your new room or you are moving into a room that is already occupied. All keys must be returned/picked-up and signed for at UCA (4101 Walnut St.).
- Approved room changes are rare, and there are periods of time after move-in and before move-out when requests are not able to be processed.
- If there is a facilities concern in the room that causes a life and safety concern, contact your House Manager and call the Emergency Facilities hotline: (215) 349-7133.
- If there is a disagreement with a roommate, contact your House Manager and President to reach a resolution. A room change is not the first option. The House Manager will communicate with OFSL if a resolution between roommates cannot be reached.

**Unauthorized Room Switch Violations:**
- Any resident(s) who switches keys/rooms without authorization is subject to the following:
  - Considered in violation of the Occupancy Agreement Terms and Conditions
  - Referral to the Office of Student Conduct
  - Improper Move-Out Fee ($100.00)
  - Unauthorized Move Fee ($100.00)
  - Adjustment in rent fees according to room type
  - Additional charges/fees related to room damages

**Cancellation Request:**
- Any resident(s) requesting to cancel/terminate their chapter housing Occupancy Agreement must submit a request in writing via email to OFSL. Approvals/denials will be communicated in writing.

**ACCOMMODATIONS**

**Overview:**
- The University of Pennsylvania and the Office of Fraternity & Sorority Life welcome students with disabilities and we are committed to provide the same exceptional opportunities to all students. If you would like to request housing accommodation due to a disability, please contact the Office of Disabilities Services at 215-573-9235 or their website: https://www.vpul.upenn.edu/lrc/sds/. Please contact the Office of Fraternity & Sorority Life if you would like to request access to an event.

**PARKING**

**Overview:**
- Special parking permits are not offered in December/January.
- Follow all posted signs, regulations, laws, and ordinances regarding parking in December/January.
- Contact the Penn Division of Public Safety (DPS) at 215-573-3333 if you have parking-related concerns.
- If you need to access an area of campus that is blocked by a bollard, call DPS to request the bollard removed. Inform them of the chapter house you reside in and that you are moving in/out.

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4 Refer to the Occupancy Agreement, specifically: Section III.
Overview:
- Residents are responsible for removing trash, unwanted furniture, and moving supplies from the house to an outside dumpster.
  - Hallways, stairs, & egress paths must remain clear of all items to reduce safety hazards & pests.
  - Hallway and common area trash bins are not intended to be used for unwanted furniture, appliances, moving boxes, etc. These items must be taken to an outside dumpster.
  - Discard/clean-up items such as solo cups, spilled liquids, food, etc., into trash bins.
  - If a trash bin begins to overflow, the chapter/residents must take items to an outside dumpster. Do not pile trash around a trash bin when it is already full.
  - Unwanted furniture, including mattresses, must be taken to an outside dumpster. These items cannot be left anywhere inside the home, on outside porches/patios, etc.
  - Securely tie your trash bags before disposing them into dumpsters/trash bins.
- The chapter/residents will be responsible for all charges (labor, clean-up, moving fees, dumpster fees, service charges, etc.) if trash/furniture/safety guidelines/fire codes are not followed.
  - Bedrooms/common areas: each bag (trash, clothes, etc.) Campus Apts. needs to remove is estimated at $25.00. Large items such as furniture can cost more due to labor and trash fees.
- If there are large furniture or quantities of items the chapter/residents need assistance discarding (couch, mattresses, dressers, fridges, tables, etc.), you may request assistance by submitting a work order to Campus Apartments via this link: ofslportal.residentportal.com. The work order must include information about the items and their location so Campus Apts. can arrange them to be removed.
  - Items intended to be discarded should be labeled as “TRASH” using masking tape.
  - Bio-medical waste, hazardous waste, and some items (tires) cannot be discarded into a dumpster. Submit a work order for Campus Apts. to review trash needs for the object(s).
  - Chapter/residents are responsible for related charges if requesting additional trash pick-ups and/or assistance with moving/discarding furniture.

Fire Code Compliance:
- According to the Philadelphia Fire Code, all fire towers, hallways, stairs, sprinkler valve rooms, and other means of egress must remain free of furniture, chapter property, trash, and debris. Each of these areas must always be unobstructed. Items will be moved/discarded at the chapter/resident(s) expense.

Occupancy Agreement, Related Sections:
- VI. Move-In/Move-Out/Keys.
  - Read and review #4 – #5.
- IX. Loss/Theft/Damage.
  - Read and review #1 – #3.
- XIV. Storage.
  - Read and review #1.
- XVI. Cleaning.
  - Read and review #1 – #3.
- XVII. Dangerous Articles/Substances/Activity/Tampering with Life Safety Systems.
  - Read and review letter g.
  - Read and review #2, #3

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5 Exceptions to trash guidelines must be confirmed in writing. Chapter/resident can request an estimate of related trash charges from Campus Apts.

6 Contact OFSL/Campus Apts. via email if the chapter cannot locate the outside dumpster/if dumpster is not present.

7 This guidelines serves as notification as referenced in the Occupancy Agreement.
FURNITURE AND STORAGE DURING WINTER BREAK

- **Storage Policy During the Winter Break:**
  - Residents returning may keep their belongings in their assigned bedroom during Winter Break.
  - The chapter house may not be utilized by non-resident chapter members, friends, guests, or family members to store belongings in the home. New residents moving into the home for Spring 2020 cannot move their belongings in before the move-in date.

- **Unwanted Items/Furniture and Trash:**
  - Review section on *Trash* in this guide and refer to the Occupancy Agreement as needed.

**Complete Furniture Guidelines:**
- Refer to the Move-In & Living Guide sent in August 2019 and available on the OFSL Housing Website.

**Fire Code Compliance Reminder:**
- According to the Philadelphia Fire Code, all fire towers, hallways, stairs, sprinkler valve rooms, and other means of egress must remain free of furniture, chapter property, trash, and debris. Each of these areas must be unobstructed at all times, and items will be moved/discardd. Charges related to furniture needing to be moved or discarded will be charged back to the chapter/residents. This guide serves as notice as outlined in the Occupancy Agreement.

**ADDITIONAL SECTIONS, TOPICS, & ITEMS**

Refer to the Move-In & Living Guide sent in August 2019 for the sections on these topics:

- Fees & Damage Costs
- Keys
- Maintenance Requests
- Furniture & Storage
- Chapter Meal Plans
- Life Safety Equipment & Violations
- Room Alterations & Damages
- Security Deposits
- Social Events & Registration
- Internet & Devices
- Safety Tips & Prohibited Items

**OCCUPANCY DATES REMINDER: 2019-2020 ACADEMIC YEAR**

**Overview (dates subject to change):**
- December 12 – December 19: Final Exams Period
- 12:00 pm on Friday, December 20, 2019: Chapter houses closed for Winter Break
- 9:00 am on Saturday, January 11: Chapter houses reopen for Spring Semester
- March 7 – March 15: Spring Break (houses open)
- May 4 – May 12: Final Exams Period
- May 13, 12:00 pm: Standard move-out (all non-graduating seniors)
- May 18: Commencement
  - May 19 12:00 pm: All houses closed, and all residents must move-out