

# Housekeeping and Maintenance Requests

Students are expected to regularly clean their own room and the bathroom within their room, suite, or townhouse. Students are also expected to empty their own trash into the Dumpster and recycle bins located outside the building. Sanitation and healthy living conditions are important in a campus community. To aid in this task, resident assistants have cleaning supplies that students can borrow in exchange for their student ID card, if students run out of their own supply. Supplies include cleanser, disinfectant, garbage bags, vacuum cleaners, and cleaning equipment. If students don't remove trash or keep their room in satisfactory condition, they will be subject to disciplinary action, including fines and/or loss of campus housing.

Each residence hall has assigned housekeeping staff responsible for the cleaning and appearance of common areas within the building. Student cooperation in keeping the hallways and stairwells clean and free of trash or recyclables is expected.

Facilities management staff members are available to repair any physical deficiencies in student rooms or hallways. Students should not attempt to repair any damaged items themselves. To request repairs:

**New York** Click on Student Maintenance Request Form under Quick Links on the CIA Main Menu, through the Residence Life portal page, or contact the Residential Housing Office, Student Commons, room 221, from 7:00 a.m.– 5:00 p.m., Monday–Friday, at 845-451-1260. For any emergency repairs needed after regular business hours, contact Campus Safety at 845-451-1268.

**California** Click on Greystone Work Order Request under GS Quick Links on CIA Main Menu or through the Residence Life portal page. For any emergency repairs needed after regular business hours, contact Campus Safety at 707-967-2317.