

DAMAGES

Approved by: Residence Life

History: Updated 2023

Related Policies:

Related Forms, Procedures and References:

For Questions Contact: Residence Life | 414.382.6314 |
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The Common Area Damage Policy is one that stresses student responsibility. The common areas in the residence halls are part of your community, and you are expected to take responsibility for those areas.

The Residence Life staff members are there to enable your community to function effectively, but a cooperative effort from everyone is needed to ensure proper maintenance of community areas. Common areas are defined as “those areas not assigned to individuals.” This refers to study and social lounges, bathrooms, hallways, lobby areas, stairwells and elevators — areas open to everyone in the hall. Damages in these areas can be very costly to everyone. Those directly responsible for the damage should bear the burden of paying for the damage rather than having all students pay for such damages through their housing fees. Reports of common area damage will be posted when they are received.

Only when the responsible person is not identified and billed for damages are students living on the floor or in the hall charged equally for such damages. Billing everyone is the last resort taken — we expect individuals to accept responsibility for the damages they cause. We also expect residents of the community to assist in identifying these people. In addition, the staff makes every effort to find the responsible individual(s).

If applicable, residents of a floor or residence hall will be assessed a prorated amount for public area and/or elevator damages if the individual(s) responsible are not identified and held accountable. This could include charges for failure to clean the common kitchen area, dirty dishes or excessive trash after use of the space. Charges will be applied immediately after the end of the semester that the damages were caused. It is important to keep in mind that prorated charges are made only as a last resort, after all efforts of identifying the responsible individual(s) have failed. As a general rule, floors that share a common lounge will be responsible for that lounge.

The professional staff will determine the floors to assess for damages depending on which floors make use of the affected lounge.

COLLEGE-OWNED PROPERTY

Residents may not request beds or other furniture to be removed from their rooms. Any damage to the rooms or failure to comply with the Residence Life policies may result in a fine. College-owned furniture may not be materially altered in any way. Neither furniture nor the walls of the residence hall rooms may be painted, wallpapered, altered with nails or screws, etc.

Painter’s tape is the only tape allowed on the walls.

Lofts are not allowed.

Beds in Austin Hall may be bunked. To do so, please get the proper equipment from the Austin Hall front desk.

ROOM DAMAGE

You are responsible for any damages to your room that are not the result of normal use. At the time of check in, you should be certain to notify your CA or professional staff in writing if there are any room damages. An initial assessment of room damages will be made at the time you check out of your room. Furniture in student rooms should not be removed or disassembled. After all residents have checked out of their rooms and left campus, your room will be checked, in detail, by staff for damages. Clean-up and damage charges will be assessed and charged (if applicable) at the time of final inspection. Damage charges will appear on your normal billing statement issued by the College. Questions about the damage charges should be addressed to the Director of Residence Life. If you wish to appeal damage charges, you will need to submit an appeal in writing within 30 days of the date the charges are placed on your student account. The appeal letter should be addressed to the Department of Residence Life.

CHARGES

The following list of tasks must be completed before you depart for the summer (or prior to that if you leave before the end of the spring semester). Charges will be assessed for each task that is not completed. For double occupancy rooms, charges can be assessed to both residents.

Key Charges

\$75 for a core change and replacement keys

Sink Area (\$10 charge)

Clean the inside of the medicine cabinet shelves and glass mirror. Clean the sink, fixtures and vanity area. Remove all items from the cabinet below and wipe down shelves.

Closets (\$5 charge)

Remove all items; wipe off shelves and the floor.

Desk Area (\$10 charge)

Bookshelves, drawers, chairs and desktops must be wiped down. The bulletin board above the desk must be cleaned of all paper, staples and tacks.

Bed (\$20 charge)

Beds must be placed in their original position with clean mattress pads folded on top.

Walls/Doors (\$10 charge)

Remove all paper, tape and poster putty from the walls and the door.

Floor (\$15 charge)

Damp mop or vacuum the entire room.

Refrigerator

2 Damages

Charge for missing parts: \$8 for drip tray, \$8 per shelf, \$5 for ice tray, \$20 for microwave glass tray, \$20 for microwave roller guide. Charge for not cleaning: \$25. Defrost and clean refrigerators. Do not close the door until completely dry.

Screens (\$25 charge)

Screens should not be damaged or removed.

Garbage/Recyclables (Charge: \$10 per bag)

Dispose of all garbage and recyclables in the outside dumpsters. There will be an extra garbage dumpster available during the last two weeks of school.

Carpet square replacement (Charge: \$25 per square)

Cleaning (Charge: \$25/hour)
