

CMU Greek Housing: Resident Information

Cleanliness and Maintenance

- Cleanliness of an individual room is the sole responsibility of its resident(s).
- Residents are responsible for submitting maintenance requests for individual rooms. Only the House Manager may submit requests for the common areas.
- All furniture in leased houses is the property of the Greek organization (with the exception of houses where the organization is under the Housing License Agreement, or HLA). Housing Services cannot respond to maintenance requests related to the furniture. These requests should be directed to your House Manager.
- Any request to complete projects that alter the physical space of the facility (painting, installing new fixtures, etc.), should be directed to the Housing Services Facility Coordinator.
- Residents are permitted to install personal air conditioners in individual rooms, but the installation must be done professionally. Requests can be made via work order and the expense will be billed as a CNCBL (Cost Not Covered By Lease).
- Housing services is responsible for servicing major appliances (fridge, freezers, etc.)
- The cleaning schedule for your facility will be shared with your House Manager. Consult with your House Manager for details.

Health and Safety

- The use of rooftops and parapets are strictly prohibited.
- Smoking and/or tampering with life safety equipment (smoke/heat detectors, sprinklers, etc.) is prohibited. Residents found responsible will be charged for associated costs, fined \$200 per instance, and may face charges through the student conduct process.
- External doors should be closed and locked at all times. For safety and loss prevention, residents are asked to keep their room door closed. Do not disable the automatic door closers.
- Hallways, stairwells, and all egress routes must be clear of furniture and debris at all time.
- Violations may result in a fine and/or referral to the CMU Office of Community Standards and Integrity.

Finance

- Rent is set by your chapter and billed to your student account via the Housing Sign-Over Form
- CNCBL (Cost Not Covered by Lease) is a charge determined by Housing Services for a service provided beyond those laid out in the Greek Lease and Greek Housing Policy (ex: additional cleaning, A/C install, etc) or damage to the facility (ex: hole in wall, stains, etc).
- Requests for a refund of signover charges that have already been processed must come from the chapter leadership (President or House Manager).
- Housing Services assumes no responsibility for stolen or damaged property. Residents are highly encouraged to obtain renters insurance.

Kitchen and Dining

- Kitchen cleaning is the chapter's responsibility. Cleaning staff will not perform work in the kitchen, unless requested, which then will be billed as CNCBL.
- Chemicals provided by Housing Services are the only chemicals that may be used in the kitchen dish machines for those facilities with commercial dishwashers.

*This information has been copied or paraphrased from the Greek Housing Policy and CMU Greek Housing Lease, which are available to view at the link below. Unless otherwise noted in the Greek Housing Policy, students are expected to follow the CMU Housing Policy.

<https://www.cmu.edu/housing/our-communities/greek-housing/greek-policies.html>