

**2017-2018 RESIDENCE
HANDBOOK**



Welcome to Residence!

Dear Students,

Welcome to the Durham College and University of Ontario Institute of Technology Residence. As the General Manager, it is my hope that your time here is not only educational, but also an enjoyable experience that includes the excitement and diversity of living in residence!

While some students may consider staying in residence based on what it can offer socially, others will choose residence for what it can offer academically. Regardless of which category you fit into our residence staff are committed to providing you with what you need.

Our in-house Residence Life professionals work tirelessly to provide a variety of events that never keep you waiting for something new to do. With over 1350 students living in two complexes, you will be able to share these experiences with a diverse population of on-campus students. Whether your idea of fun is staying in to watch a movie or going out with friends, Residence has got you covered.

Many of the events that are hosted by our Resident Advisors (RAs) focus on the academic side of the Residence experience. With peer tutorial space, as well as space for group work and seminars, you can experience everything from program specific study groups to lifestyle skills.

So if you are simply looking for a safe environment next to your classrooms, or if you are looking for an experience that you will remember the rest of your life, you have made the right choice by choosing residence.

Sincerely,

Chris Haze
Director, Residence Operations

Welcome Students!

Dear Students,

Welcome all new and returning students to the Durham College & University of Ontario Institute of Technology Residence. My name is Jennifer Kavanaugh and I am the Residence Outreach Worker. This can be a wonderful year full of new experiences, friends, academic achievements and personal growth. It can also be a time of new or increased anxieties, depression and overall stress. There are resources on campus and in the community to help you through challenging times. As your Outreach Worker I am located directly in the student residence; therefore, I am easily accessible and available to support you through stresses to help make this a safe and successful academic year.

I provide 1:1 support that focuses on helping you identify coping strategies so you can learn to prevent and reduce the onset of stress. I help students who are experiencing, depression, anxiety, hopelessness, a lack of self-esteem and are struggling to manage overall stressors. I aim to help you find healthy ways to cope. Services are confidential and my door is always open to you.

I can be reached at Jennifer.kavanaugh@dc-uoit.ca or at ext. 8960.

Sincerely,

Jennifer Kavanaugh
Residence Outreach Worker

TABLE OF CONTENTS

IMPORTANT DATES	4
LIVING IN RESIDENCE	
Winter & Summer Semester Move-In Day Procedures	4
Student Resident Agreement (SRA)	5
Room Inspection Form	5
Insurance	5
Appliance Information	5
Supporting Your Success – Personally & Academically	5
Living With Your Roommate	5
What To Bring & Not To Bring	6
Decorating Your Suite	7
Healthy Living	7
Personal Safety	7
Withdrawal From Residence	7
Move-Out	7
Extending Stay - Summer Term	7
PERSONAL RESPONSIBILITY	
Residence Security	8
Smoke Free Facility	8
Keys	8
Bicycle Storage	9
Noise	9
Alcohol & Illegal Activities	9
RESIDENCE SERVICES	
Parking	9
Desk Services, Laundry, Kitchen, Lounges, Vending	9
Housekeeping	10
Maintenance	10
Garbage & Recycling	10
Photocopy/Fax	10
Television Remote	11
Telephone	11
Internet Access	11
RESIDENCE LIFE	
Open Residence Forum	11
Residence Rewards	11
Workshops	12
EMERGENCY PROCEDURES	
Fire	12
Residents with Disabilities	13
Health Emergency Procedures	13
Alarms/Smoke Detectors	13
Lock Down Procedures	13
ENERGY AND WASTE REDUCTION	13

FREQUENTLY ASKED QUESTIONS	15
TELEPHONE DIRECTORY	16
DIRECTIONS	17

CONTACT INFORMATION

Your mailing address is:

Simcoe Village Residence
1910 Simcoe St. North
Oshawa, ON
L1G 4Y3

South Village Residence
32 Commencement Dr.
Oshawa, ON
L1G 8G3

IMPORTANT DATES

Summer Semester 2017

March 15, 2017	Summer Acceptance Package Distributed
April 15, 2017	Summer Residence Fee Deadline
May 1, 2017	Summer Move-In Day

FALL SEMESTER 2017

August 28 - September 1, 2017	Early Move In days
September 2, 2017	Move In Day
October 17, 2017	Option 2 OSAP Payment Plan Second Residence Fee Payment Due
October 26 - 27, 2017	UOIT Co-Curricular Period (Tentative) This date is subject to change, please confirm test/assignment dates with your professors before making any travel plans.
December 1, 2017	Application for Holiday Stay Due
December 1, 2017	Winter Residence Fee Payment Due
December 6, 2017	Acceptance for Holiday Stay

WINTER SEMESTER 2018

January 15, 2018	Residence Advisor Application Deadline
January 23, 2018	Option 2 OSAP Payment Plan Final Residence Fee Payment Due
January 27 - 28, 2018	Resident Advisor Hiring Weekend
February 2018	Applications available for Academic Year 2018/2019
February 19 - 23, 2018	UOIT Reading Week (Tentative) This date is subject to change, please confirm test/assignment dates with your professors before making any travel plans.
February 26 - Mar 2, 2017	Durham College Reading Week (Tentative) This date is subject to change, please confirm test/assignment dates with your professors before making any travel plans
April 21, 2018	Final day to Move Out

***Please be advised that these dates are subject to change.**

LIVING IN RESIDENCE

Winter & Summer Semester Move-In Day Procedures

Unless notified otherwise, the first official move-in day commences on the Saturday before classes begin. Prior to moving in, please contact the Residence at least 24 hours before to confirm your arrival.

Students will arrive and temporarily park around the front of the building. Students will proceed to the Residence Front Desk to be checked into the Residence.

At this point the student will:

- Pay all outstanding fees
- Receive a move-in package

Students will then move their cars into the parking lot and finish moving their belongings into their room.

Student Resident Agreement (SRA)

Your SRA is a legal contract. You agreed to this contract when you completed the Terms and Conditions step in the My Housing Portal. The SRA outlines your financial obligations as well as the rules and regulations we expect you to follow in order to maintain a secure and pleasurable living environment. It is your responsibility to read the SRA carefully and refer to it throughout your stay. If you have any questions regarding the contents of the SRA, please speak to a Manager at the Front Desk. A copy of your SRA was emailed to you during the application process for your records. If you do not have a copy, see the front desk.

Room Inspection Form

When you take occupancy of your room, you have 24 hours to complete a Room Inspection Form and return it to the Front Desk. When you move out, you will be charged for all dirty, damaged, and missing assets within your suite that you have not listed on the Room Inspection Form, so it is in your own best interests to conduct a thorough inspection.

Insurance

You are responsible for arranging adequate insurance coverage for all of your belongings. The Residence's insurance policy does not cover damage to or loss of your personal items. You should contact your family insurance agent to determine if you are covered under your parent/guardian's home insurance and if so, for what amount.

Appliance Information

Other than the fridge supplied in the room, no other refrigeration appliances are to be brought into the Residence. Open element hotplates, induction burners, deep fryers, electric frying pans, indoor barbeques, and fondues are prohibited because of potential fire and health hazards (i.e. hot oil, open elements/flames, smoke). Irons, toaster ovens, Foreman grills, coffee makers, electrical kettles that are protected by an "automatic shut-off feature" may be used. A visible serial number and a CSA or UL identification tag must be present.

SUPPORTING YOUR SUCCESS – PERSONALLY & ACADEMICALLY

Moving into residence is an exciting time, but it can also be difficult. Our Residence Life program offers you many different resources and services to help you be successful. Go to our websites, durhamrez.ca or uoitrez.ca, to learn more about these programs.

Check Your Drinking

How much do you drink? Do you drink too much? How do you compare to the average college/university student? Take five minutes to fill out this survey and learn a little about your perceptions and habits related to alcohol. Once you complete the survey it will give you information that may have a positive impact on your perceptions and habits.

iCopeU

Stressed out? Anxious? Feeling down? Or simply curious to learn more about how to effectively cope with the challenges of student life? This interactive website has games, videos, and multiple resources that will help you cope with some of the things that you may find challenging or stressful while living in residence.

Living with your Roommate

Many residents come to college / university with great expectations about their roommate. Hopefully these impressions will be true, but stress levels have a tendency to increase during certain times of the year (i.e. exams). It is important to be aware and appreciate these stressful times as you and your roommate may experience some rough spots. It is very important that you communicate about things early so you can begin to understand each other.

Discuss issues that will affect both of you

- Cleanliness
- Study habits
- Sleep habits

- Music preferences and volume
- Sharing personal belongings
- Overnight guests

Things to remember

- Keep communication lines open.
- Be honest about how you feel and what you are thinking.
- Be willing to compromise.
- Give your roommate the respect, consideration, and understanding you want in return.
- Discuss problems as they arise with your roommate, not with other residents.
- If things change, be sure to let your roommate know. It is normal for your ideas, feelings, or even habits to change - situations change too.
- Ask your RA for help if you need it.

Roommate Conflict

If you have problems with your roommate we recommend that you speak to your RA, they may be able to help mediate the conflict. If this step is unsuccessful please feel free to come to the Front Desk and speak with a Manager or your Residence Life Coordinator.

Roommate changes are the last step in the roommate conflict mediation process and are subject to availability of rooms. Roommate changes are put on hold for the month of September.

What to Bring

- Bed linens, towels, comforter, pillows, blankets (suitable for a double-width, queen-length bed – 54 inches by 80 inches)
- Cleaning products: dish soap, mop, bucket, broom, dustpan, rags, etc...
- Alarm clock/radio
- Computer – ensure computer has an Ethernet card and Ethernet cord
- Toaster, coffee maker, kettle, iron, toaster oven, foreman grill, etc... (no hot plates or induction burners of any kind – this is for your safety)
- Laundry detergents and fabric softener
- Pots, pans, dishes, glasses, utensils, dish rack, garbage bags, etc...
- Toilet paper, plunger, shower curtain, first aid kit, personal hygiene items, etc...
- All school supplies required
- Small furniture items: bookshelf, night table, or small dresser.
- BLU ray player, gaming system, or DVD player - Please note, not all TV's have the required connections, adaptors may be needed.

What not to Bring

- Animals/pets, with the exception of fish in one small aquarium, no larger than 3 gallons.
- Weapons: hunting knives, swords, firearms, replica weapons or display samurai swords
- Hot plates, Induction burners, deep fryers, or appliances with open elements
- Internet switches/ Modems
- Candles and incense
- Kegs of beer, beer bottles, single serving glass containers
- Drug paraphernalia
- Hooks or nails that will be placed in the wall
- Refrigerators or freezers
- Large musical instruments (drum kits or pianos), surround sound systems and subwoofers

*Please keep in mind that absolutely nothing is to be pinned, taped, screwed, nailed, or stapled into any wall or furnishing within your Residence room.

Decorating Your Suite

- Nothing is to be affixed to your window to deface or compromise the general aesthetics of the outside of the building
- The only acceptable form of affixing items to walls is the use of white sticky tack
- You may not decorate the outside of your suite door, unless for special occasions approved by the management
- Posters within the Residence that advertise for any group or personal reasons must be pre-approved by the Residence Life Coordinator or General Manager
- Decorations should be fire-retardant or flame-proof
- Strings of indoor lights should not be in direct contact with any flammable materials and should not be left on while the room is unattended
- Real trees/plants are not permitted in the Residence
- Artificial snow is not permitted in the Residence

Healthy Living

In a Residence environment it is much easier for communicable diseases to spread. Here are some strategies to help keep you healthy and avoid catching some of the germs that may be prevalent from time to time:

- Keep up to date on your immunizations
- Wash your hands frequently
- Don't share drinks or cigarettes
- Limit your contact with others when you are ill
- Get plenty of rest
- Eat a balanced diet
- Live a balanced life
- Maintain a clean suite

Personal Safety

For safety reasons, lit candles, cigarettes or incense are not permitted in the building. You risk your life and others if you tamper with fire equipment. If you bring friends into Residence you are responsible for their actions and conduct. Over consumption of alcohol can lead to harm or death. Illicit drugs are not welcome in Residence. Do not bring them to Residence and do not use them. If you are concerned about your safety or anyone else's, talk to the RA on duty. Be sure to keep your door shut at all times. Safe decisions regarding sex require a clear mind. Alcohol inhibits your ability to hear and give consent.

Withdrawal from Residence

If you find yourself in a situation where you can no longer live in Residence, you must speak with a Manager immediately. Moving out of Residence early does have financial implications. Please refer to the SRA for an explanation of your financial obligations.

Move-out

You will be required to move out of the Residence 24 hours after your last exam. If you decide to remain in Residence after this time you may be charged a "Late Move-Out" fee of \$30.00 for each additional night. Please note that it will take approximately six to eight weeks after your departure for you to receive your \$500.00 deposit refund less any outstanding fees or damages. Care must be taken to avoid damage to doors, frames, walls, floor coverings, and any part of the Residence during your move-out. Please note that "23 Hours of Quiet" will be in effect throughout the exam week(s).

Extending Stay - Summer Term

During the Summer Semester the Residence is open to the general public for accommodation. Students who are interested in staying in Residence over the summer term can apply for the summer term through the Residence websites. The security deposit will remain on the students account for the duration of their stay. All students who are accepted to Residence for the summer term will be living in the South Village Residence, and all students will be moved to a designated student floor(s). Therefore, students living on another floor or

in the Simcoe Village Residence, by the end of the Winter Semester you will be required to move for the Summer Semester.

PERSONAL RESPONSIBILITY

Residence Security

The Residence offers great security from the moment you pass through the controlled main entrance, until you slide your electronic card into your suite door to let yourself in. We believe the safety and security of our students and staff is paramount. To that end, we require that all visitors in the building be registered prior to entry and provide a valid piece of photo identification. All of the common areas are video recorded and we have staff on duty 24 hours a day.

Safety and security is also the responsibility of every resident. All the safeguards and rules put in place by the Residence management and the Institution are for your safety and protection. Circumventing rules by lending key cards or letting in visitors without permission can only lead to problems. Lock your suite door at all times and do not leave your valuables unattended as neither the Residence nor the Institution is responsible for missing items.

Do not leave your suite door open at anytime. This would include having your door “propped open”.

Why can't you leave your door open or propped open?

Each suite is equipped with a fire rated door that allows for a barrier if a fire was to happen in Residence. The suite door must be kept closed in order to allow for this barrier to work. Staff will remind residents to close their suite door while doing their rounds or close any unlocked door as required.

Lock your suite door at all times and do not leave your valuables unattended. You must have a valid room access key to enter any of the corridors and your key will only grant you access to your own room and the common areas.

Smoke Free Facility

We are a smoke free facility. Please respect the other residents of the building by smoking in designated areas outside the residence and disposing of cigarette butts in the containers provided. Smoking is not permitted anywhere in the Residence, or on or about the lands on which the Residence is situated, except as permitted by the Institution or municipal by-law.

KEYS

Room Keycard

Upon Move-In, you will be given an electronic room keycard. Keep your keycard with you at all times as it is your access into Residence, your room, and common areas. Residents are responsible for the cost of replacing keys if misplaced or lost. The cost of a new keycard is \$20.00. If you are locked out of your suite, you will need to contact the Front Desk or your roommate to gain access. Residence Staff and Security reserve the right to see your key card while you are in the building.

Do not lend your keys to anyone! This is a violation of security and you will be subjected to disciplinary sanctions.

Mail Key

In your Move-In Package, you will be assigned a Mailbox Key. You will share a mailbox with your roommate and each of you will have a copy of the key. If the Resident loses the Mail Key, the Resident will pay \$20.00 for replacing the Mail Key.

Bicycle Storage

There are two ways to store your bicycle on campus. There are bike racks available in front of South Village and Simcoe Village, as well as additional storage available in the basement of South Village. Bicycles are not to be brought into or stored in any suite or private bedroom. Any resident with a bicycle in the Residence will be subject to disciplinary sanctions. Please note that the Residence does not assume any liability for you storing your bicycle outside.

Noise

The key to successful Residence living is in cooperation with, and respect for, other students. The volume of voices, TV's, and stereos must be contained within your room at all times.

ALCOHOL AND ILLEGAL ACTIVITIES

Alcohol Use

Alcohol may be consumed only by those persons, whether a resident of the Residence or not, who have attained the minimum age under applicable provincial law and shall be consumed only in such areas of the Residence as may be designated by the Institution or the Manager. Residents and their visitors who violate this policy may have any and all alcohol confiscated by the Manager. The Resident accepts responsibility for any damage resulting from the use of alcohol anywhere in the room or in the Residence. Alcohol sold in individual single serving glass containers (i.e. beer bottles, coolers, etc.) or kegs (of any size) are prohibited from entering the Residence and will be confiscated by the Manager. Residents are permitted to bring plastic or aluminum cans into the Residence. As the safety of the Resident and the Residence community is paramount, the illegal use or abuse of alcohol will not be tolerated.

Illegal Activities

While in the Residence, the Resident and the Resident's visitor(s) shall not use, consume nor permit to be used or consume any illegal, controlled or banned narcotics or substances, or engage in or permit to be engaged in any illegal activity of any kind anywhere in the Residence. The Resident acknowledges that the Manager or its agents may enter the Room without prior notice (whether or not the Resident is present). Any Resident charged and convicted under the Criminal Code of Canada as a result of any of the above will have their residency terminated immediately, without any financial compensation to the Resident.

RESIDENCE SERVICES

Parking

All students parking on campus must purchase a parking permit. Residence students will be given a pass identifying their vehicle and an access card (only for South Village) for the residence parking lot. Parking passes can be collected from the schools parking office located in the Gordon Willey building (near main Reception Desk). For more information, or if you would like to purchase a parking permit, please visit: durham.parkadmin.ca.

Guest Parking

Guest parking is located in the Pay and Display section of the parking lot located in the front of South Village and Simcoe Village. Guests are responsible for any charges incurred from parking there. Tickets are issued to vehicles parked in the fire route or in unregistered areas or time has expired on their parking ticket.

Desk Services

Games equipment and board games can be found within the games rooms. If you require assistance with any equipment, please contact the front desk. Items such as mops, brooms, dust pans, vacuums and plungers can be signed out at the Residence Front Desk. You must provide valid photo I.D. to sign them out.

Laundry

Laundry rooms are located on the main floor. The laundry machines are not coin operated, laundry cards will be available for purchase in the laundry room; any money located on the card will not be refunded. The

laundry card you receive will be empty. It is your responsibility to put money on the card by using the machine located in the laundry room. Each time you do a load of washing or drying, the machines will deduct \$2.00 from your card. Please clean the lint trap before and after every load in the dryer. Be considerate by not using all the washers and dryers at one time. As well, do not leave your clothes in the machine past the end of the cycle. Please note that the Residence is not responsible for lost or stolen items of laundry left unattended.

Kitchen

You have access to the common kitchen 24 hours a day. The common kitchen in the Simcoe Village is on the 4th floor of the North Hall. The common kitchen in the South Village is on the 1st floor located in the Multi-Purpose Room. Cookware is not provided, therefore students must bring their own (e.g., pots, pans, cutlery, etc...). Please make sure that you leave the kitchen in the same condition as you found it.

Lounges

These are common areas available for use by all residents and their guests. Each lounge offers different furnishings to suit varying tastes. Take some time to explore your new home and see what it has to offer. Absolutely no glass or alcohol is allowed in any of the common areas. Furniture should not be removed from the Lounges for any reason.

Vending

Coin operated vending machines located within the Residence offer pre-packaged snacks & beverages.

Housekeeping

A housekeeper will come into your suite once every two weeks and clean your kitchenette and washroom. Your bi-weekly cleaning is not optional. To prepare your suite for cleaning, please ensure the counter, sinks, shower, and cabinets are clear of any dishes, appliances or any other personal items. Please ensure that your suite is free of garbage. Housekeepers do not clean bedrooms, nor will they wash your dishes. During the bi-weekly cleaning, the housekeepers will inspect the rooms. After the inspection, if housekeeping is unable to clean your room you will have 24 hours to clean it, or a staff member will clean it for you at a minimum cost of \$25.00. Residents cannot deny housekeeping from entering their suites. **Please note:** vacuums, dust pans, brooms and mops can be signed out at the front desk. Cleaning of student rooms will end two weeks prior to the end of the school year.

Maintenance

Should you require routine service of any kind (i.e. electrical, mechanical, heating, and/or plumbing); please make a request at the Front Desk. While tending to maintenance issues, staff have the authority to enter your room (usually between the hours of 8am - 4pm unless there is an emergency). Should the toilet in your suite become plugged, it is your responsibility to clear it; plungers are available at the Front Desk. If a staff member has to unblock the toilet or sink, there will be a cost of \$20.00. The common areas of the suite are the collective responsibility of you and your roommate. Charges will be shared between both of you for damages. Damages that can be traced to an individual will be billed to that individual only. If you and/or your guest(s) cause damage to the Residence building or property, you will be responsible to pay for the damage.

Garbage/Recycling

Simcoe Village's garbage and recycling bins are located in the parking lot across from the Front Entrance. South Village's garbage room is located 2 doors down from the laundry room. If garbage is left anywhere aside from these areas, you will receive a \$50.00 fine. All cardboard must be broken down and put into the bin marked cardboard. Please do not throw garbage into the cardboard bin. Please be kind to the environment and recycle the following: plastic bottles, glass bottles, magazines and books, newspapers, and food cans.

Photocopy/Fax/printing

These services can be provided by the Front Desk as needed. Faxes can be received and sent from the Front Desk of each residence. There is no cost to the student to receive a fax. If a student wishes to print their work, they can do so at the Computer Commons, which is located in the Gordon Willey building.

The fax numbers are: Simcoe Village (905) 404-8877, and South Village (905) 721-3152.

Television Remote

When you arrive to your suite, a remote control for your TV will be there. If the resident is missing a remote control in their suite, they **MUST** include that on the inspection form. Upon move out if the remote control is missing and was not mentioned before on the inspection form, the resident will be charged to replace it.

Telephone

External local calls can be made by dialing 88, 905 and then the number.

Internet Access

Internet access is available in each bedroom and is included in your residence fees. You can either plug into the wired Internet by using an Ethernet cord or connect to the wireless network "Campus Air" by using your school login.

Ethernet Access

To plug-in to the Internet, you must plug your Ethernet cord into the back of your computer, and then into the appropriate connection in the wall of your room. You should then be able to turn on your computer, click on your web browser and receive an internet response. If you are using Windows XP or newer, it should do the entire configuration for you. Please contact the IT Services Department at ext. 3333 when experiencing internet connection problems and service concerns.

Wireless Access

Laptops from the Institution will be preconfigured and ready for use on the "Campus Air" network. Residents who are using their personal laptops, tablets, or iPads will need to have their technology configured for wireless use on the "Campus Air" network. Please contact the IT Services Department at ext. 3333 when experiencing any internet connection problems, service concerns or if you have any questions about configuration.

RESIDENCE LIFE

Getting Involved

In joining Residence you have the chance to make living on campus what you want and how you want! We have many opportunities and a variety of ways in which everyone can join and be part of it all! Below you will find a listing of some of the ways residents can become more involved!

Residence Council (RC)

The Residence Council (RC) is your student representation in Residence. RC's main function is to provide community events and leadership opportunities within the Residences. RC is made up of the Executive Council and General Council. The Executive Council includes two Co-President positions that apply and are selected into their positions in March or September. The General Council includes any student who wishes to volunteer and get involved in residence – speak to an RA or RC Executive member for more details. This council works alongside and in collaboration with the Residence Life Management Team in order to provide superior service to the students living in Residence. As well, they help to form the Welcome Crew and take advantage of early move-in to assist with the orientation of new and returning residents.

Coronation Cup

The Residence community is divided into two buildings; South Village and Simcoe Village. Each building/community has their own colour and chants which they use to show their pride. The two buildings will compete in five different events for the glory of the Coronation Cup Trophy. The challenges range from Academic, Charity, Active and Spirit events, such as the Annual Orientation Capture the Flag. The intention is to build community and camaraderie throughout the building. Get involved and have fun competing in CORONATION CUP!

Connecting Online

Join us on Facebook (Durham Uoit Residence), Instagram (@ dcuoitres), Twitter (@ hey_building), and Snap Chat (dcuoitres) to see what we are up to. By connecting online, you will be able to see information about what programs and events are being run, important dates coming up in Residence, and you can connect with your fellow residents.

What Do You Get?

Throughout the year, the Residence will be running monthly social media contests. Details about these contests will be available online, as well as posted throughout the Residence. Your online participation in these events will give you a chance to win exclusive prizes throughout the year.

Workshops

Seminars and workshops will be offered to students with topics ranging from study tips, nutrition, wellness and stress management, safe sex, resume building and more. Residents are encouraged to attend all sessions. Dates and times for these workshops will be posted around the Residence and on our monthly calendar.

EMERGENCY PROCEDURES

Fire

If there is a fire in your suite:

- Advise all suite occupants to leave
- Close all doors behind you
- Pull the fire alarm on your floor and yell "FIRE"
- Leave the building using the nearest stairwell
- Contact the fire department
- Meet the firefighters at the front entrance and tell them where the fire is located

If you hear the fire alarm:

Check the door to your suite. If smoke is entering from around the door, do not open it. Protect yourself from smoke inside your suite as described under the Alarms/Smoke Detectors section. If there is no smoke, brace yourself, and open the door a little. If you see smoke or feel heat, close the door quickly and protect yourself. If the corridor is clear, take your keycard, close your door behind you and leave the building using the nearest exit.

DO NOT USE THE ELEVATOR!

Check the nearest stairwell door for heat and smoke, if not hot to touch, open the door carefully and use the stairwell to leave the building. If there is smoke or the door is hot, do not enter. Close the door and try other stairways. If there are no other stairways, return to your suite and protect yourself from the smoke.

Never go to the roof. Smoke usually rises to the top of the stairway. Doors leading to the roof are locked and you could be trapped. Remember, if there is smoke stay low and crawl under it.

If you remain in your suite:

You must protect yourself from smoke by staying low. Stay in your suite until you are rescued or until you are told to leave. This may take time. Do not try to leave your suite a long time after the alarm has sounded because there is greater risk that heavy smoke has spread into the hallways.

To keep smoke from entering your suite, use duct tape to seal the cracks around the door, air vents and ducts, and place wet towels at the bottom. If smoke enters your suite, phone the fire department and tell them where you are. If there is no smoke coming in from outside, open the window for fresh air. Show your rescuers where you are by hanging a sheet from the window.

DO NOT RETURN UNTIL IT IS DECLARED SAFE DO TO SO BY A FIRE OFFICIAL.

Residents with Disabilities

For residents with mobility impairments, please contact the Residence management upon move-in to discuss evacuation procedures. Residents with a hearing impairment will be placed in a suite that is equipped with a strobe light that will notify them of a fire alarm.

Health Emergency Procedures

Take the proper steps if you or a friend needs emergency health care while in the Residence. Call “8100” for Simcoe Village and “8000” for South Village to reach the Front Desk Representative and request that an ambulance be contacted. Provide the Front Desk with your name, room number, location, and brief details of the problem. This will allow us to direct emergency service personnel to you as quickly as possible. Remember that the Residence Staff is trained and are available to you 24 hours a day. Put your safety first!

Alarms/Smoke Detectors

Residence suites are equipped with two types of fire alarms, both an audible smoke detector and a heat detector. The smoke detector is activated by minor smoke within the suite. Once the smoke detector has been triggered, only the alarm within the suite will be activated. Do not open the door to the hallway. Open your windows and turn on the bathroom fan to clear the smoke from the room. If the smoke is serious, exit the room and inform the Front Desk. The heat detector is set off by excessive heat within the suite. Once the heat detector has been triggered, it will set off the main building alarm, and everyone must evacuate the Residence.

The Residence hallways are equipped with a smoke detector/heat sensor. Minor smoke or excessive heat will activate the building alarm. Everyone must evacuate the Residence immediately. If someone activates the building alarm without cause, under the Provincial Fire Code a fine could be applied.

The Fire Department has a zero tolerance regarding smoke alarms that are tampered with. Please note the Residence staff will be testing the smoke detector bi-weekly in your suite. Testing the smoke detector ensures that it has not been intentionally disabled. Any occurrence could result in disciplinary sanctions from Management and/or a charge under the Fire Protection and Preventions Act with a maximum fine of \$25,000.00.

Lock Down Procedures

Your safety is our top priority. In the event of a lock down the Residence is equipped with a PA system that will announce “Attention all students, staff and guests, this is a lockdown. Please lock yourself in a secure location and await further instructions. This is not a test.”

During this time please secure yourself in a locked room/residence suite, turn off all lights and televisions, and avoid any doors or windows. Do not call the front desk, once the all clear is announced on the PA system it will be safe to exit your suite. During the lockdown we will make further announcements and update our Residence Facebook group with information.

ENERGY AND WASTE REDUCTION

We at Residence are dedicated to saving energy and helping the environment. Because of rising costs of energy and depletion of natural resources we are trying to be a more energy efficient/conscious building. Please read over these tips and try to put them to use.

Energy Conservation

Heating & Cooling

- To reduce energy consumption, lower the temperature in your room when you're away.
- Keep blinds, shades, and drapes closed during the hottest part of the day in the summer. (And open blinds on sunny winter days!).
- Do not block your vents, the vents allow air to circulate.

- You can turn off the AC when you leave for the day. Contrary to popular belief, this method uses less electricity than having the AC constantly maintain a cool temperature!

Water Heater

- Let us know if your faucets are leaking – the little drip can add up.

Refrigerator

- Set the temperature for only as cold as you need.
- Don't overfill the refrigerator, as this blocks air circulation.
- Conversely, a full freezer will perform better.
- Allow hot foods to cool before putting them in the refrigerator.

Stove/Oven

- When using the stove, be sure to put lids on pots in order to keep the heat in the pot.
- Use an electric kettle or microwave to boil water – not the stove, which is less efficient.
- Don't use a bigger pot than you need, and match it to the right size element.
- A general rule: for smaller cooking jobs, use smaller appliances (i.e. instead of the stove, use the electric kettle, toaster oven, or microwave).
- Microwave ovens use up to 75% less energy, so whenever possible use a microwave instead of your stove or oven.

Clothes Washer

- Run full loads whenever possible but don't overload the machine.
- Try using cold or warm water, instead of hot water. Hot water shrinks and fades your clothes, and wears them out more quickly.

Clothes Dryer

- Separate loads into heavy, medium, and lightweight items – lighter loads will take less drying time.
- Clean the lint filter after every load. A clogged lint filter can increase energy use up to 30%, and may be a fire hazard!

Miscellaneous

- Computers and related components use electricity even when they are not in use.
- Use a power bar that can be shut off.
- Make sure you enable your computer's energy-saving features.
- Be sure to at least shut off the computer screen, as 60% of the power used is by the monitor!
- Less energy is consumed when computers and monitors are turned on and off (as often as required) then when left on over time. In fact, all electronic devices use more energy when left on, as opposed to being turned on and off as needed.

Lighting

- Turn off lights whenever you leave a room or don't need them, even for just a few minutes.
- Opening your blinds is a great way to brighten up a room with natural light.
- Keep light fixtures clean – a cleaner fixture is a brighter fixture.
- Contrary to popular belief, less energy is consumed when lights are turned on and off as you come and go than if a light is left on all the time.

HELP SAVE ENERGY!

1. Turn off lights when you leave.
2. Turn off televisions, computers, and radios when you leave.
3. Turn thermostat down or off when you leave.
4. Keep air circulation vents unobstructed.
5. Conserve water wherever possible.
6. Use windows and blinds for natural lighting and climate control whenever possible.

Recycling

Ontario's Blue Box program is one of the best in North America. It has helped reduce Ontario's waste going to disposal by 35 per cent since 1987. Thanks to the Blue Box, in 1997, 600,000 tonnes of garbage was kept out of landfills. This is equal to filling the Rogers Centre full of garbage three times!

Recycling is important for a lot of other reasons. Every recycled glass jar, pop can or newspaper helps to protect the environment. For example:

- Using recycled paper to make paper products requires 65 per cent less water;
- Recycling 1 tonne of newsprint saves 19 trees;
- Recycling 1 tonne of glass reduces the equivalent of 1,057 kilograms of carbon dioxide emissions (carbon dioxide is one of the greenhouse gases which causes global warming)
- Recycling 1 pop can saves enough energy to power the average television set for 108 minutes.

What can I recycle?

1. Metal cans
2. Glass jars and bottles
3. Plastic containers
4. Aluminum trays and foil
5. Newspapers, magazines, books, phone books
6. Milk and Juice cartons
7. Cardboard

What I Can't Recycle

1. Coffee cups, Styrofoam, dishes, plastic tubs (used for leftovers)

FREQUENTLY ASKED QUESTIONS

How many spaces are there in Residence?

There are 654 beds available in Simcoe Village (200 in South Hall, 240 in Central Hall, 214 in North Hall) and 706 spaces in South Village.

Can I visit the residence?

We would be happy to have you visit the Residence over the summer months. Stay overnight and take advantage of the special rate of \$64.95 per night (plus taxes, based on double occupancy) we are offering to all residence applicants and their families.

Can I stay over the summer?

The Residence offers accommodations over the summer for both short and long term stays. Whether you are in school, on a co-op term, or just visiting the city we offer great rates on summer accommodations.

What security features does the residence have?

The residence offers great security from the moment you pass through the controlled main entrance, until you slide your electronic card into your suite door to let yourself in. We believe your safety is very important. To that end, we require that all visitors in the building be registered prior to entry and provide a valid piece of government photo-identification or a current DC/UOIT Student Card. Please note that Health Cards and out of date High School Student Cards are not accepted as valid pieces of identification. All of the common areas are video recorded and we have staff on duty 24 hours a day.

Safety and security is also the responsibility of every resident. All the safeguards and rules put in place by the Residence management and the institutions are for your safety and protection. Circumventing rules by lending key cards or letting in visitors without permission can only lead to problems. Lock your suite door at all times and do not leave your valuables unattended as neither the residence nor the college is responsible for missing items.

VARSITY TEAMS AND TRYOUTS

Varsity Teams Information

www.durhamlords.com
www.goridgebacks.com

Tryouts Information

http://durhamlords.com/sports/2013/11/6/GEN_1106135008.aspx
<http://www.goridgebacks.com/sports/2013/12/16/varsitytryouts.aspx>

TELEPHONE DIRECTORY

INSTITUTION

Durham College	905-721-2000
UOIT	905-721-8668
Security	ext. 2400
Campus Emergency Response Team (CERT)	ext. 2400
For further info:	www.durhamcollege.ca www.uoit.ca

RESIDENCE

Simcoe Village Front Desk	ext. 8100
Residence Life Office South Village	ext. 8101
South Village Front Desk	ext. 8000
Residence Life Office Simcoe Village	ext. 8004

EMERGENCY

Fire/Police/Ambulance	88 then dial 911
Durham Regional Police	1-888-579-1520
Lakeridge Hospital	905-576-8711
Ontario Poison Info Centre	1-800-268-9017
Oshawa Fire Services	905-433-1238
Durham Mental Health Services	905-666-0831 24hr Hotline 1-800-742-1890
Durham Rape Crisis	905-668-9200 24hr Help Number
Distress Centre Durham	905-430-2522 24hr Hotline 1-800-452-0688

MEDICAL

Lovell Drugs Ltd	905-723-2276
Assaulted Women's Helpline	1-866-863-0511
Lakeridge Detox	905-723-8195
Walk-In Clinic (11 Gibb St.)	905-579-1212
Centre for Addiction and Mental Health	1-800-463-6273
Gambling Help Line	1-888-230-3505
Alcoholics Anonymous	905-728-1020
Oshawa Clinic (117 King St. E)	905-723-8551

TRANSPORTATION

Oshawa Transit	905-579-2471
Blue Line Taxi	905-440-2000
City-Wide Taxi	905-579-9393
Taxi-Taxi	905-571-1234
Oshawa Airport	905-576-8146
Go Transit	1-888-438-6646 www.go transit.com
Via Rail Canada	1-888-842-7245 www.viarail.ca
Greyhound Canada	905-723-2241 www.greyhound.ca

FOOD

Pizza Nova	905-310-3300
Pizzaville	905-743-0404
Pizza Hut	905-571-1300
Pita Pit	905-436-1175
Swiss Chalet (Delivery)	1-866-439-0439
Domino's	905-434-2555
Little Ceasars	905-576-4401
Pizza Pizza	905-427-1111
New Dragon Chinese Food	905-571-7111

OTHER

Oshawa Information	905-436-3311
Oshawa Post Office	905-434-6405
OSAP (General Info)	1-807-343-7260
Employment Centre	905-438-1041
Oshawa Little Theater	905-723-0282
Cineplex Odeon	905-432-3486

DIRECTIONS**Eastbound 401:**

- Take Exit 417
- Left on Bloor Street
- Left on Simcoe Street
- Follow 10km north to the Residence

Westbound 401:

- Take Exit 418
- Follow signs to Simcoe Street
- Turn right and follow 10km north to the Residence



Last Updated: July 2017

Important Contacts

EMERGENCY

Fire/Police/Ambulance	88 then dial 911
Security	ext. 2400
Campus Emergency Response Team (CERT)	ext. 2400
Simcoe Village Front Desk	ext. 8100
South Village Front Desk	ext. 8000

MEDICAL

Lakeridge Hospital	905-576-8711
Walk-In Clinic (11 Gibb St)	905-579-1212
Oshawa Clinic (117 King St. E.)	905-723-8551

INSTITUTIONS

Durham College	905-721-2000
UOIT	905-721-8668

RESIDENCE

Durham College/UOIT Residence	Durham College/UOIT Residence
Simcoe Village	South Village
1910 Simcoe Street North	32 Commencement Drive
Oshawa, ON L1G 4Y3	Oshawa, ON L1G 8G3

Phone: 905-728-8700 ext. 8100	Phone: 905-728-8700 ext. 8000
Fax: 905-404-8877	Fax: 905-721-3152
Email: info@dc-uoitresidence.ca	
Web: www.durhamresidence.ca , www.uoitresidence.ca	

Residence professionally managed by  Campus Living Centres Inc.