

# COMMON AREAS / KITCHEN

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Please call the Help Desk at 651.690.6402 to report any computer problems, or to request more printer paper and toner.

**Approved by:** Department of Residence Life

**History:** N/A

**Related Policies:** Complaints and Grievance Process (<http://catalog.stkate.edu/policies/stu-non-acad/comp-griev/>)

**Related Forms, Procedures and References:** Residence Life website (<https://www.stkate.edu/life/housing/>) | My Housing (<https://prdrms.stkate.edu/>)

**For Questions Contact:** Department of Residence Life | 651.690.6617 | [residencelife@stkate.edu](mailto:residencelife@stkate.edu)

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Students are responsible for the condition of hallways, stairwells, lobbies, kitchens, study rooms, TV rooms, computer labs, and bathrooms (called Common Areas). Common areas should be kept clean and free of obstructions. Sporting activities, in-line skating, and projectiles are not allowed. Common area furniture must remain in designated lounges. Charges for vandalism or missing furniture may be charged to the entire community if the resident(s) responsible for the violation is not found.

## Kitchens

Most buildings have a kitchen facility to share. Students must be present when cooking or using the kitchen facilities, ensuring no cooking is being left unattended. Students share the responsibility for keeping the kitchen clean. It is up to the discretion of Residence Life and Custodial Staff to discard any dishes or food left in the kitchens. Students are encouraged to label food items before placing them in common area refrigerators and cabinets. The University is not responsible for food or equipment that are lost, stolen, or discarded for cleaning. Students must be present in the kitchen while using the microwave, stove, or oven as this is a fire hazard. Students may be subject to disciplinary action and/or fines if unattended appliances lead to a fire, smoke, or activation of the fire alarm or sprinklers.

## Laundry Rooms

Washers and dryers are available in each residence hall and apartment building. Laundry fees have already been paid through the housing fee. No coins or cards are required to use the machines. Laundry machines may ONLY be used by residents for residents. Residents suspected of doing laundry for non-residents may be subject to fines and/or disciplinary action.

Energy efficient washers have been installed. Students are expected to act responsibly by washing and drying full loads. Energy Efficient (HE) laundry soap is required to avoid damaging the machines.

Students are responsible for reporting malfunctioning machines to CSC ServiceWorks Service at 877.264.6622 or online at <http://www.asicampuslaundry.com>

Students should take appropriate precautions when doing laundry. Laundry theft happens! The University is not responsible for lost or stolen items.

## Computer Labs

Shared computer labs are intended for quiet study and academic use first and foremost. Talking on the phone in the computer lab is not permitted. The computer labs are maintained by Computing Services.