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“Welcome Home!” We are fully committed to helping you settle into your new home here at Stanford, and to providing excellent service and support during the coming year.

Please take time to read and review the contents of this packet which contain practical information and important guidelines that will help as you begin to find your way around both your residence and Stanford.

Included is an insert providing the names and contact information for the R&DE Student Housing Front Desk Supervisor(s) and Housing Building Manager at your residence. They are your primary resources for any housing-related needs. The Front Desk, in particular, is your one-stop help desk for check-in and check-out, housing communications, campus information and many other services.

Please look for emails and newsletters from your Housing Front Desk Supervisor, Housing Building Manager, and Housing Assignments throughout the year. We will communicate important deadlines (such as the undergraduate Winter Break closure) and special events via email and on the R&DE Student Housing website, studenthousing.stanford.edu.

This is an exciting time at Stanford! In addition to new construction, we continue to maintain a high level of quality and safety in the residences through strategic improvements and renovations. We are committed to informing you about projects in or near the residences that may affect you. Please visit studenthousing.stanford.edu/construction for an overview and updates on specific projects.

Should you need any repairs in your room or apartment, please submit a Fix-It request to fixit.stanford.edu so our maintenance staff can promptly remedy the issue. For any other housing-related questions or issues, please contact your front desk staff.

Best wishes for a successful start in your academic endeavors at Stanford, and for a terrific, worry-free residential living and learning experience on The Farm.

Again, “Welcome Home!” from all of us in Residential & Dining Enterprises and the entire R&DE Student Housing team.

Sincerely,

Shirley J. Everett, Ed.D., MBA
Senior Associate Vice Provost
Residential & Dining Enterprises

Imogen Hinds, Ed.D., M.Ed.
Senior Director
R&DE Student Housing
STAYING SAFE AND SECURE

No doubt you want to settle in quickly so you can meet new friends, explore the campus, or get a head start on the new academic year. Helpful information can be found in the “Moving In” section of our website at movein.stanford.edu. To get you started, we’ve put together a list of the top things you need to know to stay safe and secure (see below and sidebar). Please refer to the Residence Agreement for a complete list of policies and procedures.

As you move in, take some time to familiarize yourself with your housing complex and neighborhood. Learn the location of the emergency exits and the Emergency Assembly Point for your building. Locate the many common areas available to you — lounges, computer clusters, laundry facilities, recreational areas, and meeting rooms. And consider yourself at home.

SECURITY AND ACCESS

The Stanford campus is beautiful and reasonably safe. Our mission at R&DE Student Housing Operations is to maintain our residences and grounds as a safe, secure, and comfortable living and learning environment conducive to all students’ academic success and well-being.

Residential buildings are locked 24/7 and accessible only with a key or access card (SUID), which also provides access to your room and designated common spaces. You will use your Stanford ID card to enter buildings with card access.

LOST KEYS

You are responsible for the keys issued to you. If a key is lost, the locks will be changed and your account will be charged a fee to cover the replacement lock cores and keys. Please report all lost keys immediately to your Housing Front Desk. When the Front Desk is closed, report all lost keys to our after-hours hotline (650) 725-1602. For everyone’s safety, only an R&DE Student Housing locksmith may repair/re-key your locks. Students who violate this policy will be charged for the re-key and the incident will be referred to their Residence/Graduate Dean. If your key is damaged, please return it to your Housing Front Desk for a free replacement.

LOCK OUT ASSISTANCE

If you are locked out, your Housing Front Desk staff can let you into your room or apartment during normal business hours. After hours in undergraduate housing, you are encouraged to contact your Resident Assistant (RA) for room entry. Undergraduate and graduate students who call our after-hours hotline (650) 725-1602 for lockout assistance after the Front Desk is closed will be assisted by a member of the R&DE Community Access Response Enterprise (CARE) team. A Stanford ID or government-issued ID must be presented to receive lockout assistance. Please note that there is a $45.00 fee for lockout assistance provided via the CARE team (first CARE lockout assist per academic year is free for graduate students).

REMEMBER:

- Please report lost keys immediately to your Housing Front Desk.
- If you are locked out of your room or apartment:
  - During normal business hours, your Housing Front Desk staff can let you in.
  - After hours in undergraduate housing, contact your RA for room entry.
  - Undergraduates and graduate students can also call the after-hours lock out hotline (650) 725-1602.
LOST/DAMAGED SUID CARDS

Damaged SUID cards will not work for building access. To prevent damage, avoid:

- Machine washing your SUID in clothes pockets.
- Exposing the card to direct heat (e.g., from a clothes dryer or direct sunlight on a car dashboard).
- Punching holes in your SUID card.

Lost or damaged SUID cards may be replaced (for a fee) at the Campus Card Office in Tresidder Memorial Union.

SPOUSE/PARTNER ACCESS

Non-student partners residing with students in buildings that require card access for entry may apply for a special “spouse/domestic partner” courtesy card (with additional campus privileges) for a fee at the Campus Card Office at Tresidder Memorial Union. Spouses/partners are required to show proof of relationship, such as a copy of a marriage certificate, domestic partnership certificate, joint bank account information, or joint tax return documents. Visit uit.stanford.edu/campuscard/courtesycard for more information.

Partners who do not qualify for a courtesy card through the Campus Card Office may be issued an access card (with limited privileges) through their Housing Front Desk.

REPORT PROBLEMS

Should you discover any malfunctioning card access equipment, DoorKing entry system, or any other problems with doors, please notify your Housing Front Desk, file an online Fix-It request, or after 5:00 p.m. weekdays or any time on weekends, call the Emergency Maintenance Hotline at (650) 725-1602.

KEEP YOUR RESIDENCE SECURE

DO:

- Get to know your fellow residents.
- Lock your doors and windows and make sure residence doors latch behind you when you enter or leave.
- Have your key/access card (SUID) handy when approaching your residence.
- Replace lost or damaged cards at the Campus Card Office in Tresidder Memorial Union.

DON’T:

- Allow “tailgaters” to follow you into your residence.
- Prop open residence doors.
- Share your key or access card (SUID) with anyone.

VISITOR ACCESS

DoorKing is a telephone-based access system implemented that allows residents to unlock a door for a guest visiting the building. Here’s how it works:

- Visitors locate the last name of the person they are visiting in the DoorKing directory. Using the telephone keypad, the visitor enters the three-digit code that appears next to the student’s name.
- Press 9 on your campus telephone keypad when DoorKing rings your landline. Cellphones won’t work for this purpose.
- To deny entry: press # on your telephone keypad or hang up.
Welcome Home

Complete a room condition form or apartment inventory checklist detailing the condition of your room or apartment and its contents. That way, you won’t be charged for a pre-existing problem when you move out. If you don’t complete and submit this form, we assume that you found no damage or missing furniture in your room.

Undergraduates: Complete the online room condition form (available from your Housing Front Desk or at roomforms.stanford.edu) within five days of checking in.

Graduate students: Complete an Apartment Inventory Checklist (included in this packet) within five days of checking in.

Report any problems

We worked hard to prepare your room or apartment for your arrival. Should you find any items that require repair or attention, please submit an online “Fix-It” request form available at fixit.stanford.edu so our maintenance staff can address the issue promptly. For serious problems, such as a door that cannot be locked, a flood, or a backed up sewer line, please call (650) 725-1602.

Consider renter’s insurance

Stanford University does not carry insurance covering personal property. If your family homeowner’s insurance plan doesn’t cover your personal property from loss, damage, or theft, consider buying renter’s insurance. The university is not liable for, nor does it assume, any responsibility for theft, destruction, malfunction, failure, or loss of money, valuables, or other personal property.

Check your email often

To comply with privacy protocols and ensure we are communicating with the intended individual, R&DE Student Housing corresponds with residents using official Stanford email addresses. Please use your Stanford email address for all official correspondence and check your email regularly for important incoming messages.

Bed lofting/bunking (undergraduate residences only)

Most beds in undergraduate residences are set at the highest level of the headboard to provide maximum flexibility and storage space. In some places it is also possible to bunk or loft beds. For instructions, visit lofting.stanford.edu. Contact your housing front desk for information on checking out lofting materials (headboards, rails, bolts, pins) and tools. Supplies are available on a first-come, first-served basis. Non-university provided bunks or lofts are not permitted in any residence.
MATTRESSES

Our mattresses are specially designed with “plush firm” and “extra firm” sides to accommodate a wider range of sleep preferences. If your mattress feels uncomfortable, try flipping it over to the other side.

LAUNDRY

Our Just Like Home laundry program gives students unlimited use of environmentally-friendly washers and dryers. No coins or cards are required as the cost is included in your housing fees. Laundry supplies and detergents are not provided.

- Receive an email alert or phone call when machines are available or your laundry is done by logging on to laundryalert.com. Use the password stan9568. Navigate to the tab on the upper left side to select “Graduate” or “Undergraduate,” as appropriate.
- Please be sustainable and wash only full loads.
- Report any equipment malfunctions to your Housing Front Desk.

UNDERGRADUATE RESIDENCES

Please note that mail and packages will NOT be received or delivered at undergraduate residences.

- Each undergraduate student is assigned a U.S. Post Office box number for the purpose of receiving mail and packages. This number is available in Axess.

Your address for all mail and packages sent via the U.S. Postal Service:

Your Name
531 Lasuen Mall
P.O. Box # (enter your assigned box number here)
Stanford, CA 94309

Please be sure to follow this addressing standard to ensure proper processing of your delivery and quick notification of its arrival.

Your address for all non-USPS Shipments:

Student First and Last Name - SUNet ID (First/Last Name Field)
459 Lagunita Drive (Address 1)
FedEx Office Tresidder Center - P.O. Box # (Address 2)
Stanford, CA 94305 (City, State, & ZIP)

Example:
Jane Stanford - jstanford
459 Lagunita Drive
FedEx Office Tresidder Center - P.O. Box #1234
Stanford, CA 94305

GRADUATE RESIDENCES

Graduate students may request Post Office boxes, or may receive mail and packages at their residences.

- Refer to the insert provided with this packet for specific mailing addresses for each graduate residence.
- Mail and packages cannot be sent or received before you move in.
- Graduate students can register to use the Graduate Housing Package Center by completing the registration form at studenthousing.stanford.edu/move/mail-delivery-and-shipping or emailing pm1332@fedex.com for a link to the form.
- Once the registration process is complete, you will be issued an alternate mailing address for packages sent to the Graduate Housing Package Center.
GETTING CONNECTED

INTERNET ACCESS (VICE PROVOST FOR TEACHING AND LEARNING)

For internet access, register your computer on Stanford’s network.

- Simply turn on your computer, connect to the wired or wireless network, and open a web browser.
- If you are not automatically directed to the registration page, navigate to vptl.stanford.edu/student-resources/getting-started/set-your-computer-and-get-connected. Be sure to answer “yes” if asked the question, “Do you live in an on-campus residence?” so you will be able to register for access on the residential network.
- For help with connectivity problems, contact the Resident Computer Consultant (RCC) for your building or visit rcc.stanford.edu.
- R&DE Student Housing recommends the use of smart power strips for electronic equipment.

CARDINAL CABLE TV (UNIVERSITY IT)

Cable television service is available in your room for a one-time activation fee and a monthly technology fee. Courtesy basic service is provided free-of-charge in all student rooms. You must provide your own TV set, cancel your service, and return your cable box when you leave your residence. For more information, visit cardinalcable.stanford.edu.

TELEPHONE SERVICE (UNIVERSITY IT)

Stanford provides landline phone service including the phone itself. The service is active when you arrive, and includes call waiting, local calling, domestic and international long distance. Keep the phone plugged into the wall jack to use in an emergency or to receive calls from guests via the DoorKing entry system.

Phone and network service are included in the technology fee charged to your university bill. For more information, visit studentphone.stanford.edu. If you need further assistance, please call 725-HELP (725-4357).

- To learn your telephone number, dial 724-8778 from the phone provided.
- To call any number in the 650 area code, including on-campus phone numbers, dial the 7-digit number. (XXX-XXXX)
- To call any number outside of the 650 area code, dial 1, plus the 10-digit number. (1+(XXX)-XXX-XXXX)
- To make international calls, dial 011+ Country Code + Area Code + Telephone Number.
- For emergencies, dial 911.
GETTING AROUND CAMPUS

PARKING & TRANSPORTATION

Parking a private vehicle on campus requires a permit, and most lots are restricted to specific permit holders. Available parking spaces can be difficult to locate. Why not leave your car at home and use public transportation or your bike instead?

- Graduate students assigned to Escondido Village are encouraged against bringing a car to campus. Visit the special Parking & Transportation website transportation.stanford.edu/evgr for guidance on very limited parking during construction of the new Escondido Village Graduate Residences.
- Information on the freshman parking policy, emergency ride home program, ridesharing matches, car sharing, parking permits, visitor parking, and the free campus shuttle, may be found at transportation.stanford.edu and transportation.stanford.edu/alternatives-having-your-own-car-campus.

BICYCLING AT STANFORD

It’s no wonder Stanford has been recognized as a “Bicycle Friendly University” —bicycles are a fantastic way to get around the sprawling campus.

- For information about our Parking & Transportation Services bicycling program including bicycle helmet discounts, safety classes, route maps and more, visit bike.stanford.edu.
- Protect your head and brain! Always wear a helmet while biking.

MARGUERITE SHUTTLE

The Marguerite is a free campus shuttle with over 140 regular stops on and around campus. The shuttle can take you almost any place you need to go, including classroom buildings on the other side of campus and many popular off-campus locations.

- Operates Monday – Friday 6:00 a.m. – 9:00 p.m. except holidays.
- Download a Marguerite route map and schedule or view the live shuttle map at marguerite.stanford.edu.

5-SURE

Students United for Risk Elimination, more commonly known as 5-SURE, is a student-run security escort service that:

- Provides escorts to and from a variety of campus locations, ranging from parties and sporting events to campus residences, libraries and department buildings.
- Operates 7 days a week 9:00 PM - 2:00 AM (beginning October 1, not including academic breaks and summer).

Contact 5-SURE at (650) 725-SURE (7873) or visit alcohol.stanford.edu/5-sure/5-sure-service.

STUDENT AFFAIRS

GRADUATE LIFE OFFICE

The Graduate Life Office (GLO) serves the needs of graduate students and student families who live on and off campus and offers:

- Comprehensive and impartial guidance and information about all aspects of life as a graduate student.
- Assistance and/or referrals with personal, academic, and financial issues.
- Programs to share helpful information and to connect graduate students from across campus.
- For emergency assistance information, visit glo.stanford.edu.

UNDERGRADUATE RESIDENTIAL EDUCATION

Residential Education programs and events complement the academic curriculum to provide:

- Students in undergraduate residences opportunities to learn from each other, from faculty and staff members, and from visiting diplomats, artists, and scholars.
- Popular house activities including faculty dinners, mini-courses and study groups, film screenings, and field trips.
  For more information, visit resed.stanford.edu.
R&DE STUDENT HOUSING

R&DE Student Housing is proud to Welcome Home over 13,000 students and family members each year. We:
- House 6,500 undergraduates, 5,500 graduate students, and over 1,000 partners and children each year.
- Pride ourselves on providing a Culture of Excellence in all 350 student residences, with an emphasis on supporting the academic mission of the university by providing safe, secure, comfortable, and sustainable homes.

For more information, visit studenthousing.stanford.edu.

Housing Front Desks & Housing Building Managers
Please see the insert in this packet or visit housingfrontdesks.stanford.edu.

Maintenance and lockouts
Non-emergency repairs: fixit.stanford.edu
Emergency Maintenance and After-Hours Lock Out Hotline: (650) 725-1602

Housing Assignments
(Monday, Tuesday, Wednesday, Friday - 8:00 am - 5:00 pm, Thursday - 10:00 am - 5:00pm)
408 Panama Mall, Suite 101, Stanford, CA 94305-6034

Questions? Submit a help ticket at stanford.service-now.com/services
Phone: (650) 725-2810

RESIDENTIAL & DINING ENTERPRISES

Office of the Senior Associate Vice Provost for Residential & Dining Enterprises
(Monday – Friday, 8:00 a.m. – 5:00 p.m.)
609 Escondido Road, Stanford, CA 94305-6098
Phone: (650) 723-1674
Website: rde.stanford.edu

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From the Farm. For the Farm. R&DE.

HOUSING • DINING • HOSPITALITY • CONFERENCES

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Questions? Submit a help ticket at stanford.service-now.com/services
Phone: (650) 725-2810
Our award-winning dining program features:

- High-quality, seasonal, locally-produced, sustainable foods in every dining hall ([dining.stanford.edu/sustainable-food-program](http://dining.stanford.edu/sustainable-food-program)).
- A daily variety of delicious, nutritious options including vegetarian, vegan, gluten-free, kosher, and halal.
- Options for students with food allergies, sensitivities and special dietary needs are offered through our Food Allergies @Stanford program. Please direct food allergy and other dietary questions to nutritionist@stanford.edu.

Get involved! Become a Dining Ambassador, teaching garden manager, or intern. For more information, visit [dining.stanford.edu/student-employment](http://dining.stanford.edu/student-employment).

**UNDERGRADUATES**

R&DE Stanford Dining serves great-tasting food and offers an innovative, multidisciplinary educational approach to dining, engaging students in topics related to food, wellness, sustainability, and performance dining. Eating with your housemates, Resident Fellows and Resident Assistants is an integral part of Stanford’s Residential Education program and helps to develop strong communities in the residences. You can also use your meal plan to purchase a meal in the stadium when home football games coincide with meal periods.

**GRADUATE STUDENTS**

We invite all graduate students to eat in the dining halls, except during special program periods. (See website for details.) Purchase Graduate Meal Plans online at [dining.stanford.edu/graduate-and-post-doc-meal-plans](http://dining.stanford.edu/graduate-and-post-doc-meal-plans); meal plans can be charged to your university bill, and meal plan blocks don’t expire unless they are fully inactive for one academic year.

**R&DE STANFORD DINING**

**Meal Plans:** [dining.stanford.edu/undergraduate-meal-plans](http://dining.stanford.edu/undergraduate-meal-plans)

**Hours and Calendar:** [dining.stanford.edu](http://dining.stanford.edu)

**Phone:** (650) 723-4751

**facebook.com/stanforddining**

R&DE Stanford Hospitality & Auxiliaries offers an array of food options from the “best burgers on The Farm” at The Axe & Palm to plant-strong, vegan and vegetarian choices at the Forbes Family Café.

- All R&DE retail dining locations accept Cardinal Dollars, and you can also use them in the Stanford Stadium, Maples Pavilion and the Sunken Diamond baseball park.
- Your favorites - Starbucks, Panda Express and Subway - also accept Cardinal Dollars in Tresidder Memorial Union.
- All purchases are awarded a 10% bonus up front! Purchase $100 and get $110 to spend. As a student, your food purchases are tax exempt which further extends your purchasing power when using Cardinal Dollars.
- A number of R&DE retail dining locations also accept the Meal Plan dollars that come with your dining meal plan so you can:
  - Purchase lunch, a healthy snack or beverages on the go.
  - Enjoy a meal in a relaxed inviting setting without having to return to a dining hall to refuel.
  - Relax and study indoors or out.

To purchase Cardinal Dollars and to see specific locations that accept Cardinal Dollars and Meal Plan Dollars, visit [cardinaldollars.stanford.edu](http://cardinaldollars.stanford.edu).

Explore the R&DE retail destinations and discover your favorite place on campus! Visit [hospitality.stanford.edu/hours-service](http://hospitality.stanford.edu/hours-service).
SAFETY
(DEPARTMENT OF PUBLIC SAFETY)

BUILDING SAFETY EQUIPMENT
Building health and safety equipment includes building access alarms and card readers, fire extinguishers and hoses, fire alarm pull boxes, smoke detectors, automatic door closers, fire sprinkler systems, fire horns and lights, exit signs, and evacuation maps. It is illegal to tamper with this equipment; violators will be subject to an administrative fee of $500 or more, university disciplinary action, and criminal penalties.

SMOKE-FREE ENVIRONMENT
Stanford University promotes a smoke-free environment:

- The university’s policy prohibits all smoking, including but not limited to tobacco products and the use of electronic smoking devices in enclosed buildings and facilities, and during indoor or outdoor events on the campus.
- Smoking is prohibited in university residences, including all interior common areas, individual rooms and apartments, covered walkways, stairwells, balconies, outdoor areas where smoke or vapor may drift into buildings, and during organized indoor and outdoor events.
- Outdoor smoking must be at least 30 feet away from doorways, open windows, covered walkways and ventilation systems to prevent smoke from entering enclosed buildings and facilities.

FIRE HAZARDS
Fire safety is a prime concern for all at Stanford. Please ensure your safety and that of others living in your building.

- Items with an open flame or heat source are strictly prohibited anywhere inside or around the residences. This includes, but is not limited to, candles (including decorative items, unburned wicks, etc.) halogen lights, torches, incense and camping stoves. If you violate this policy, you will be charged an administrative fee of $100 upon discovery and $100 per day until the item is permanently removed.
- Overloaded, damaged, or broken electrical outlets can cause overheating and the potential for fire.
  - Please use only approved plug strips and submit a Fix-It request for any outlet that looks damaged.
- See our Electrical Safety web page studenthousing.stanford.edu/electrical-safety for further guidelines.
SUSTAINABLE LIVING IN R&DE

Sustainability is a core value to Stanford University. For those living on campus, R&DE aims to make sustainability and conservation meaningful and easy to incorporate into residential life. We collaborate with students and staff to offer programs that foster behavior change, reduce energy and water consumption, reduce waste production, and integrate long-term sustainable practices into our operations.

GET STARTED:

It’s easy to be green here at Stanford. Visit the Student Sustainable Living Guide website studenthousing.stanford.edu/sustainableliving.

To get started, follow these tips:

- At Stanford we sort our waste in to five streams to divert as much as possible from the landfill, and improve the materials recycling potential. Post the zero waste guidelines on the back of this page so you always know what goes where.
- Invest in reusable water bottles, coffee mugs and utensils.
- Wash laundry in cold water and in full loads for maximum efficiency.
- Turn off lights and unplug electronics when not in use.
- Keep windows closed when heating or cooling your room.
- Limit showers to six minutes. Turn faucets off completely and report leaks via the Fix-It form, fixit.stanford.edu.
- Don’t bring a vehicle to campus - Stanford is designed to support bicycling and public transportation within Stanford and the Bay Area with the Marguerite, Bart and Caltrain.
- Join the Stanford community at mycardinalgreen.stanford.edu to earn cash incentives for sustainable actions you perform on campus, and to learn about campus-wide sustainability efforts and academic opportunities operated by the Office of Sustainability.
- Join a sustainability-minded student group at sustainable.stanford.edu/student_groups.
- Student Housing is committed to green cleaning. If you want an environmentally safe and effective solution for cleaning your room, pick up an empty spray bottle and contact kparineh@stanford.edu to fill it up with our ozone based cleaner.
Stanford has committed to being a Zero Waste campus by 2030.

**TAKE ACTION**

**EASY AS 1, 2, 3**

1. **Tear-out our Zero-Waste Guidelines Page** so that you and your guests always know how to sort your waste.

2. **Identify where the landfill waste, recycling, and compost bins or dumpsters are located** at your residence.

3. **In your room**, separate your recyclables (paper, plastics and glass) from landfill waste and dispose of each in the correct bins or dumpsters.

4. **Donate your unwanted but reusable items** at the end of the year through "Give and Go" barrels placed in every residence at move out.

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### ZERØ WASTE STANFORD

**WASTE REDUCTION, RECYCLING AND COMPOSTING GUIDELINES**

**PLASTICS, METALS & GLASS** *rinse if possible + separate caps and lids*

- All Plastic Containers
- Metal Cans, Foil & Scraps
- Glass Bottles & Jars Only
- NO Styrofoam or Plastic Bags
- NO Plastic Utensils
- NO Other Types of Glass
- EXTRA CREDIT Milk & Juice Cartons

**PAPER RECYCLING** *keep them clean and dry*

- All Paper That Tears
- Cardboard Packaging
- EXTRA CREDIT Plastic Bags & Bubble Wraps* "Unique to Stanford"
- NO Contact with Food or Liquid
- NO Corrugated Cardboard *Those belong in their own bin*
- NO Napkins, Facial Tissue or Toilet Paper

**CORRUGATED CARDBOARD** *please empty and flatten*

- Corrugated Cardboard
- Flatten if Possible
- Packaging Tape OK
- NO Contact with Food or Liquid
- NO Styrofoam
- NO Packaging Filler Material

**COMPOSTABLES** *food, soiled paper, and yard trimmings*

- All Food
- Paper Towels, Napkins & Soiled Paper "Including Pizza & Donut Boxes"
- Compostable Plastics
- NO Human or Animal Waste
- NO Bathroom or Facial Tissue
- NO Gloves
- EXTRA CREDIT Plants, Leaves & Wood

**LANDFILL ONLY** *if all else fails*

- Styrofoam
- Human or Animal Waste "Including Bathroom & Facial Tissue"
- Ceramics or Non-Recyclable Glass
- NO Recyclable Materials
- NO Yard Trimnings or Compostable Materials
- Non-Recyclable Packaging
- NO Electronics, Lightbulbs, or Batteries
ANIMALS

With the exception of university-approved service or support animals, keeping animals of any kind, including fish, in university residences is prohibited.

- Please do not “adopt” the feral cats on our campus.
- Residents with prohibited animals will be charged an administrative fee of $100 upon discovery and $100 per day until the animal is permanently removed.
- You could also be charged for any damage or cleaning needs the animal causes, including introducing fleas into the residence.

Students with approval from the Office of Accessible Education to have service or support animals in their residences agree to comply with all service and support animal policies. For more information, visit rde.stanford.edu/animalpolicy.

BEDBUGS

Bedbugs are a growing worldwide problem triggered by increased travel and decreased use of pesticides. Bedbugs have been found in virtually every type of housing, including five-star hotels, hospitals, and college residence halls. Because Stanford is very proactive about this issue, we are fortunate to have had very few cases in the past few years.

- Bedbugs can travel in your belongings, so please help us keep our campus bedbug-free by checking your luggage and clothing for bedbugs and their eggs upon first arrival and following any traveling.
- For more information, read the R&DE Student Housing website’s What You Should Know About Bedbugs at pests.stanford.edu.
1. Locate your start and end contract dates which can be found in Axess. All undergraduate contracts end on June 14, 2019 unless you are assigned for summer, graduating, or have been approved for late-stay housing.

2. Winter Break Closure: Undergraduate Residences close for Winter Break on Saturday, December 15, 2018 at noon and reopen at 8 a.m. on Saturday, January 5, 2019. With the exception of the Winter Break Closure, undergraduate residences remain open continuously throughout the contract period, including Thanksgiving week and Spring Break.

3. File a Reassignment Request: Upper-class students can file a reassignment request through their Axess account. In addition, students will also need to have their Residence Dean sign a reassignment authorization form. Freshmen seeking reassignment should consult their Residence Dean.

4. Want Housing for Summer ‘19 or 2019-20? You will need to apply during Spring Quarter 2019. Information will be available at thedraw.stanford.edu in April 2019.

5. No Sublicensing: Undergraduate residences may not be sublicensed and undergraduate students may not sublicense graduate apartments.

GRADUATE HOUSING:

1. Locate your start and end contract dates, which can be found in Axess. 2018-19 graduate housing contracts that end after Spring Quarter have a move-out date of June 17, 2019. Contracts that include summer have end dates of August 5, 2019 for students with children, and August 18, 2019 for all other students.

2. Eligibility for Housing: Only enrolled matriculated graduate students (with at least 8 units of study or TGR status) are eligible for housing.

3. Plan ahead for 2019-20 Housing: Your current contract is for this academic year only (2018-19.) If you wish to be assigned housing for the 2019-20 academic year, you need to apply for the Lottery or renew your housing in April 2019. Information is available at the beginning of Spring Quarter on the R&DE Student Housing website. Watch for emails and notices from R&DE Student Housing for critical due dates and instructions.

4. File Reassignment Requests: If you wish to be reassigned, file a reassignment request in the Housing portal in Axess.

5. Sublicensing Rules: Residents of graduate housing may sublicense their rooms/apartments for up to one term per academic year, under certain circumstances, if established procedures are followed. Visit studenthousing.stanford.edu/sublicense for a Sublicense Agreement form and other documents that must be submitted to Housing Assignments for review and approval before an agreement can be finalized.
TERMINATION OF OCCUPANCY DATES

- If you are leaving housing before your contract end date, you must apply in Axess to terminate your occupancy. Note that applying to terminate your occupancy does not necessarily release you from your housing contract. To avoid fees, please see deadlines as noted on the chart on the right. For more information, visit studenthousing.stanford.edu/residenceagreement.

- Undergraduate Housing: If you plan to end your contract before June 14, 2019 because you are participating in an off-campus Stanford program, taking a leave of absence, or graduating, you must apply to terminate your housing in Axess. No other department or person can apply on your behalf.

- Graduate Housing: All graduate students can end their contracts at the end of Spring Quarter without penalty by filing a termination by May 3, 2019, but anyone who ends their contract will not be able to renew for the next year.

Residence Agreement Termination Dates and Fees

<table>
<thead>
<tr>
<th>If your occupancy ceases at the end of:</th>
<th>And you file a Termination of Occupancy form in Axess by:</th>
<th>You are charged an Administrative Fee of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn Quarter</td>
<td>October 26, 2018 or before</td>
<td>No fee</td>
</tr>
<tr>
<td></td>
<td>October 27 to November 30, 2018</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>December 1 to December 7, 2018</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>December 8, 2018 to December 30, 2018</td>
<td>$350</td>
</tr>
<tr>
<td></td>
<td>December 31, 2018 or after</td>
<td>$450</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>February 8, 2019 or before</td>
<td>No fee</td>
</tr>
<tr>
<td></td>
<td>February 9 to March 8, 2019</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>March 9 to March 22, 2019</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>March 23, 2019 or after</td>
<td>$450</td>
</tr>
<tr>
<td>Spring Quarter ¹,²</td>
<td>May 3, 2019 or before</td>
<td>No fee</td>
</tr>
<tr>
<td></td>
<td>May 4 to May 31, 2019</td>
<td>$100</td>
</tr>
<tr>
<td></td>
<td>June 1 to June 14, 2019</td>
<td>$250</td>
</tr>
<tr>
<td></td>
<td>June 15, 2019 or after ¹,²</td>
<td>$450</td>
</tr>
</tbody>
</table>

See Residence Agreement for policy

Notes:
1. These dates apply only to students who have signed full-year contracts. Students who have signed academic-year contracts do not need to complete a Termination of Occupancy form for the end of Spring Quarter because their Residence Agreements expire at the end of Spring Quarter.
2. Graduate Students in full-year contracts after June 18, 2018 who have not received prior approval from R&DE Student Housing Assignments will not be permitted to terminate their contracts before the end of Summer Quarter.
EMERGENCY CONTACTS

Police – Fire – Medical
From Stanford office phones: 9-911
From Stanford residence, cell or other phones: 911
Outdoor blue tower phones will automatically dial 911.

Public Safety
Non Emergency (24hrs/365): (650) 723-9633

Counseling and Psychological Services (CAPS)
(650) 498-2336

Sexual Assault/Rape Crisis Hotline
(650) 725-9955

5-SURE Security Escorts
(650) 725-SURE

R&DE Emergency Maintenance Hotline
(650) 725-1602

Hazardous Materials
(650) 725-9999

INFORMATION AND HOTLINES

University Announcements
Emergency Hotline: (650) 725-5555
Out of Area information hotline: (844) 253-7878 (844-AlertSU)
AlertSU text messages will be sent from 226787 or 67283. Add these numbers to your contacts as AlertSU.

Websites
Emergency website: emergency.stanford.edu
Public Safety website: police.stanford.edu
Student Housing: rde.stanford.edu/studenthousing/emergency

Hospital Bulletins
(650) 498-8888

Public Emergency Information
Out-of-area callers: 1-844-AlertSU (1-844-253-7878) or 1-602-241-6769

IF THERE IS AN EVACUATION

- Follow all posted Emergency Evacuation Plans and other emergency signage. For off-campus residents, please follow emergency procedures specified by the property owner.

- Go to the nearest Emergency Assembly Point (EAP). Every university building has an EAP. For your EAP location, please check the Emergency Evacuation Plan in your residence or at ehs.stanford.edu/reference/emergency-assembly-points-campus.

- Wait for instructions from first responders or university staff after an evacuation. Be patient. Listen to SU announcements and updates on the Stanford Emergency Information hotline (650) 725-5555 and on KZSU (90.1FM).

- Check your phone or email for updates and information via the AlertSU system (alertsu.stanford.edu).

- Call an out-of-area emergency contact. More information on emergency communications strategies and out-of-area contacts can be found at ready.gov/make-a-plan.

- Return to your residence when safe to do so. Check in with residential staff for further instruction.
WHAT TO DO IN AN EMERGENCY

ACCIDENT
- Report the emergency using a blue tower phone or by calling 911.
- Give first aid.
- Stay with the victim until help arrives.

FIRE
- Pull fire alarm.
- Evacuate. Do not use elevators. (See “If There Is an Evacuation”)
- Report the fire using a blue tower phone or by calling 911.

BOMB THREAT
- Report any threat or suspicious object using a blue tower phone or by calling 911. Follow police instructions.

POWER OUTAGE
- Most outages are resolved quickly. Wait for situation updates via staff or AlertSU.

ACTIVE THREAT
  police.stanford.edu

EARTHQUAKE
- Drop and take cover. Wait until the shaking stops to evacuate. Do not use elevators. Buildings will be examined before re-entry. (See “If There Is an Evacuation”)
- R&DE staff will implement plans as required for emergency care and shelter of the residents and Stanford Community. Instructions will be provided to residents by staff. Residents in off-campus housing should seek assistance and resources on the Stanford campus.

GO BAG
While R&DE will support residents with food, water and shelter during a disaster, those resources may take some time to deploy. Residents are strongly advised to have a collection of immediately accessible emergency supplies. Suggested supplies contained in your Go Bag include:
- Extra bottles of water
- Food bars and other snacks
- Power cord for mobile phones and power bank
- Flashlight and extra batteries
- Important documents and contact numbers
- Change of clothing and sturdy shoes
- Any prescriptions, eyeglasses or contacts
- Hygiene supplies