

# Top Ways to Avoid Damages

## End of Year Damages

1. Make sure that your Room Condition Report is accurate at your time of check-in.
2. Always take your personal trash all the way outside to the dumpster or designated trash receptacle. Do not leave trash in the hallways.
3. Only use poser putty to hang pictures or posters on your walls. Do NOT use tape, tacks, nails or screws.
4. Make an appointment with your RD/RA to check out of your room (If they are not available during the time that you wish to check out, please sign up with another RA from our area) Check out times and dates will be posted prior to the end of the spring semester. Students are required to remove all of their belongings from the room/apartment prior to checking out at the end of the year.
5. Please vacuum or sweep your room and throw away trash to avoid additional cleaning charges.
6. At the end of the spring semester, take all personal items home or to the designated trash area outside of your building if you no longer want them.
7. Return your keys directly to the RD or RA who is checking you out (**keys must be returned at both winter break and at the end of the spring semester**).

## *Top Ways to Avoid Damages cont. . .*

8. Make sure your common area is clean. Remove any trash in your kitchen area, lounges, and bathrooms to avoid unnecessary common area clean up costs. For common areas within buildings or suites, where no individual comes forward to take responsibility for the remaining trash, the cost will be divided between the designated building, area, or residents of the room/apartment.
9. Replace all College furniture in its original place. De-bunk all beds and replace furniture to original sides of the room.

## Semester Damages

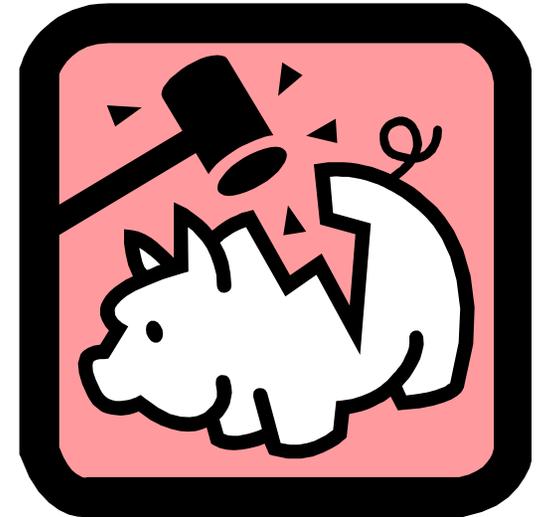
1. Always report damages to your Residence Life staff right after it happened to avoid judicial fees.
2. If you know who caused damage in your building, report them to your Residence Life staff right away. Otherwise all residents of the building will share the cost and the responsibility for the damage.
3. Return your keys at the end of the winter break.

### Have information about common area damage?

- Contact the Office of Residence Life at 978.232.2141 or email [ehedrick@endicott.edu](mailto:ehedrick@endicott.edu)
- Call the Anonymous Tip Line at x7777 or 978.998.7777

Endicott  
College

Office of Residence Life



*Damage Billing*

*And How to Avoid It!*

# Endicott's Billing Philosophy

Damage billing at Endicott College occurs throughout the year as damage happens, with the majority of assessments occurring at the end of each semester. The Office of Residence Life works in conjunction with Physical Plant and the Judicial Office to record and investigate all damages which occur within and around the residence halls and to seek the appropriate reimbursement from the responsible parties. The College has expectations for the conditions our students live in as members of our residence community.

## Philosophy

It is imperative to maintain a safe and clean environment conducive to the academic pursuits of the residents. It is the expectation of the College that students in residence will respect their living environment and contribute to maintaining the quality of living within the hall and their individual rooms.

While some colleges and universities incorporate projected damage costs into tuition/fees, it is the philosophy of Endicott College to bill students only when damage occurs.

Assessment of common area damage (CAD) as defined by the Terms and Conditions of the Handbook for Students states that after a full investigation by staff (which includes notification of residents and postings), if the responsible person(s) are not identified, the cost of repair will be equally assessed to all persons who share the common area impacted. Major items, repetitive vandalism, and anything else which is beyond the scope of normal wear and tear are the primary focus of such billing (ex: broken windows, broken furniture, damage to walls, graffiti, excessive trash; etc. CAD bills cannot be appealed.

## Common Student Damage Charges

\* This is not the comprehensive list of damage costs. If you would like a full list of damage costs please contact the Office of Residence Life. Additionally, these costs do not include a Res. Life or judicial fine which may be assessed.

<b>Students damage- Item charge list*</b>	Parts	Labor
Broken Light Cover	\$65	\$50
Fire Exit Sign	\$100	\$100
Broken Window Arm (Crank)	\$50	\$50
Broken Window (Sash)	\$125	\$50
Broken Door Glass	\$25	\$25
Broken Room Window	\$250	\$100
Wall Damage Hole	\$75	\$300
Patch/Paint Wall	\$25	\$100
Graffiti	\$10	\$100
Door Slab (Add \$200 For Fire Rating)	\$200	\$200
Sticker Removal		\$50
Mod Screen Door	\$150	\$100
Broken Screen	\$50	\$50
Broken Screen Frame	\$75	\$75
Broken Shade	\$25	\$25
Lost Key	\$50	\$50
Trash Removal (Per Bag)		\$25—\$50
Ceiling Tiles	\$10	\$50
Shower Curtains/Rods	\$25	\$25
Carpet Cleanings—Stains	\$25	\$75
Excessive Cleaning		\$100
Desk Replacement	\$250	\$50
Desk Chair Replacement	\$150	\$50
Improper Check Out		\$25

## The Room Condition Report

The Room Condition Report (RCR) is the main vehicle for assessing the condition of all rooms and their furnishings. Each individual has an RCR completed before the move in and before check out.

Before students check in, the building staff inspects the condition of every room and its furniture for damage and notes the condition on the RCR. When the student arrives to check in, they are given the opportunity to review the RCR and insure that the present conditions of their room and its furnishings are accurately reported. Any inaccuracies should be brought to the attention of the Residence Life staff within the 1st week of moving in.

After the 1st week of school, RCRs are considered final and any changes in condition found at the check out or throughout the semester will be billed to the student.

## Semester Damage

During each semester, any damages and clean-up fines which are reported are assessed and billed to the students. Assessment includes cost of repair or replacement, labor and parts, judicial fines, and posting the damage and its estimated cost of repair in the building, apartment, or room for three days.

When the student who caused the damage is identified or admits responsibility, the cost to repair the damage is added to the individual's account. When the responsible party cannot be determined, damage charges are split between all residents of the room, apartment, floor, or building, depending on the location of the damage. If damage is found to be malicious, the student(s) involved may also be subject to judicial proceedings, which may result in community restitution and/or additional fines and/or suspension from the residence halls.