



University  
of Windsor

**Policy Title:** Damages and Additional Housekeeping in Common Areas Policy

**Date Established:** Historical Policy

**Office with Administrative Responsibility:** Housing and Residence Life

**Functionality Area:** Facilities & Residence Life

**Approver:** Director, Housing & Residence Life

**Revision Date(s):**

- November 2024

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### ***Purpose***

This policy outlines what will occur if damage is found, or additional housekeeping is needed in common spaces within residence.

### ***Scope of Policy***

This policy pertains to anyone living or visiting residence buildings. Charges will be assigned to residents only.

### ***Definitions***

The definitions below are specific to the development and maintenance of this policy:

1. “Common areas” are the spaces outside of an assigned room. This includes, but is not limited to, lounges, study rooms, hallways, kitchens and building lobbies.
2. “Additional housekeeping charges” are charges for additional housekeeping when a space is left in a state that requires beyond day-to-day cleaning. Housekeeping will consult with Housing and Residence Life staff to determine if additional housekeeping is required.

### ***Policy Statement***

Residents are expected to respect, and take care of, the space and furniture that is provided in all common areas.

If damage or vandalism occurs (accidental or otherwise) in common areas efforts will be made to identify the resident(s) who is responsible and to charge those responsible for repair costs. If no one is identified as responsible, repairs charges may be applied to all students living on the floor/wing or in the building. The total cost of the repair will be divided amongst all residents on the floor/wing or building with a minimum charge set at \$5 per student. If there are any funds remaining from the \$5 per student charge the excess will be put towards residence life programming.

Common areas which are damaged, dirty, or not kept to standards (determined by Housing and Residence Life) may result in additional housekeeping charges to the individual or floor responsible, and/or the closure of that area for a specified amount of time.

If furniture is moved and not returned to original location/set up in a common area, charges will be applied.

Resident(s) responsible for damage or additional housekeeping needs may also face sanctions through the residence student conduct process.

### ***Roles and Responsibilities***

1. Residents are responsible for:
  - a. Reporting damage that they have caused or have identified
2. Housing and Residence Life staff, including student staff, and Housekeeping staff are responsible for:
  - a. Identifying and reporting damage and/or housekeeping issues as required
3. Facilities Coordinator is responsible for:
4. The Facilities Coordinator (FC) is responsible for:
  - a. Assessing damage that is reported either throughout the year or during end of semester inventory room checks
  - b. Investigating damage in common areas in conjunction with the Residence Life Coordinator
  - c. Informing resident(s) of cost of repairs/furniture relocation
5. Residence Life Coordinators are responsible for:
  - a. Facilitating the residence student conduct process

### ***Review by***

Review annually in July.



**Policy Title:** Procedures for Implementing Policy on Damages and Housekeeping in Common Areas

**Date Established:** Historical Procedure

**Office with Administrative Responsibility:** Housing and Residence Life

**Functionality Area:** Facilities & Residence Life

**Approver:** Director, Housing & Residence Life

**Revision Date(s):**

- November 2024

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### ***Scope***

These procedures apply to the implementation of the Policy on Damages and Housekeeping in Common areas.

### ***Procedure***

1. All Housing and Residence Life staff, including student staff, will report any damage in the building to the Facilities Coordinator (FC) and student staff will also submit an incident report. This damage may be noticed during regular building rounds, room visits, during building inspections and semester end room inspections.
2. If a resident reports damage, FC to follow up, inspect and inform Residence Life Coordinator where appropriate.

If responsible resident(s) is unknown:

1. When damage is identified, FC to post signage in area requesting further information from residents; sign to be posted for a minimum of three (3) days
2. If someone is identified the Residence Life Coordinator investigates and will follow up with identified resident(s). After meeting, if Residence Life Coordinator confirms responsibility the cost of repair is charged to the resident(s). During investigation, Residence Life staff determine whether student will also go through residence student conduct process.
3. In some cases, video surveillance will be used to confirm responsible resident(s).
4. If no one is identified the FC will consult with Residence Life Coordinator to determine if repair cost will be divided by floor/section or building.
5. FC determines cost of repair and applies charge to resident(s) account.

If responsible resident(s) is known:

1. FC determines cost of repair and applies charge to resident(s) account

2. Residence Life staff determine whether student will also go through residence student conduct process.