PENSACOLA CHRISTIAN COLLEGE

and Related Ministries



2025-2026

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Ministry Housing

The College maintains residential rental locations on and near campus and may be available for single and married personnel (when both are employed by the ministry). Housing is typically available 2–3 days before employment begins.

Housing Change Requests

Because housing is part of an employee work agreement, moving out of ministry housing is managed on a request-only basis. Employee Services maintains a list of residents who have requested to move, and several move requests are honored each March.

Current residents are required to submit a <u>Housing Request</u> (i.e., moving out, new roommate, new location) on the Employee Services website.

If your request is approved, you will be contacted about the next steps required for moving out. Do not make plans for alternate housing until you have received notification from Employee Services that your request has been approved.

If you change housing, you will need to update your address on Workday.

Notification of Marriage

If you are planning to get married and would like ministry housing, you should submit a <u>Housing Request</u> on the Employee Services website as far in advance as possible. A housing request is not a guarantee of placement.

Housing is only available if both spouses are employed either as faculty/staff or GAs. Housing for families with children is not available if both spouses are GAs, and housing is not available if either spouse is an undergraduate.

General Guidelines

Appearance

Always keep the front door area neat.

Do not hang plants, wind chimes, mobiles, etc.

Residents are responsible to sweep their own porch/walkway. Periodically clean mold and dirt from outside doors and windows. Flower boxes should not be hung on porch railings that face the front of the apartment, and rugs or towels should not be hung over walkway railings.

Chalk may not be used to draw or write on the walkways. Children are not to dig holes or otherwise disrupt the landscape.

Houses

The resident is responsible for maintaining the grounds.

Do not park cars in the yard.

Things you should do on a regular basis:

- Mow, edge, weed, trim hedges, and rake leaves.
- Stow toys in the backyard rather than front yard or driveway.
- Report Maintenance issues as they arise.
- Report tree issues (leaning trees, dead limbs, fungal growth, growth into utility lines, etc.) to <u>Grounds</u> immediately.

Apartments/Residence Halls/Waveland

Grounds will handle lawn care and landscaping.

Renters' Insurance

The College does not assume any responsibility for loss or damages to individual belongings. It is the resident's responsibility to insure personal property against loss or damages.

Pets

Apartments/Campus House/Residence Halls/Waveland

Pets are not permitted.

Houses

All pets must be kept outdoors and registered with the Housing Coordinator. Residents should have no more than one pet. Yearly vaccinations must be kept up to date per Escambia County Ordinance.

The \$175 pet fee is nonrefundable and nontransferable to other college housing. This fee should be paid to the Cashier's Office. It does not exempt you from damage caused by your pet beyond the amount of the fee or the \$125 extermination fee charged if the pet enters your home.

Hurricane Prep

Please help us by protecting your residence during severe weather. Be sure all loose outside items are secured or placed inside prior to a severe wind storm.

In the event of a hurricane, if your location is supplied with hurricane shutters and/or other protective materials for doors and windows, you should secure them in place.

Walls and Wall Décor

General

Sticky tack and removable, non-marking adhesive strips may be used on any surface. Residents are responsible to remove these when moving out and will be charged for any damages. Do not use nails, straight pins, screws, tape, etc. Tacks may only be used on bulletin boards (residence halls and Campus House).

Wallpaper, adhesive paper, or other permanent sticky films should not be used to laminate cabinets, college furniture, walls, windows, etc.

Tension rods may be used for hanging curtains.

Apartments/Houses

Residents may supply standard rods to be installed by Maintenance. There is a \$10 charge per rod. Curtains should not be hung on patio doors.

Keep the number of items hung to a minimum. Any holes will result in a charge per hole when you move out. Contact the <u>Housing Coordinator</u> for permission before hanging things that will leave permanent holes in the woodwork.

Safety

General

Keep all outside doors locked. If you see suspicious strangers around the residences, call <u>Security</u>.

You must show your current Employee ID Card to be permitted to enter any residence hall.

Those living on campus should not request food or grocery delivery from outside providers. The Palms can deliver to the residence halls.

Firearms, BB guns, fireworks, etc., are not allowed on campus or college property.

Inform your housemate, roommate, or a neighbor when you are on vacation so you can be reached in case of an emergency.

When you go on vacation, have someone pick up mail or packages for you. Newspapers and packages on porches or doorstops indicate a location is vacant, making it vulnerable to break-ins.

Keys/Employee ID (Card and Mobile)

Never duplicate or loan keys or Employee ID to anyone—personnel, family, friends, etc.

If you lose your keys or you are locked out during business hours, go to the Cashier's Office to request a replacement. There is a \$5 charge per key.

If you lose your Employee ID or you are locked out during business hours, go to the PCC Card Office to request a replacement. There is a \$10 charge per card.

If you are locked out after business hours, on a weekend, or on a holiday, ask Security or the Information Desk to contact Maintenance. There is a \$35 charge Monday–Friday and a \$45 charge Saturday–Sunday.

Screens on windows or doors are not to be pried open or removed when someone is locked out.

Residence Halls/On-Campus Waveland/Campus House

Residents use their Employee ID to access their building, room, and storage rooms. Residents living in Waveland will use a key for apartment entry. The key (Young Tower residents only) will allow access to the first-floor hallway and to the designated storage closets.

Residents use their Employee ID to access campus after hours. It is your responsibility to let yourself or your guest out if the gates are locked.

Doors must never be propped open. Allow doors to close as they are designed to since blocking the doors will cause the card access key system to malfunction. Tampering with and/or damaging the card access key system will result in a maintenance repair fee.

If you enter through a locked door, be sure it latches behind you. If you find an unlocked door that is supposed to be locked, or a door that is propped open, notify <u>Security</u> immediately.

Name cards must be kept on doors. If cards are incorrect, send the correct information to the <u>Housing Coordinator</u>.

Fire Safety

Do not leave your residence with candles burning or diffusers, heat lamps, space heaters, towel warmers, wax warmers, etc., running. Oil lamps are not permitted in Campus House, On-Campus Waveland, or residence hall housing.

Smoke Detectors

Smoke detectors are installed at each residence. Residents are responsible to check these each month. Maintenance will check the smoke detectors in single GA and residence hall housing.

Those living in Teuscher, Rawson, or residential houses are required to check your smoke detector every month. Push the center button (or light) and hold for 10 to 15 seconds. If a warning signal goes off, the unit is working properly. If no signal sounds, contact <u>Maintenance</u> to have it serviced. If the smoke detector is beeping frequently, you are responsible to purchase and replace the battery. West Place Apartments will be tested by Maintenance. Residents may purchase their own fire extinguisher.

Fire Drills

Personnel living in residence halls are encouraged to participate in fire drills. If the fire alarm sounds and the residence manager has not given notification of a drill, all personnel are to evacuate the building immediately.

Fire Alarm Systems

Tampering with any part of fire alarm systems is a criminal offense and PCC is obligated to report when any part of the system is disabled or defaced.

Grills

Grills are only permitted for residential houses.

Per the fire marshal, grills must be 10 feet away from any building when used (the "10-Foot Law"). Only charcoal grills can be stored on porches; gas grills must be stored a minimum of 10 feet away from the buildings or overhangs.

Courtesy and Cleaning

General

Roommates and housemates need to share cleaning responsibilities. Be considerate of neighbors by not making undue noise. Do not vacuum, shout, play loud music, etc. between 10 p.m. and 7 a.m.

Children should not be allowed to run loose and bother neighbors. Children should not enter any residence unless invited by an adult and should not stay long hours even when invited.

Residence Halls and Campus House

Brooms, mops, dustpans, and vacuum cleaners are kept in the laundry and trash chute rooms. Return items immediately after use so they will be available for others. Report broken vacuums to <u>Maintenance</u>. When cleaning your carpet, do not use powdered carpet deodorizers.

Carpet

Carpet cleaning is the responsibility of the residents. It is recommended that residents steam clean their carpets at least once a year. For carpet spots, pour a couple of drops of hydrogen peroxide onto the spot and rub it with a clean cloth.

When carpet runs appear, contact <u>Maintenance</u> immediately. Never pull a thread or vacuum over a run that has not been repaired.

Kitchen/Bathroom

Kitchens and bathrooms with ceramic tile should be cleaned with an allpurpose cleaner, not with floor wax.

Use a mild cleaning agent and a soft cloth to clean the lacquer finish on the brass sink and tub fixtures. Harsh or abrasive cleaning agents will permanently damage the fixtures. Bleach or brass cleaner should not be used.

Run water before and during operation of the garbage disposal and for at least 15 seconds after turning the disposal off. Do not grind fibrous food such as celery, corn husks, potato peels, etc. Never pour oil or grease down the drain or the disposal.

If drains are clogged and will not clear up when plunged, do not use Drano or other commercial drain openers. These products attack metal if they remain in pipes and may be hazardous to Maintenance personnel who may need to work on the drain.

No substance containing even a small amount of bleach (tablets, liquid, powder, etc.) should be placed in toilet tanks. Bleach deteriorates the rubber flapping inside the tank and will quickly cause the seal between the toilet and the tank to break down, resulting in costly repairs. A hanging deodorizer in the bowl itself is acceptable.

Mildew Problems

Because of Florida's high humidity, you may need to regularly clean mildew in your residence. The following are practical ways to reduce humidity and mildew growth:

- Place Damp-Rid (available for purchase online or in stores) in bathrooms and closets to absorb excess moisture.
- Wipe moisture from shower walls, ceiling, and bathtub.
- Do not leave wet laundry in the machines for prolonged time periods.
- Machine dry laundry rather than air drying inside location.
- Do not open the dishwasher immediately after a cycle.
- Keep windows and outside doors closed when humidity outside is high.
- Campus House and residence hall windows should never be opened.
- Leave the bathroom exhaust fan running for 20 minutes after taking a shower.

- Winter: Run the circulating fan on the air control unit continuously (24 hours per day) to keep air circulating.
- Summer: Set fan at "auto" so the fan cycles on and off with the air conditioning. Temperature should be no lower than 70° and no higher than 80°.
- Leave inside doors open to allow for ventilation. Even in a well-ventilated location, an enclosed room can have odor and mildew problems.
- During the day, open window blinds and/or curtains. (Be sure to close them at dusk for privacy.)

Windows

To prevent mildew problems, window blinds in all unoccupied rooms should be put in an open position to allow the room to better dehumidify. Blinds should be open when residents are at work or away on vacation. In the evening, blinds need to be closed for privacy. Do not hang anything on the blinds since this causes damage.

Campus House and residence hall windows should never be opened. Most residence hall windows have been sealed shut and cannot be opened. Do not attempt to break the seal to open these windows. A limited number of windows have not been sealed; however, these windows are to be opened only by Maintenance or in an emergency situation.

Maintenance

Heating/AC

Changing the air conditioning filters regularly increases cooling/heating efficiency, cuts electricity costs, and keeps the air clean. Residents are responsible to purchase and install the filters in all housing locations. Maintenance will install filters in GA and residence hall housing.

You will receive a monthly email reminding you to check your smoke detector and to clean or change your AC filter. The Preventative Maintenance Form must be completed prior to the due date, indicating either that the work was performed or that the work should be performed by Maintenance. If the form is not submitted by the date due, Maintenance will automatically schedule a time to check your smoke detector and replace your filter(s). A service fee of \$25 will be charged to your PCA account for smoke detector checks and AC filter work.

Leave a minimum of 12 inches of space between items and air conditioning/heating units. This allows for proper air return and improves the cooling/heating of your location. Maintenance is not responsible for any breakage or damage to items moved in order to service a unit.

If you notice moisture around the air conditioner, wet carpet, etc., contact <u>Maintenance</u> immediately. Since thermostats are sensitive and easily damaged, tampering with the devices may result in breakage charges up to \$700.

Repairs

Contact Maintenance regarding any needed repairs. Maintenance will typically contact you about your request within 5 business days from the date submitted. If it is within 5 business days, Maintenance will give a 10–15-minute courtesy contact before entering to complete the work. If it is past 5 business days, Maintenance will contact you the day before to schedule a time to come to your location. If you are ill when Maintenance is scheduled to come, call the Maintenance Office (ext. 1001) by 8 a.m. and put a note on your door as well.

Maintenance will service only college-owned appliances (washers, dryers, microwaves, etc.). Appliances you have purchased or those left by a previous resident are your responsibility.

The resident is responsible to pay for any broken items or fixtures (toilet seats, towel bars, overhead light fixtures, etc.). The cost to repair or replace the item, as well as a service fee, will be billed to the resident(s).

Apartments/Houses

The resident is responsible for changing the light bulbs. Do not attempt any other electrical work. For light fixtures on a high ceiling, you may supply the bulb and contact Maintenance to install it.

Residence Halls

Maintenance will perform routine building maintenance. Do not attempt to do any electrical work in your residence, including changing light bulbs.

Emergency Maintenance

In most cases, repairs can wait until regular hours, even if there is some inconvenience. However, in case of an emergency (e.g., broken pipes or something that is causing property damage) after regular work hours, on weekends, or on holidays, call <u>Security</u> and request Emergency Maintenance.

In the event of an emergency in an adjoining location, Emergency Maintenance may need immediate access to your location to determine the extent of damages between the locations. You will need to work with Maintenance in order to prevent further damages to both residences.

Bugs/Pests/Rodents

If you have problems with ants or roaches, spray your location first. Contact **Maintenance** if the problem persists.

If you think a rodent might be inside your walls, do not put out poison, which may kill the rodent in an inaccessible place and create a bad odor. Instead, set a trap and contact Maintenance. Maintenance personnel will examine your location to see if there is an opening where the rodent may be entering.

If you suspect your location may have bed bugs, go to <u>Bed Bug Protocol</u> for more information.

Remodeling Requests

General

All renovation or housing modification requests (such as new carpet, new paint, wallpaper removal, landscaping, fencing, etc.) must be submitted as a <u>Housing Request</u>. Apartments are typically repainted about every 5 years, either as needed or when the location is vacant. Do not paint or remove wallpaper yourself. Carpets are typically replaced as needed.

If your request is approved, you will be notified, and the Housing Coordinator will communicate with Maintenance about your renovation. Do not contact Maintenance directly about the status of renovation requests. If you have a question, contact the <u>Housing Coordinator</u>.

Ceiling Fans

General

Any installation or removal must be done by a PCC electrician. Current ceiling fans will not be repaired. If a fan becomes inoperable, it can be replaced by a college-owned light fixture at no cost to the resident.

Installation

Residents may choose to have an inoperable fan replaced by a new resident-supplied fan for a \$50 fee. Used resident-owned fans will not be installed.

Removal

Residents may choose to have an operable ceiling fan replaced by a collegeowned light fixture for a \$50 service fee. This fee also applies if the resident is moving and wishes to take their fan with them.

Rent

Those living in college housing are responsible to pay rent. Rent is assessed per location and is divided equally among the residents. GA rent is a flat per-person rate. Rent is deducted from your paycheck.

Residents are responsible for rent from the date keys are picked up until the date the resident has been properly checked out of their housing. Personnel who are moving between locations will be charged a prorated amount for both locations until they have been checked out.

Personnel who live in college housing during the summer or who leave their belongings at the location during the summer are required to pay rent. Summer rent for 9- or 10-month personnel is not handled through payroll deduction. Residents need to pay the Cashier's Office in person or online via Make a Payment. Checks for summer rent should be made payable to Pensacola Christian College.

The rent for June is due on July 1, and the rent for July is due on August 1. If your rent is not received by the 10th of the month, you will be charged a \$15 late fee.

Utilities

Apartments/Houses

Deposits and Connection Fees

Since utilities are managed by the College, residents are not required to pay utility deposits or connection fees. Employee Services will notify the proper utility company (Florida Power and Light, ECUA, or Pensacola Energy) of any changes. Residents should not contact these utility companies when moving into or out of college housing.

Use the correct account number when making payments to utility companies. Remember the account number will change when you move to a new residence. Residents should not set up their utility bills for budget billing, electronic billing, or automatic bank draft. If you should receive a utility bill that does not belong to you, contact the Housing Coordinator.

When moving into college housing, residents are responsible for utilities from the date keys are picked up until the date the resident has been properly checked out of their housing. Personnel who are moving between locations will be charged a prorated amount for both locations until they have been checked out.

The utility bills for singles sharing a residence are placed in one resident's name. That resident should communicate the charges to the other residents to determine the best way to share the responsibility of paying the utility bills.

Telephone/Cable

Telephone and/or cable (if available) should be handled by the residents directly with the providers. AT&T (800-331-0500) and Cox (844-835-7609) service most of our locations. When adding these services, try to schedule the appointment during the week. If the cable/telephone company comes after 4 p.m., contact <u>Security</u> to give them access to the necessary areas.

DirectTV or satellite dishes are not permitted at apartments. Those living in houses must secure permission and location approval from the Housing Coordinator before installation.

Wireless Networking

If you add wireless internet access to your location, be sure that you secure your network. This will allow you to use your wireless connection without interruption and will restrict others from using your signal. On-campus residents will have access to PCC Wi-Fi.

Campus House/Residence Halls/On-Campus Waveland Wireless Access

Do not set up your own wireless computer network. Free wireless filtered internet access is available to all staff/GAs in on-campus housing. Setup instructions are located online.

Staff

Wi-Fi Setup Instructions for Staff Living on Campus—Employee Services

GAs

Student Wi-Fi Setup: PCC Eagle's Nest (pcci.edu)

If you have trouble connecting to PCC Wi-Fi, please contact the <u>IT Help Desk</u>.

Garbage

Houses

Residents need to manage their own garbage pickup. Garbage containers must be placed by the curb the night before pickup and be removed from the curb by 7 p.m. on the day of pickup. Garbage containers need to be stored in the backyard and should not be visible from the street. Bulk trash pickup needs to be schedule with ECUA by calling 850-476-0480.

Apartments/Campus House/ Residence Halls/On-Campus Waveland

General

Residents need to bring their garbage to the dumpsters or trash chutes located near their residence. Garbage must be secured in plastic bags before being put inside the dumpsters or trash chutes. Break down boxes before placing inside dumpsters.

Garbage must be placed inside the dumpsters or trash chutes and should not be left around, on, or outside the dumpsters or trash chutes. Garbage is not to be placed outside your door but should be kept inside your residence until disposed of properly.

Large items (beds, furniture, ironing boards, metal, lumber, anything large and/or rigid, etc.) should not be forced inside the dumpsters or trash chutes. If something will not fit, contact <u>Maintenance</u> to schedule a special pickup.

Do not place electronic items (computers, laptops, smart devices, TVs, etc.) in the dumpsters or trash chutes. Bring them to the Maintenance Warehouse dock at 5416 Rawson Lane and place them in the HAZMAT receiving area.

Do not leave garbage or unwanted items in dayrooms, hallways, public areas, stair towers, or storage rooms. Dispose of garbage properly. Bring unwanted items in good condition to the Donation Rooms.

Garbage pickup is on a daily schedule, but some events generate more trash than others (holidays, graduation, moving periods, etc.). If the dumpsters or trash chutes are overflowing during normal business hours, contact Maintenance. On weekends or after normal business hours, call <u>Security</u> and ask for an Emergency Maintenance trash pickup at your location.

Locations

Ballard/Coberly

Use the trash chute on 2nd floor. Break down boxes and place them neatly inside the vending room.

Bradley Tower

Use the trash chute on 2nd floor. Break down boxes and place them neatly inside the 1st- or 3rd-floor west stair tower trash chute rooms.

Campus House

Use the dumpster located outside the building.

Dixon Tower

Use the trash chute on 2nd floor. Break down boxes and place them neatly inside the 3rd-floor west stair tower closet near the trash chute.

Griffith Tower

Use the trash chute on 2nd floor. Break down boxes and place them neatly inside the 3rd-floor closet left of the elevators.

Rawson

Use the dumpster located behind the 4-story building.

Rice Tower

Use the trash chute rooms located near each stair tower. Break down boxes and place them neatly inside the trash chute rooms.

West Place Apartments

Use the dumpster located at the far end of the parking lot.

Teuscher Place

Use the dumpster located at the far end of the parking lot.

Waveland

Use dumpster located near 252 Waveland.

West Place Townhouses

Use the dumpster located near West Place A.

Young Tower

Use the trash chute rooms located near the north and west stair towers. Break down boxes and place them neatly inside the 3rd floor trash chute rooms.

Parking

Vehicles

Vehicles parked on any college-owned properties must be registered.

Campers, jet skis, recreational vehicles, trailers, etc., should not be parked at any college apartment parking lots or on campus. Residents and guests should park these vehicles elsewhere at their own expense.

Cars should not be washed in the apartment area. Residents needing to complete major work on their vehicles must do so off campus.

Car covers should be stored inside your vehicle. Any vehicle and/or motorcycle covers found on the ground will be taken to Lost & Found. Trash, containers, or other items should not be left on the ground around or in front of your parking space.

Guests should be directed to park in guest spots rather than in any empty space. On-campus guests may park either in the unnumbered spaces in the MacKenzie West lot or the gravel lot across from Waveland. West Place Apartment or West Place Townhouse guests may park at an unmarked space at the Gathering Place.

Park only in your assigned space. Do not park in another assigned space, handicapped parking spaces, along the curb, along the side of the building, or on the grass. Parking spaces are available for one vehicle per person. Motorcycles should be parked in parking spaces.

If your assigned space is taken, contact <u>Security</u> and observe the guidelines for your location.

Campus House/Teuscher Place

Park in any guest space (Teuscher Place) or call Security to obtain a temporary parking space (Campus House).

Rawson/West Place Apartments

/West Place Townhouses

Park at any guest space (Rawson) or across the street in an unmarked space (West Place Apartment/West Place Townhouses).

Residence Halls

Park either in the unnumbered spaces in the MacKenzie West lot or in the gravel lot across from Waveland.

Campus House residents may drive onto campus only for the evening meals (after 5 p.m.) and on weekends. On-campus parking guidelines are located on the Employee Services website under <u>Vehicle Information</u>.

Failure to follow the parking guidelines may result in a \$20 parking fine.

Bicycles

Bicycles parked on any college-owned properties must be registered. Unregistered bicycles will be considered abandoned and will be discarded.

Bicycles are not to be stored inside buildings. Use the exterior racks provided and display the PCC registration sticker. For your protection, always lock your bike. See below for bicycle locations.

Campus House

Store in the bike racks provided near the back doors.

Rawson

Store under stairwells, not on apartment porches.

West Place Apartments

Store under stairwells, not on apartment porches.

Teuscher Place

Store under the stairwells by the mailboxes, not on apartment porches.

Guests

Staff Residence (Houses, West Place Apartments, Rawson, Teuscher, West Place Townhouses)

Daytime Guests (until 11 p.m.)

- If a mixed group, there must be a third party present.
- If an undergraduate student, the student needs to obtain a pass and must be of the same gender.

Overnight Guests

- Family members may stay no longer than two weeks. If there are multiple families visiting at one time or if you are single and have housemates present, limit the visit to three nights.
- Non-family (same gender or married couples) guests may stay for three nights, with the approval of your housemate.

Residence Halls/Campus House/Waveland

Daytime Guests (until 11 p.m.)

- Must be of the same gender.
- College students are to obtain a pass from Student Life.
- In the residence halls, staff/GAs should meet all guests in the building lobby, sign them in at the desk, and escort the guests to and from their residence.

Overnight Guests

• Are not permitted in the residence halls or Campus House unless the guest is a same-gender sibling.

Storage

(Apartments and Residence Halls)

Storage Procedures

Be considerate of others who use the storage areas, and observe the following guidelines:

- All items in storage must be in approved containers. Items that are not stored properly will be discarded.
- All boxes, luggage, and storage containers must be sealed securely.
 Do not store empty boxes. Empty tubs should be stacked inside each other.
- Clearly label boxes, luggage, and storage containers with your name and ID number where they are easily visible. All items without resident names and ID numbers will be discarded.
- Storage is only provided for resident employees, not for former employees or friends.
- Limit items to 4 or 5 per person. Waveland storage limit items to 2 per person.
- Do not store items in the walkway, making it difficult for others to get to their belongings.
- Personal and/or college-owned furnishings are not to be placed in storage areas (lamps, chairs, mattresses, bed frames, end tables, etc.)
- Do not store any open liquids which may spill or overflow (detergents, soap, lotions, cleaning supplies, etc.).
- Do not store any food or beverages.

If an employee leaves luggage or other items in storage areas after moving out, the items will be considered abandoned and will be discarded.

Locations

Campus House

CH 201, 231, 301, and 331 are designated storage rooms.

Rawson/Teuscher Place

Individual storage closets are located off the back patios. Residents can access their storage closet using their apartment key.

Moving

If you move or change residence, it is your responsibility to check the change in rent. You will be responsible for the rent and the utilities at your residence until you are properly checked out. Your checkout date is the day your residence is physically inspected.

Personnel who are terminating their employment are expected to vacate their location within 2 days of their termination date.

Cleaning

Locations will be inspected for cleanliness, damages, repairs, etc., and personnel will be billed accordingly if the location was damaged, or if the location was not cleaned properly. Refer to the <u>Cleaning Checklist</u> on the Employee Services website for details regarding proper cleaning for each location.

Checking Out

Approximately 3 weeks prior to moving, the Housing Coordinator will contact you to schedule a checkout. Checkout will entail a physical inspection of your location for cleanliness and maintenance issues. You must be present for your checkout. Checkout guidelines are listed below.

- The <u>Cleaning Checklist</u> will be followed for each location.
- Locations will be physically inspected for cleanliness, damages, repairs, etc.
- All personal belongings must be removed prior to checkout.
- Personnel will be billed accordingly if the location was damaged or was not cleaned properly.
- If you are terminating employment, the Housing Coordinator will collect your housing keys at checkout.
- Your Employee ID Card and parking stickers will also be collected at checkout if your work supervisor did not collect them already.
- If you are moving and remaining on staff, you will keep your Employee ID Card and parking stickers. You are responsible to return your housing keys to the Cashier's Office.
- Personnel who are terminating their employment are expected to vacate their location within 2 days of their termination date.
- Your checkout date is the day your residence is physically inspected.
- You must be present for your checkout.

Utilities

Do not cancel any utility services. Employee Services will notify the proper utility company (Florida Power and Light, ECUA, or Pensacola Energy) of any changes. Residents should not contact these utility companies when moving into or out of college housing. Continue to pay any currently due utilities.

The only companies you may need to contact are the telephone and cable companies. If you should receive a utility bill that does not belong to you, contact the <u>Housing Coordinator</u>.

The account number will change if you move to a new residence. If you pay your bill online, you will need to update the account number or your payment will be applied to the former residence. When making payment to the appropriate utility companies, be sure you have the correct account number for your current residence.

Change of Address

Two weeks before moving, you may want to start changing your address.

Update your <u>Personal Information</u> on Workday two days prior to your move to ensure you receive your W-2 and any forwarded mail.

Update your address for the USPS, DMV, etc., so you do not miss any government notifications.

Update your address for your bank. Most banks allow you to change your personal information online. You may need to visit your bank in person or give them a call if the new address does not appear on your next statement.

Update your address for any delivery services: Amazon, Target, Walmart, DoorDash, Uber Eats, etc. You may want to delete your old address to prevent future delivery problems.

Update your address for any newspapers, newsletters, prayer letters, magazines, or periodicals. It may take several weeks for this change to be implemented, so please notify them immediately.

Furnishings

(Residence Halls and Campus House)

College furniture must stay inside the assigned housing. Do not move furniture from one location to another or place it in a storage room, hallway, dayroom, or off-campus storage facility. Furnishings (bed, bulletin boards, etc.) should never be dismantled. Questions regarding furnishings should be sent to the Housing Coordinator.

Each mattress has a protective mattress cover on it. The mattress cover should remain on the mattress at all times except to be washed. If the mattress cover is missing at checkout, you will be charged a \$30 replacement fee.

Protect the furnishings by using a coaster under beverages and by placing a saucer or a waterproof buffer under plants (whether on the furniture or on the carpet). A small area rug should be placed in front of kitchenettes to protect the floor from stains.

Do not use sharp objects when defrosting or removing ice from refrigerator freezers. Freezer walls puncture easily and cost several hundred dollars to replace.

Residents must provide their own shower curtain. Do not use the shower until a vinyl shower curtain has been hung.

