Townhouse Policies & Procedures

Students living in University owned townhouses are subject to the same policies and procedures as all residential students. The policies and procedures enumerated here are specific to townhouse living. If you have questions about any of these, please contact your Community Director (202) 687-6742, whose office is located in Alumni Square. You may also contact the Office of Residential Living at (202) 687-4560 or residentialliving@georgetown.edu.

Basement Use

Most of the townhouse basements cannot be transformed into bedrooms. It is our policy that sleeping areas cannot contain any furnace, water heater or gas meter. In addition, most of the basements do not have a safe and unobstructed means of egress. If you are unsure as to whether or not you can use the basement in your home as a sleeping area, please call our office. Students found in violation of this policy will be fined and the situation will be forwarded to the Office of Student Conduct for possible disciplinary action.

Combustible Items

The water heater and furnace in your townhouse must remain three feet clear of combustible items. Combustible items within three feet may catch fire, ultimately causing severe damage and possible injury or death. Kerosene heaters are prohibited in all townhouses. Residents are not allowed to keep any explosives, gasoline, or other combustible or hazardous materials in the townhouse or permit or do anything which would increase the rate of insurance upon the townhouse or otherwise create a hazard or nuisance.

Decorating/Alterations

Nails, tacks, etc. may be used to hang posters, tapestries or shelves. All townhouses must be restored to original appearance prior to your move-out to avoid charges. You are not permitted to make any alterations, attachments or additions to the townhouse or equipment or fixtures in the townhouse, or remove, exchange or replace same. You may not place any satellite dishes, television or radio antennas, install any air conditioning, heating or cooling equipment to any portion of the townhouse or its grounds. You may not apply paint or other coloring to any portion of the townhouse.

Emergency Evacuation Guidelines

These guidelines have been developed by management to assist residents in evacuation of townhouses in the event of fire, smoke, or other emergency situations that may require evacuation. Please read the following information carefully and contact Residential Living (687-4560) if you have any questions. These guidelines should be reviewed periodically by each resident in the household. Review and remember your evacuation gathering site described at the end of this booklet. It is best that you, your roommates and/or neighbors are all in the same location when there is an emergency situation so that everyone can be accounted for.

If fire originates in your townhouse:
1. Leave the townhouse immediately & close the door behind you.
2. If it can be done safely, warn neighboring residents by yelling FIRE! and knocking on doors or windows.
3. Leave the immediate area.
4. Call the Fire Department - 911. Be sure to give the exact address of the fire.
5. Call the Georgetown University Police Department at 687-HELP (687-4357). Be sure to give the exact address of the fire.
6. Proceed to the evacuation-gathering site for your townhouse.

If you are alerted to a fire by smoke from a hallway or an alarm:

First, determine if it is safe to leave your townhouse. Check the doorknob and entire door to see if they are hot.
- If the door and knob are cool: Open the door slowly and look into the hallway to assess the conditions.
  - If the hallway is clear, make your way to the nearest exit of the house closing all doors behind you.
  - If there is any smoke, crawl – staying close to the wall and floor – to the nearest exit. This will allow you to breathe cleaner air close to the floor.
  - Do this even if you can tolerate the smoke while standing upright.
  - After leaving the townhouse go to the evacuation site shown on the diagram to await further instruction.
- If the doorknob and/or the door is hot or the hall is filled with smoke: Stay in the room and remain calm. If the telephone works, call for help. Hang a sheet or towel out of the window to signal to firefighters that help is needed.
- Do not try to climb out of your townhouse.
- Do not jump from windows or balconies.
- You can stay in your townhouse and survive a fire.
  - Stuff wet towels in the cracks around the door(s) to keep smoke out.
  - Use a bucket of water to splash water on the door and walls if they become hot.
  - A wet towel tied around your nose and mouth will help filter smoke.
  - If there are drapes and/or other combustible materials near the hot area, move them.
- If, in an emergency, an evacuation site cannot be reached for any reason, go to any safe area at least 50 feet away from the building and await instruction from the DC Fire Department and/or University staff.
- Never go back into the townhouse until the DC Fire Department and/or University staff indicates that it is safe to do so.

Townhouse Resident Evacuation Assembly Areas

Review and remember your evacuation assembly areas. It is best that you, your roommates and/or neighbors gather in the same location when there is an emergency situation so that everyone can be accounted for.
Fire Extinguisher

All homes are equipped with a charged fire extinguisher near the kitchen area. These are intended for use only in the event of an emergency. If you must use your extinguisher, you should report the incident so that it can be recharged.

Fireplaces

Any and all fireplaces have been boarded closed for safety reasons. Additionally, all attics have been closed off so that there is no access to attics or roofs. Students who remove the fireplace cover, and/or access their attic or roof, will incur a $100.00 fine, and the issue will be forwarded to Student Conduct for non-compliance with a University regulation.

Grills

Grills and hibachis (gas, electric or charcoal) must remain at least ten feet away from the structure of the townhouse at all times. They are to be stored and used in the backyards of your home. If we find that your grill or hibachi is not at least ten feet away from the structure, or not being stored or used only in the backyard, you will be warned. If you have received a written warning in the past, your household will be fined $100.00 for each additional safety violation.

Mail and Package Delivery

The U.S. Postal Service delivers mail directly to your townhouse. If no one is home at the time of delivery, you will receive a notice for mail that cannot be delivered or left on the premises (such as registered, insured, certified, and express mail or packages) which will indicate that it is being held.
at the Georgetown Station Post Office located at 1215 31st Street, NW. Their hours of operation are Monday - Friday, 9:00 a.m. to 5:00 p.m. and Saturday 9:00 a.m. to 2:00 p.m. Their customer service phone number is (202)842-2487.

All residents are required to forward their own mail when leaving the townhouses. Packages sent via UPS, Federal Express, etc. will be handled according to their policies and procedures. If residents are not home when packages are delivered, they may be left on your doorstep. When our townhouse maintenance staff see any packages left outside, they may open your door and place the packages inside for safe keeping. However, Georgetown University is not responsible for any packages left at your doorstep. If you are expecting a package delivery, it is advisable for someone to be at home to receive it.

You also have the option to have packages delivered to the East Campus Residence Hall Office, in the LXR Lobby. You will receive email notification when your package has been received at the RHO. Packages delivered to the RHO should be addressed as follows:

Student’s Name
East Campus RHO
Georgetown University
3700 O Street, NW
Washington, DC 20057

Parking

Students who reside in University-owned housing are prohibited from bringing cars to campus or the surrounding neighborhood. Students who fail to comply will be subject to appropriate and increasingly serious sanctions under the Code of Student Conduct.

Security

Although the University has taken a number of safety measures which include additional lighting and patrols around the neighborhood, security is a matter which requires your active participation. We strongly recommend that you keep exterior doors and ground floor windows locked at all times. We also urge you to screen visitors to your home, allowing no one unfamiliar into your townhouse without proper identification. In the case of repairmen, do not hesitate to call our office for verification before allowing access. Our maintenance staff has been given instructions to lock all doors found unlocked in the course of the performance of their duties. So please do not leave your house without your key.

Trash & Recycling Collection

You are responsible for the proper storage and removal of trash from your townhouse. Depending on your residence, trash cans or trash areas are available. Do not leave trash in your house or yard in bags or uncovered, or for long periods of time. Poor trash management is a health hazard and attracts rodents. If you have more trash than the District of Columbia will pick up, please take the excess trash to the Alumni Square dumpster.
For Resident living in the Townhouses on the 1400 block of 36th Street (1408-1440) and Prospect Street (3517-3631):

You are required to take your trash and recycling to the trash areas in the alley behind the townhouses. You are not permitted to put your trash out for District of Columbia pick-up. Please close the lids on all receptacles tightly and do not leave trash on the ground. Doing so is a violation of the Code of Student Conduct and sanctions may be assigned.

For all other residents of University owned townhouses:

The District of Columbia picks up garbage on Tuesday and Friday mornings except for holidays when garbage is picked up the morning following the first business day after the holiday (usually a Wednesday). Garbage must be placed in proper receptacles and secured to prevent rodent infestation and spillage. Garbage must not be placed or left in the streets and/or alleys. Trash must be placed on the sidewalk in front of your townhouse before 8:00 am on garbage days. You may place your trash on the sidewalk no earlier than 6:00 pm the night before trash pick-up days. Residents must remove the trash containers by 8:00 p.m. on the day that the trash is collected.

Recyclables are collected weekly by the District of Columbia on Friday. Place your recycling bin out with your trash, on Thursday evenings after 6 p.m. Residents must remove the recycling containers by 8:00 p.m. on the day that recycling is collected.

The University considers compliance with the District regulations regarding the mishandling of garbage and trash to be of significance. Failure to adhere to the guidelines is a violation of your Housing Occupancy Agreement and the District’s Department of Public Works regulations. Offenders will be subject to a minimum charge of $30.00 for any garbage that must be removed by Georgetown University staff. In addition, you may receive fines imposed by the District of Columbia for garbage violations. The Office of Residential Living will pay these fines and charge the costs to your student accounts.

Trash receptacles are provided to each residence at the beginning of each academic year. If yours is lost or stolen, you must contact the District’s Department of Public Works for a replacement. See the back of this handbook for telephone numbers.

Recyclables are collected weekly by the District of Columbia on Friday. Place your recycling bin out with your trash, on Thursday evenings after 6 p.m. Residents must remove the recycling containers by 8:00 p.m. on the day that recycling is collected.

Smoke Detectors

Your townhouse is equipped with one smoke detector on each level. Test these devices at least once every month and report any problems to immediately. Please call Facilities at (202) 687-3432 immediately if you believe any of your smoke detectors are not working properly.

Telephones
Students who want local telephone service should contract with a provider, such as Verizon. Students interested in VOIP phone service must contract with RCN.

**Washers and Dryers**

Your washing machine has a small filter located at the top of the washer. After each use, please pull it out and dispose of the lint in the trash. Also, remember that the filter in the clothes dryer has to be cleaned after each use. If the filter in your dryer is not cleaned regularly, it becomes a fire hazard.

Report broken washer and dryers to Facilities, by submitting a work order via your Housing-at-a-Glance page.

**Wireless Internet Service**

The Office of Residential Living, through RCN, now provides wireless access to townhouse residents. The wireless will be active upon your arrival and you can find the information you need to connect on your Housing-At-A-Glance page once you check in. You can also find a link to RCN information for instructions and troubleshooting.

Wireless routers and boxes are provided to each townhouse. Damaged or missing equipment will be billed to each student's account.

**Yards**

Many townhouses have yards for residents to use and enjoy. Residents of the townhouse are responsible for the cleanliness and general upkeep (with the exception of yard work). Hot tubs and pools are prohibited. Trash may not be stored in the yard, as this attracts rodents and other pests. Furniture provided for the townhouse may not be used outside. Damage to furniture that is used outside will be assessed to the residents of the townhouse.