Welcome to the Univ. of Florida/IFAS Citrus Research and Education Center

This Housing Overview guide will provide you with all the dos and don’ts for living in our resident housing unit.
‘What do I need to bring?’

**Bedroom/bathroom:**
- Bed pillows
- Blankets
- Sheets and other bedding of your preference
- Bath towels and washcloths
- Personal hygiene products

**Kitchen:**
- Storage containers for food items
- Your food and beverage — in accordance with State of Florida laws, alcohol use is strictly prohibited for those under the age of 21.

*We are a non-smoking campus.*

However, if you indulge in tobacco products, please use these products 50 feet away from any residence or building here at the center.
What the CREC provides during your stay:

• All kitchen utensils and cooking implements such as pots, pans, etc.
• Dishes, drinkware, silverware
• Mattress Cover
• Monthly housekeeping service for kitchen, living room and bathrooms
• Internet service, heating and a/c, water, limited television service
• Maintenance and landscaping
IT Support

Our IT Specialist is available Monday – Friday from 8 a.m. to 4:30 p.m.

Upon arrival to the center, you will need check in with our specialist to make sure your laptop is in compliance with UF policies. The specialist will also need to program your UF ID number into the gate and the door access panels so you can enter the building during non-business hours.
**KITCHEN RULES!**

- You have an **assigned cabinet** for dry food, personal kitchen items, a **space in the refrigerator**, and a **shelf** (on the stove side) for spices and condiments.
- **Kitchen counters are not to be used for storage of any food items.** Your food items must be placed in the refrigerator or cabinets provided.
- **Never, ever leave food items open as this attracts insects,** as the Dorm is close to the groves.
- Make sure all food items are in containers or zip-lock bags.

There are 3 refrigerators in the kitchen: the 2 larger ones are shared by 3 residents each, and the middle one by 2. As soon as you arrive, ask which one you have a shelf and space in the freezer to keep your food.

Cooking is only permitted in the kitchen or on the back patio if you decide to bar-b-que.

**YOU ARE NOT ALLOWED TO EAT IN YOUR BEDROOM.** ALL YOUR MEALS SHALL BE DONE AT THE KITCHEN/LIVING ROOM AREA. BEVERAGES ARE ALLOWED IN THE BEDROOMS. **IF ANY SPILL HAPPENS, IT IS YOUR RESPONSIBILITY TO CLEAN AND MAKE SURE NO RESIDUE HAS BEEN LEFT BEHIND.**
• Trash should be covered at all times and once full, disposed of into the dumpster at the open right side of the building. If you don’t know where it is, ask one of the current residents.

• When using the microwave, cover your food and clean up any spills that may occur. A microwave dish cover has been provided.

• After washing the dishes, CLEAN THE SINK DRAIN of any food particles and trash it out. Dry the countertop if wet, and clean with all purpose cleaner to remove any food residue (solid/liquid/oil).

Everyone should clean up any spills that occur on the stove top, counters, sink area, kitchen island by using paper towels and all-purpose cleaner.
Dishwasher Use – step by step:

1. **Rinse all items** before putting them in the dishwasher;
2. **Plastic** lids/utensils are placed at the **top shelf**;
3. **Always** put bowls facing down;
4. **Plates are always disposed facing one side**
5. Be sure to **use dishwashing detergent (pods)**. The pods are at the **cabinet on the right low side of the dishwasher**.

**How to run the dishwasher**

1. Load the dishwasher;
2. Press START;
3. Press DELAY;
4. Press START and close the door.

If you fail in closing the door, the machine will not start. The START button will be blinking. Press START and close the door.

THE PROGRAM RUNS FOR 1 HOUR AND 30 MINUTES. DO NOT REMOVE THE ITEMS BEFORE THE END OF THE PROGRAM.
Hand Washing Dishes
If you chose to hand wash your dishes, use the liquid detergent. Dry with clean dish towel or allow to air dry in the dish drainer. Any dishes you use and clean must be put away as soon as possible.

ATTENTION! CLOSE THE WATER TAP IF YOU ARE NOT RINSING YOUR DISHES. SAVING WATER IS A MUST.

Keep all the sink dry and clean after hand washing your dishes.
Remove the excess of detergent from the sponge after your use.
Be nice to the next resident that will use it.
Common areas – kitchen and living room area

- **Quiet hours** are 10:30 p.m. to 6:30 a.m. on **weeknights** and 12:00 p.m. to 10:00 a.m. on the **weekends**.
- Make sure you pick up after yourself when using the common areas.
- Turn off lights when not in use.
- Front and back doors are to remain locked at all times.
- Privacy doors for sleeping area should be closed at all times.
- Television should be kept at a reasonable volume.
- Phone conversations should be kept at a minimum in the common areas.
- Dry erase board is provided in the kitchen area for quick comments or notes for people. Direct conversation with the other residents is preferred.
Bedrooms & Bathrooms

You have your own bedroom, but be courteous to your neighbors. During normal non-quiet hours, residents may visit each others bedrooms. If there is an issue with this option, roommates should discuss a solution and come to an agreement as to what is acceptable. Inappropriate behavior that makes your roommate uncomfortable is not acceptable.

Remember to always be considerate of each other’s space.
Bedrooms & Bathrooms

As number of women and men are not always even, please be conscious that you might share the bathroom with someone other than your gender. The bathrooms are cleaned every 2 weeks by the cleaning crew, but it is responsibility of both of you to keep the bathroom clean. Also, it is on you and your roommate to buy toilet paper, trash can bags, or cleaning supplies for toilet/shower.

Keeping the bathroom clean are defined as:

- No mold on the tiles;
- No stains on the floor/tiles;
- Sanitized toilet seat.

All bathrooms are equipped with a forced ventilation system, however, keeping the doors open to have the humidity removed is one of the best practices to avoid the muggy smell.
Guest Policy
Residents are allowed to have visitors for 3 day/2 night stay with approval of all housemates and if a vacant room is available (costs applied). All visitors must complete a liability wavier, which is available at the front desk. Longer visits must have approval from the Center Director and should be submitted in writing prior to the guest’s arrival. The maximum stay is 7 days. Residents are responsible for their guests at all times and will be held responsible for any damage caused by guests. The University and CREC will be held harmless if the guest is injured during their stay.
Personal Storage
Space is limited to items that can be stored in the assigned drawers and closet space. Larger personal belonging cannot be stored in the houses and it is suggested that students rent storage space off-site for these types of items.
Resident Leaders are responsible for the following:

- Assigning the chore list.
- **Collecting funds** for common use products, such as **paper towels, cleaning supplies, tissues**, etc. These items are not provided by the center so residents will need to pitch in $5 - $10 per month for these items as needed.
- Mediating any issues between housemates. If a problem arises the first course of action is to try and work it out amongst yourselves. If you can’t, then the Resident Leader will become involved and try to assist each party to find a resolution. Finally, if it appears there is still an ongoing problem, the Housing Administrator should be contacted.
- Resident Leaders must make sure all residents are completely their assigned chores and following all policies noted in this presentation. If you are not comfortable with this position, you are not required to take on the responsibility.
Chores
Resident leader is responsible for assigning cleaning chores that are to be completed by all residents on a rotating basis. The chore list will be displayed in the kitchen and will list the names and chores to be completed by the residents. This will include, but may not be limited to, cleaning these areas:

**Kitchen** – microwave, floors, tables, counters, stove, and kitchen sink
**Living room** – carpet, coffee and side tables, entertainment center
**Bathroom** – sinks, toilets, floors, and showers (chores between you and your roommate).
**Back Porch** – floor and table/chairs

If someone is completing a chore and you are present at the place where it is happening, be nice and give the resident space. Be mindful of other person’s duty.

If you are going to be gone for any length of time, say more than 5 days, please ask someone to cover your chores during your absence. All residents should pitch in and make sure all the listed chores are completed on a regular basis.
CHORES – DETAILED

1. Kitchen: clean stove and other public appliances with all purpose cleaner and paper towel.

2. Kitchen: wipe down counters and living room table. Dry wet spots first, then use all purpose cleaner + kitchen microfiber / paper towel to sanitize it.

3. Kitchen: clean microwave oven and assign dishes / cookware / silverware to designated cabinets from the sink rack: use all purpose cleaner + paper towel / microfiber cloth.

4. Kitchen: take out garbage at least once a day: trash bags are located at the kitchen closet.

5. Living room + kitchen + hallways: vacuum common areas (floor + sofa + chair) and mop it. Use vacuum for dust/dirt removal and mop to remove stains in the ground. Be sure to use all purpose cleaner + bleach (if necessary) mixed with water. Vacuum and mops: located at the end of the right hallway. The mop container can be removed and filled with the cleaning mix. Be sure to wash the mop cloth after use. All purpose cleaner & bleach are also at the right hallway closet.

6. Porches: swipe and wipe the top of laundry machine: broom and dustpan the outside. Collected dust and throw it in the trash can. DO NOT swipe it our in the outside of the house. Use a microfiber cloth to clean the top of laundry machines. Cloths, broom + dustpan are at the kitchen closet. All purpose cleaner: right side of the dishwasher.
Laundry Area
A washer and dryer is provided for your use. You should always promptly remove your personal items as soon as they are done washing/drying so other people can use the equipment. The CREC does not provide laundry soap / clothes softener, other than the one in your Welcome bag.

A magnet with your room number is provided, so all residents know who is using the laundry area:
• Keep the magnet at the washing machine until your last load.
• Move it to the drying machine in your last load. No magnets in the washing machine means that it is free to be used.

The use of a clothes line or outdoor laundry drying is not permitted.
Other important items to note:

- Do not leave any windows or doors open while air conditioner is running! Open windows and doors draw in the outside humidity. The Florida humidity will quickly ruin the walls and ceiling.
- No open flames (e.g. candles, incense, etc.).
- Do not flush baby wipes down the toilet, as this causes serious plumbing issues.
- No authorized modifications to the floor plan, wall, electrical or telephone system is allowed.
- All safety regulations must be followed and safety devices such as fire/smoke alarms shall not be modified.
- There may be an occasion for the Center Director, faculty member or housing administrator to provide a tour of the housing to visitors. These tours will only be in the common areas of the houses, not the sleeping quarters. In addition, maintenance personnel may enter the house at anytime to provide services.
- The center provides a bi-weekly housekeeping service. An outside service will come and clean each house – kitchen, living room and bathrooms – not the sleeping areas. We provide this service to maintain the cleanliness level in each house, but this does not mean resident chores should be neglected. All residents are required to pitch in and keep these houses in good order.
- Violations of any of these policies will be addressed by the graduate student committee and may result in removal from the housing.
All residents are required to provide both regular and end-of-stay.

For end-of-stay cleaning each resident is expected to complete the following:
Remove all trash from bathrooms and bedrooms
Remove mattress cover from bed
Clean/sweep the floor of the bedroom area and wipe down all surfaces
Remove any scuffmarks or other debris from the walls
Remove all personal belongs from bathroom and bedroom
Remove all food items from the cupboard and wipe down the shelves
Remove all food items from the refrigerator/freezer and wipe down all the areas you used
Complete any assigned chores and make sure the Resident Leader assigns your chores to someone else.

If it is discovered that an end-of-stay cleaning was not performed by the outgoing resident, the faculty member will need to take on these chores. It has happened in the past and the departed resident was not invited back to the center, so be responsible and accountable by cleaning your room prior to departing.
CREC is happy to provide you with these accommodations. Remember that you will be living with other individuals and all houses usually have a diverse group of students from the U.S. and other countries. Patience and understanding will need to be practiced as well as general common courtesy. You will need to practice respect of other cultures and ideas during your stay. However, this also provides a unique opportunity to learn new customs and build new friendships that may last a lifetime. As mature adults, we expect all residents to keep the houses in good order at all times.

If you have any issues, suggestions, problems or concerns, please contact your faculty advisor or the Housing Administrator.