

Dorm Guidelines

Welcome to the UF/IFAS Citrus Research and Education Center! We are glad you are here. Please use this information to guide you during your stay.

Note: Violations of any of the policies contained herein will be addressed by the Graduate Committee and the Associate Center Director and may result in removal from the dormitory.

Dorm Features

- High-speed internet, air conditioning, and water included
- Dishes, cookware, and silverware provided
- Washer and dryer included
- Housekeeping service for kitchen, living room, and bathrooms twice monthly
- Mattress cover provided for each resident

General Rules

- ALWAYS clean up after yourself—every time, in every area
- NO open flames (candles, incense) permitted in any room of the dormitory
- DO NOT tamper with or modify the existing floor plan, walls, or electrical system
- Please use the cleaning products and tools provided to clean up any spills or areas that become especially dirty between housekeeping visits
- Overnight guests are generally not permitted; contact the Resident Coordinator for questions
- Non-smoking campus: smoking and tobacco use is prohibited in all facilities and areas of the CREC with no exception

Kitchen

- Each resident has an assigned cabinet, a space in the refrigerator, and a shelf for spices and condiments
- NEVER leave food items open, as this attracts insects—always keep food in closed containers or resealable bags
- Clean up any spills that occur on the stovetop or inside the oven as soon as possible
- Trash should be covered at all times and once full, disposed of in the dumpster located in the grassy area to the west of the dormitory

Bedrooms

- Each resident has their own bedroom which can be opened with their ID badge or a key
- The cleaning crew does not take care of the bedrooms, so it is your responsibility to keep your room clean and tidy
- No food is allowed in the bedrooms—please eat all meals in the kitchen or living area
- Please keep privacy doors at the end of the hallways closed at all times

Bathrooms

- Each bathroom is shared by 2 residents
- Please be respectful of the person you are sharing with by keeping clutter to a minimum and cleaning up after yourself
- Do not flush wipes down the toilet, even if they are labeled “flushable”
- Please do not leave any water containers for personal sanitation in the bathroom

Laundry

- A magnet with each room number has been provided—please use yours to indicate whether the washer or dryer is currently occupied
- Laundry detergent and fabric softener are not provided by CREC

Chores

- With twice monthly housekeeping and everyone picking up after themselves, the only chores that need to be performed in between are:
 - Taking out the trash
 - Emptying the dishwasher
- The Resident Leader will work with current residents on a rotating schedule for these tasks
- Not completing your assigned task in a timely fashion will be reported to the Resident Coordinator, who will escalate as necessary

Resident Leader

- Residents have a responsibility to work with each other to appoint a Resident Leader
- Resident Leader is expected to internally solve any issues that may arise in the dorm
- If issues cannot be solved internally, they will be reported to the Resident Coordinator, who will escalate as necessary

Resident Leader Responsibilities

Dorm Liaison

- Handle any resident issues that arise in dorm
 - If necessary, bring issue to Resident Coordinator who will handle or escalate accordingly
- Let Resident Coordinator know of any necessary repairs/maintenance

Master Key

- Only Resident Leader has access to a combination lock box containing a master key fob
 - IT department will change the combination and provide it to new Resident Leader
 - This is to assist with emergencies where someone is locked out or has lost their key
 - Do not share the combination with other residents

Chore Assignments

- Work with current residents to assign chores on a rotating basis
- Maintain and update chore assignments as necessary with arrival of new residents
- Ensure that all residents are completing their assigned chores and following dorm rules

Cleanings (Twice Monthly)

- Supervise (or arrange supervision of) cleaning crew as they clean common areas twice monthly
 - Usually on Fridays around 1:00pm
 - Crew may also clean rooms that have recently been moved out of during this time
- Resident Leader will be added to calendar cleaning dates for planning purposes

Move-Ins

- Coordinate with Resident Coordinator on move-in dates for new residents
- Be prepared to meet new resident with keys and welcome kit when they arrive
 - Keys and welcome kit provided by Resident Coordinator
- Show new residents around and point out assigned shelves in kitchen cabinets and refrigerator
 - Go over operation of appliances like washer/dryer, dishwasher, etc.

Move-Outs

- Collect keys from resident who is moving out and return to Resident Coordinator
- Perform move-out inspections
 - Inspect bedroom, bathroom, assigned cabinets (1 in bathroom and 2 in kitchen), refrigerator shelf and freezer for any damage or items left behind
 - Anything left behind must be discarded or divided amongst remaining residents and removed from assigned shelves

Move-Out Checklist

Please note: there is never a penalty for moving out early, but please let the Resident Coordinator know your move-out date as soon as possible!

- Let Resident Coordinator and Resident Leader know your confirmed move-out date
- Remove all trash from bathrooms and bedrooms
- Remove mattress cover from bed
- Clean/sweep bedroom floor and wipe down all surfaces
- Remove any scuffmarks or other blemishes from walls
- Remove all personal belongings from bedroom and bathroom
- Remove all food items from cabinet and wipe down shelves
- Remove all food items from refrigerator and wipe down shelves
- Complete any assigned chores

If it is discovered that this checklist was not completed by an outgoing resident, their supervising faculty member will need to take on these tasks. It has happened in the past and the departed resident was not invited back to CREC, so please be responsible and accountable by cleaning your room prior to departing.