

## Office of Residential Life

# RESIDENCE HALL PLANNING INFORMATION

The following information is intended to give you an idea of items to bring to campus as well as answers a few questions that you might have in regards to your room. Please have consideration for your roommate and limit the quantity of items you bring in the fall. You are encouraged to contact your roommate to talk with them about how you want to set your room up. If you have any questions, feel free to contact the office of Residential Life at (260) 982-5052. You can also find this information on our website <http://www.manchester.edu/OSD/ResLife/newstudent.htm>

### The “Basics” - Suggested Items to Bring:

#### Desk/school Supplies

- Pens, pencils, pencil sharpener
- Stapler, ruler, tape, scissors
- Desk lamp/Floor lamp (**NOT** Halogen)
- Clock, radio/alarm
- Paper, notebook
- Calculator
- Small trash can
- Book bag

#### Personal Care Items

- Cosmetics
- Cotton Swabs/balls
- Comb/brush
- Hair care appliances
- Deodorant
- Shower caddy with soap and shampoo
- Water resistant flip flops (for shower)
- Toothpaste/brush, etc.
- First aid kit (thermometer, band-aids, aspirin, etc.)
- Sewing kit
- Razor or electric shaver, shaving cream
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#### Other Materials

- Mattress pad/cover, pillow, blanket/comforter, linen set (for an extra-long twin mattress)
- Towels and wash cloths
- Laundry basket/bag, detergent and softener
- Hangers/drying rack, lingerie bag (good for socks too)
- Food
- Rain gear, umbrella
- Power strip with circuit breaker/surge protector
- Cable coaxial cord
- Fan
- Microwave safe kitchenware (dishes & silverware)
- Cleaning supplies
- Clothes iron and small ironing board
- TV, DVD, video games, stereo
- Refrigerator (5 cu. ft. or smaller)
- Microwave – *Oakwood and Helman ONLY*
- Built loft beds – *Optional for Garver and East ONLY*
- Storage crates
- Computer, tablet, laptop, etc. (optional as there are computer labs in each hall)
- Vacuum cleaner/Dust buster (optional as most halls have some available to check out)

### “Unacceptable” - Do Not Bring:

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|---|--|
| ● Items that violate The Source policies                              | ● Halogen lamps  |
| ● Pets other than fish, and in a tank of 10 gallons or less           | ● Alcohol paraphernalia (including empty bottle/can collection, boxes, etc.) |
| ● Toaster (or oven), hot plates, anything with an open coil or burner | ● Candles & incense (wax warmers are okay)                                   |
| ● Tasers, self-defense batons, or other weapons                       | ● Cinderblocks   |
|   | ● Drones or hover boards   |

### Basic Room Dimensions

Hall	Floor size	Window size	Mattress size
East Hall	9' X 16'	86" W X 46" H	36" X 75" (or 80")
Garver Hall	9' X 15.5'	87" W X 46" H	36" X 75" (or 80")
Helman Hall	17' X 12"	60" W X 72" H	36" X 75" (or 80")
Oakwood Hall	17' X 12'	60" W X 72" H	36" X 75" (or 80")
Schwalm Hall	14' X 13.5'	138" W X 36" H	36" X 75" (or 80")
Schwalm (3 <sup>rd</sup> floor)	14' X 14' (all rooms)	138" W X 36" H	36" X 75" (or 80")

### Building Loft Beds

(Allowed Only in East and Garver)

East and Garver Halls have furniture provided; however, residents may bring built lofts. All lofts must conform to the specifications listed below. The university does not provide or sell any loft equipment or kits.

- A. Assembling of lofts must occur in the room to prevent traffic problems in hallways and lobby areas.
- B. Lofts are to be free standing and not attached in any way to the room or furnishings in the room.
- C. Construction must be of 4" X 4" uprights with 2" X 6" braces in all directions and connected with 14/3 screws, lag bolts, or 5/16" or larger carriage bolts. No nails or spikes may be used in the construction. There must be a minimum of 2 - 1/4 "or larger carriage bolts or 3 14/3 screws per joint. All major joints are to be mortised; or if they are not mortised, carriage bolts, NOT SCREWS, must be used. Wood should be standard grade or better and not outdoor grade. Six 2" X 4"s should be used as blocks on the inside of the 2" X 6" for the bed frame to rest on; the blocks at the ends should be no more than 14" from the posts. At least one support should be used, from side to side, to ensure that the frame/springs will stay positioned in case the frame/springs come off the support blocks. The entire structure should be cross braced. Carriage bolt threads should be flush with the wood. Materials are to be pre-cut, drilled, and painted before bringing them into the building.
- D. Any lamps, fans, etc. should be attached securely so that they will not fall onto the bed or occupants.
- E. The university reserves the right to require students to fix or remove a loft if it is deemed a safety risk. Should you have any questions please contact the maintenance office at 260-982-5061 and they will come & inspect it.

Note: East and Garver ceiling height is 8 feet

### Amenities

Amenities	East	Garver	Helman	Oakwood	Schwalm
Traditional or Suite	T	T	S	S	T&S
Community Bathroom	Yes	Yes	No	No	Yes
Air Conditioning	-	Window	Central	Central	-
Microwaves	Provided on Floors	Provided on Floors	Yes	Yes	Provided on floor
Wireless Internet	Yes	Yes	Yes	Yes	Yes
Laundry Area	Yes	Yes	Yes	Yes	Yes
Indoor Recycling & Outdoor Trash Drop	Yes	Yes	Yes	Yes	Yes
Cable	Yes	Yes	Yes	Yes	Yes
Computer Lab	Yes	Yes	Yes	Yes	Yes
Lounge/Recreational Area	Yes	Yes	Yes	Yes	Yes

### Frequently Asked Questions

**Q: How do I get my first choice of hall?**

A: There is no guarantee you will receive your first choice. We have a large number of students to house and first choices are not always available.

**Q: Am I allowed to switch my housing assignment?**

A: You are required to stay in your assigned room for the first two weeks of classes. After this period, you will have the opportunity to move on *Room Switch Day* with no questions asked. After that day, you must go through a process to switch rooms.

**Q: Can I have a single?**

A: Singles are not permitted except for medical reasons, which need approval from the Director Academic Support and Disabilities.

**Q: Can I lower my meal plan?**

A: First year students are required to have a 20-meal plan unless they are exempt due to medical/dietary reasons. The Director of Health Services must approve these exemptions. Contact their offices by calling 260-982-5306.

**Q: What do I need to do in order to commute from home?**

A: Your parents must live within a 40-mile radius of Manchester University. Students wishing to commute must fill out a "Request to Live Off-Campus" that can be obtained on ChetNet. This document must be signed by the parent(s), confirming that you are indeed living at your parent's primary residence.