



Policy Title: Damages/Furniture Charges – Room/Suite Policy

Date Established: Historical Policy

Office with Administrative Responsibility: Housing and Residence Life

Functionality Area: Facilities & Residence Life

Approver: Director, Housing & Residence Life

Revision Date(s):

- November 2024

Purpose

This policy outlines what occurs if there is damage or furniture is moved within a room/suite in residence.

Scope of Policy

This policy pertains to anyone living or visiting residence buildings. Charges will be assigned to residents only.

Definitions:

The definitions below are specific to the development and maintenance of this policy:

1. “Assigned room” is the bedroom for a which a student is assigned.
2. “Shared space within a unit” refers to the living space within a contained unit or set of units that is shared by multiple residents. This could be a bathroom and/or kitchenette space.

Policy Statement

Residents are responsible for the activities that occur within their assigned room or shared space within a unit, and are expected to respect, and take care of, the space and furniture that is provided in their assigned rooms and shared spaces within a unit.

If damage occurs (accidental or otherwise) in an assigned room, a resident may be found responsible for the damage if they or their guest caused the damage. If the guest of a resident is another resident both residents may be held responsible. Charges will be applied to the residents account to cover the cost(s) of the repair.

If furniture is moved and not returned to original location/set up in an assigned room or shared space within a unit, charges to cover the cost to put furniture back in place will be applied.

In addition to the costs to repair damage or replace furniture a resident may face sanctions through the Residence Student Conduct process.

Roles and Responsibilities

1. Residents are responsible for:
 - a. Reporting damage that they have caused or have identified
2. Housing and Residence Life staff, including student staff are responsible for:
 - a. Identifying and reporting damage as required
 - b. Reporting damage to the Residence Life Coordinators when appropriate
3. The Facilities Coordinator (FC) is responsible for:
 - a. Assessing damage that is reported either throughout the year or during end of semester inventory room checks
 - b. Informing resident of cost of repairs/furniture relocation
4. Residence Life Coordinators are responsible for:
 - a. Facilitating the residence student conduct process

Review by

Review annually in July



University
of Windsor

Policy Title: Procedures for Implementing Damages/Furniture Charges – Room/Suite Policy

Date Established: Historical Procedure

Office with Administrative Responsibility: Housing and Residence Life

Functionality Area: Facilities & Residence Life

Approver: Director, Housing & Residence Life

Revision Date(s):

- October 2024

Scope

These procedures apply to the implementation of the Policy on Damages and Furniture.

Procedure

1. All Housing and Residence Life staff, including student staff, will report any damage in the building to the Facilities Coordinator (FC) and student staff will also submit an incident report. This damage may be noticed during regular building rounds, room visits, during building inspections and semester end room inspections.
2. If a resident reports damage, FC to follow up, inspect and inform Residence Life Coordinator where appropriate.
3. FC will consult with Residence Life Coordinator for any significant or concerning damage prior to following up or charging student.
4. Depending on the nature and extent of the damage the resident may be contacted by the Facilities Coordinator, the Residence Life Coordinator and/or other Housing and Residence Life staff.
5. FC determines cost of repair and applies charge to student account.
6. Residence Life staff determine whether resident will also go through residence student conduct process.