

BROTTIER BULLETIN

Fall 2017 Move In Edition

Welcome to Brottier Hall

The Brottier RAs and professional staff would like to welcome you to your new home! It is our hope that your Brottier experience will be an enjoyable one. This bulletin should help you get settled into the building.

Please feel free to contact the Brottier Residence Life Office, located on the lobby level, with any comments, questions, or concerns that you may have about the building or our policies.

Residence Life Contact Information

Brottier Hall Office:

Hours: Monday - Friday 8:30 a.m. to 4:30p.m.

Phone: (412) 396-1600

Email: brottierinfo@duq.edu

Brottier Staff:

Resident Director: Keith Cerroni

Assistant Resident Director: Jordan Lindsey

Administrative Assistant: Celeste Wiley

Maintenance and Facilities

Brottier Hall has a 24-hour maintenance request line that can be reached by dialing (412) 396-1462. You should report all non-emergency maintenance requests to this number. Examples of non-emergency requests are burnt out lights that you don't rely on daily, slowly dripping faucets, and broken towel racks. If there is an emergency maintenance request, please notify the Brottier front desk. An example of an emergency would be leaking water or a broken refrigerator.

Problem Solving Information

Who to Call (and Why)	Contact Number:
Brottier Residence Life (Housing and Leasing Concerns)	(412) 396-1600
Duquesne CTS (Internet and Computing Issues)	(412) 396-4357
Maintenance Hotline (Non Emergencies)	(412) 396-1462
Emergency Maintenance	(412) 396-1450
Comcast Cable	(800) 266-2278
Brottier Front Desk (Noise/Lockouts/Emergencies)	(412) 396-1450

Brottier Policies

More information regarding the policies below may be found in the Residence Life Handbook. Navigate to duq.edu, click on “Life at Duquesne” in the top banner, and then click on “Residence Life.”

Alcohol

It is permissible to have beer or malt beverages in cans, wine, and liquor in individual rooms if the student is 21 years of age and older and all persons in the room are 21 years of age and older. In no event are kegs, beer balls, bottled beer, malt beverages, boxed wine, bottled wine coolers, or premixed alcohol products permitted in the living area of Brottier. Students who are 21 years of age and older must register alcohol at the Brottier front desk. Failure to register alcoholic beverages will result in disciplinary action.

Cohabitation

The maximum stay in Brottier Hall is two (2) days in a one (1) week period (a guest that is signed in after 6:00 p.m. will be counted as an overnight if the visit exceeds nine (9) hours; a guest signed in after 9:00 p.m. will be counted as an overnight if visit exceeds six (6) hours. *Example: If guest is signed in at 8:05 p.m., they must be signed out by 5:05 a.m. so as not to be counted as an overnight. If a guest is signed in at 10:31 p.m., the guest must be out by 4:31 a.m. so as not to be counted as an overnight.* Excessive frequency and/or duration of a stay is a violation of the Cohabitation Policy and will be verified through sign in logs.

Entering Brottier Hall

You must use your Duquesne University ID card to enter the building. ID card readers are located at the entrance of the building. Each resident must swipe his/her ID to gain access to the building. All guests must enter through the main entrance and present a photo ID to the front desk at sign in. Fines and/or loss of privileges will be administered for repeatedly failing to swipe a valid ID at the entrance of the building.

Guest Sign In/Out

All guests must be signed in and out at the front desk. Residents must report to the front desk in person to sign their guest(s) in and out. The guest must provide a form of photo identification at the time of sign in. No other forms will be accepted. Fines and/or loss of privileges will be administered for repeated Guest Policy violations, including failure to escort a guest at all times.

Guests must be escorted throughout the building with their host. Likewise, guests must be escorted by their host to be signed out of the building every time they choose to leave the building. Should a guest become a disturbance to other residents or staff members, his/her visitation will be suspended. Guests may not use the Boyd Street entrance or the Garage Stairwell entrance to enter the building. Any guest violating this policy will be asked to leave the building and the host will be held responsible.

Guests Per Room

Residents may have no more than six visitors in a studio at any one time, eight in a one-bedroom, and ten in a two-bedroom.

Lockouts

It is imperative that you carry your room key with you at all times. If you are locked out of your apartment, please notify the Brottier front desk to gain entry. There is a fee for all lockouts. They are as follows:

8:00 a.m. to 12:00 a.m. : \$2.00

12:01 a.m. to 7:59 a.m. : \$5.00

If you are unable to pay the fee upon entry, you will receive a letter/bill, and the fee will be placed on your student account with a surcharge of \$10.00. Should you lose your room key, please notify the Brottier Hall Office. The replacement cost is \$35.00.

Quiet Hours

Quiet hours will be strictly enforced throughout the building. Please be respectful towards your neighbors! To report a complaint, please call the Brottier front desk (412) 396-1450 and provide as much information as possible regarding the noise complaint.

Quiet Hours are as follows:

Sunday—Thursday: 8:00 p.m. to 8:00 a.m.

Friday—Saturday: 12:00 a.m. to 8:00 a.m.

Regardless of quiet hours, always be mindful of your actions and noise level.

Brottier Amenities

Laundry

The laundry facility is located on the G-Level. Laundry services are provided free of charge. Please remove all belongings in a timely fashion. Every Monday morning housekeeping removes any laundry that is sitting around and bags and removes it. If you don't claim forgotten/missing items by Wednesday morning they will be donated to one of two local charitable organizations (St. Vincent de Paul and No Strings).

Fitness Center

A fitness center, including cardio equipment, free weights, and stretching mats, is located on the C-Level. Please be respectful of other residents and clean equipment after each use.

Furnished Apartments

Please note that all Brottier Apartments are furnished. Removal of any University provided furniture from your apartment is prohibited.

Mail

You should have received your Brottier Hall mailbox number and combination. The mailroom is located past the elevators on the lobby level. Mail is delivered by noon and can be picked up at 2 pm, Monday through Friday. Residents will be notified of the arrival of packages too large for their mailboxes via email. Follow the instructions in the email to retrieve your package from the vending lounge (across from the elevators on the lobby level). In rare cases packages may need to be retrieved from the Mail Center in the basement of Rockwell Hall.

Your address is as follows: Name, 700 Forbes Avenue, Brottier Hall Apt. # ____, Pittsburgh, PA 15219

Lounge Space

If you need a quiet place to study, the Study Room is located on the Lobby Level. There are three computers available for your use. There is also a Vending and TV Lounge located across from the elevators on the Lobby Level. The room contains vending machines, tables, couches, and an HD flat screen television. Finally, the main entry lobby also has a TV and comfortable furniture.

Brottier Hall Fire Evacuation Procedure

Even though every precaution is being taken to ensure the safety of our residents, emergencies do occur. If the alarm is sounded, knowing what to do may save your life. If you hear the fire alarm sounding, leave your apartment, and proceed to the nearest stairwell and descend to the Lobby Level. If the stairwell nearest to you is blocked by smoke, do not use the stairwell. If your hallway is blocked by smoke, stay in your apartment. Close your apartment door. Seal the edges of the door with a rug or wet towels to prevent smoke from seeping into your room. Once out of the building, do not return until told to do so by the Fire Chief in charge of the situation.

NOTE: Hanging objects (i.e clothing, lighting, décor) from the sprinkler system in Brottier Apartments is strictly prohibited.

Eco Friendly Tips and Information

Turn off the faucet. The UPC (Unified Plumbers Code) regulates bathroom faucets at a flow of approx. 2.5 gallons per minute. Turning off the faucet while brushing your teeth can save an average of 5 gallons of water.

Reduce shower time. A two-minute reduction in your daily shower time can save up to 150 gallons of water per month.

Use fluorescent bulbs. They last 10 times longer than incandescent light bulbs and use 75% less energy.

Unplug your TV. Unplug your TV when you leave your apartment, it saves energy.

Activate "sleep mode" on your computer. Screensavers do not save energy.

Go paperless with your bills and banking. Try to use as little paper as possible. If all ATM users in the U.S. stopped getting ATM receipts for one year, we would save two billion feet of paper. This would be enough to wrap around the Equator 15 times.

Building Reminders

Trash Disposal

There are trash chutes between apartment 9 and 11 on each floor. The trash chutes are for most garbage and small paper boxes. Any large boxes should be taken to the receiving area near the Boyd Street entrance, and unwanted electronics on C level by the elevator.

Follow these simple steps for your trash disposal:

1. Break down all cardboard boxes
2. Place them in plastic bags or garbage bags

Recycling Bins

In our effort to become a more sustainable Living Learning Center, we have placed recycling bins next to the trash chutes on each floor. Please utilize these bins by recycling the following materials:

Recyclable:

Paper Products

Cans

Bottles

Magazines and Junk Mail

Non-Recyclable:

Styrofoam

Food

Paper Towels

Bathroom /Hygiene Products

Room Entry

The University and Office of Residence Life staff reserve the right to enter student rooms for maintenance repairs, during an emergency, to protect life or property from imminent injury, if there is sufficient reason to believe that a violation of University policy is occurring in the room or for any other reasonable purpose.

Lock the Door

It is crucial that you keep your apartment locked at all times. In the event that you leave your apartment unlocked and a staff member must check your room due to unforeseen circumstances (for example: a safety check), the staff member will lock your door upon leaving. It is your responsibility to pay whatever lockout fees come of this if you do not have your key when you return.

