

THE HANDBOOK

COAST • LA JOLLA DEL SOL • MESA RESIDENTIAL • ONE MIRAMAR STREET
MESA NUEVA • NUEVO WEST • NUEVO EAST • RITA ATKINSON RESIDENCES

UC San Diego

HOUSING • DINING • HOSPITALITY
Graduate and Family Housing

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Welcome Home!

We are so excited to have you as a resident in one of University of California San Diego's Housing • Dining • Hospitality communities. This handbook provides guidance for living at Coast, La Jolla del Sol (LJDS), Mesa Residential (Mesa), Mesa Nueva (MN), One Miramar Street (OMS), Nuevo West (NW), Nuevo East (NE) and Rita Atkinson Residences (Rita).

Our communities are not just a place to live but also a place for your life to happen. Our goal is to foster an inclusive community and help residents find a balance between various aspects of life by creating academic, cultural, social, and recreational opportunities that enrich your life.

Principles of Community

“You never really understand a person until you consider things from his point of view...”
—Harper Lee, *To Kill a Mockingbird*

Residents of Housing must rely on each other to form a cohesive community. We support UC San Diego in all efforts to create and maintain a community climate of fairness, cooperation, and professionalism:

- Respect all people you encounter and strive to be courteous.
- Try to see things from someone else's point of view.
- Reach towards a common point of understanding.
- Be open and transparent in conversation; listen to each other's intentions.
- Treat everyone you meet the way you wish to be treated.

This handbook contains important information about your Housing community, its services, facilities, policies, and procedures. This information is incorporated into your Rental Agreement, and we reserve the right to rescind and / or amend any rules and regulations as deemed necessary. To contact your Housing Office, simply follow the prompts after dialing **858.534.4723 (GRAD)**.

Housing Office staff can assist you with a variety of issues, including billing questions, lock outs, guest keys, parking permits, roommate issues, noise concerns, notices of intent to vacate, and any policy or procedural questions that you may have. If our offices are closed, you can call UC San Diego Police at **858.534.4357 (HELP)** for assistance with lockouts.

Community	Location	Hours of Operation	Contact information
Coast La Jolla del Sol	8046 Regents Road	Monday – Friday 8am to 4:30pm	coasthdh@ucsd.edu ljds@ucsd.edu
Mesa Nueva Nuevo West	3869 Miramar Road	Monday – Friday 8am to 9pm Saturday & Sunday 9am to 1pm	mesanueva@ucsd.edu nuevowest@ucsd.edu
Mesa One Miramar Street Apartments	One Miramar Street Building 5	Monday – Friday 8am to 9pm Saturday & Sunday 9am to 1pm	mesahdh@ucsd.edu omshdh@ucsd.edu
Rita Atkinson Residences	100 Osler Lane	Monday – Friday 8am to 9pm Saturday & Sunday 9am to 1pm	ritahdh@ucsd.edu
Nuevo East	Exchange Building	Monday – Friday 8am to 9pm Saturday & Sunday 9am to 1pm	Nuevoeast@ucsd.edu

Eligibility

To reside in our communities and maintain eligibility, you must be:

- enrolled full-time in at least twelve units each quarter
- on an approved leave of absence, or
- have an Authorization for Accommodation (AFA) from the Office of Students with Disabilities (OSD)

LJDS faculty, staff, fellows and postdoc residents must provide proof on an annual basis that they are fully employed by the University.

Residents who do not meet eligibility requirements must submit a 30-Day Notice of Intent to Vacate and vacate the apartment within 30 days from the date they no longer meet eligibility requirements.

For additional information on our 2-year policy and eligibility requirements, please see your Rental Agreement and our website at hdh.ucsd.edu.

Get Social



Visit our website: hdh.ucsd.edu and view our [events calendar](#).
Download our [app](#) at Guidebook.com

Before I arrive & Check In

Things to consider before / shortly after you move in to your new space at UC San Diego:

Rental Payments

Your first month's rent will need to be paid prior to or at check in. After move-in payments are due on the first day of each month at the UC San Diego Central Cashier's Office, Mail Code 0009, 9500 Gilman Drive, La Jolla, California 92093-0009, phone number **858.534.3725**. Residents can also make payments [online](#). If for some reason you are unable to pay on-line, the community can accept a check or cashier's check. Cash cannot be accepted at our Housing Office. Payments are always applied to the Resident's oldest Housing charges first. Checks are to be made payable to "UC REGENTS". If a payment is received after the 5th day of the month, there will be a late charge of \$20.00 assessed.

What should you bring?

What to bring depends on the community you are moving in to. Items to consider include:

- | | |
|--|---|
| <ul style="list-style-type: none">• Lamps• Alarm clock/clock radio• Storage bins• Under-the-bed storage trays• Fan• Bulletin board and pushpins• Dry-erase wall calendar/board• Mini toolkit• Picture hangers• Sheets and pillowcases• Towels• Pillows• Mattress pad• Blankets• Clothes hangers• Cleaning supplies• Laundry detergent• Laundry bag/basket• Stackable desk trays• Laptop• Portable speakers• Surge protector• Extension cords• TV and DVD player• Coffeemaker• Microwave• TV and DVD player | <ul style="list-style-type: none">• Paper towels• Surf board• Trash bags• Silverware• Toilet paper• Can opener• Food storage containers |
|--|---|

What should I leave at home?

- Candles
- BBQ grills including electric barbecues, smokers and similar products
- Halogen lamps
- Portable Air Conditioners
- Large home appliances
- Animals – unless preapproved
- Waterbeds
- Incense
- Tobacco
- Cigarettes
- Hookahs
- Electronic cigarettes

Check-in

On the date that your Rental Agreement begins, you can move in. To begin this process, you will need to visit the Housing Office for the community you're moving to.

Upon check in, residents must provide a picture ID. You may also be asked to provide the following, if applicable:

- Pet Deposit
- Vehicle registration in resident's name
- San Diego Gas and Electric account information (if required)
- Copy of child's birth certificate
- Copy of marriage certificate
- Copies of committed couple documentation

If you need to make arrangements to check-in while your Housing Office are closed, please contact the team and they will assist you. The contact info for each community is at the front of this handbook.

Inspection Checklist

When you pick up your keys, you will be given a Move-In Inspection Form to complete and return. Please complete this form with accurate details. Necessary maintenance work will be scheduled according to your comments. We will assume the apartment is in satisfactory condition if your checklist is not received by the Housing Office within two weeks of your move in date. This document will be used when you move out to ensure that you are not charged for any condition or damage that you did not cause.

Orientation

Each resident should partake in our e-orientation. This orientation provides an overview of our policies and procedures and is required to be completed prior to check-in.

Renters Insurance

You may want to consider buying renters insurance. The University and its employees and agents assume no responsibility for the loss, theft, damage or destruction of the personal property kept in your room. We strongly recommend personal property insurance. For detailed information regarding renters insurance specifically designed for UC San Diego renters, please visit <https://gradguard.com/school-search>.

Residents residing at LJDS are required to furnish annual proof of renters insurance, identifying the leased premise. This documentation is required prior to check-in.

Amenities & Services

We offer many amenities and services that make our communities convenient to residents on the go.

Bicycle Racks

Bicycle racks are located throughout all of our communities. A u-lock is recommended to secure your bicycle frame. A bicycle locked to a stairwell, patio handrail, building, post, tree, etc., is subject to citation. Bicycles may be stored on patios and balconies. Residents should register their bicycles online via [UCSD Police](#).



Bike Lockers

If you are looking for a secure location that protects your bicycle from all kinds of weather, consider renting a bike locker through HDH Triton Cash. The bike lockers are available to on-campus student residents and the cost is \$20/month, charged to your Triton Cash account. Visit our [Getting Around](#) page for more info.

A **BikeShare** program is available on campus. Visit [UCSD Transportation](#) for more information about the program.

Bulletin Boards & Postings

Bulletin boards are available at each community and are generally located at mailboxes, fitness rooms and laundry rooms for residents to post approved notices, flyers and advertisements. The Housing Office must pre-approve all postings and the date of the initial posting must be included. Please see the posting policies listed in our Residential Rules section.

Cable & Internet

Coast, Mesa, OMS, and Rita: Spectrum provides Internet and Cable services. Residents need to contact Spectrum at [1-800.964.2783](tel:1-800-964-2783) to establish service. The cost of basic service is included in your rent.

LJDS: Time Warner and AT&T currently provide service. You can contact either company directly to start your service. **Please note:** If your appointment is before or after Housing Office hours, you will need to check-out a key to provide access to the cable room.

Mesa Nueva, Nuevo East & Nuevo West: Each apartment is equipped with Spectrum Wi-Fi, Spectrum cable and one working Ethernet port. The cost of service is included in your monthly rent. If you plan to use cable for television, you will need to bring a coaxial cable to connect. Upon arrival, you will be given a username and password in order to access Wi-Fi. Residents are **not** permitted to set up or supply their own router.

Carpet Cleaning

Complimentary carpet cleaning is available to residents once every twelve months following your initial twelve-month period. Contact the Housing Office for more information.

Community Assistants

In order to facilitate community building at the graduate level, we support the work of Community Assistants (CAs). These are UC San Diego student residents who help plan events and activities to create a sense of community centered on residents' needs and suggestions. For an accurate schedule of events, contact the Housing Office. You can find the events being planned by our CAs at our [Facebook page](#), at flyers and electronic boards around our communities or by stopping by the Housing Office.

Community Gardens

Community gardens are available to residents of Coast, Mesa Nueva and Mesa, Nuevo East and Nuevo West. Flowers, vegetables, and herbs may be grown in the designated garden areas. Contact the Housing Office for more information.

Community Rooms

Residents can reserve a community room online at the [HDH Website](#), via the "Current Resident" tab.

Fireplaces

Some units at LJDS are equipped with fireplaces. If you have any questions regarding the operation of your fireplace, please contact the Housing Office for assistance. Before starting a fire, open the flue by sliding it to the right as far as it will go. (The flue is located in the fireplace on the top). Please always use the fireplace grate.

Garbage Disposals

Garbage disposals are designed to handle only soft foods. Do not put fibrous materials, such as celery or other stringy vegetables, potato peelings, watermelon rinds, seeds, noodles, rice, spaghetti, grease and hard-leafed fruits or hard materials such as bones, glass, or metal objects in the garbage disposal. Always use cold water when running the disposal. Keep the water running while the disposal is on and for a short period after it has been switched to the "off" position.

Disposals are equipped with a red reset button. If the disposal stops running, try to reset it by pushing the button gently. If this does not start the disposal, please contact customer service center through HDH Fix It to enter a work order: [HDH Fix It](#)

Improper use of the garbage disposal may cause the sink to back up in your own or your neighbor's apartment. The university is not responsible for any damage resulting from misuse of the garbage disposal.

Gates

LJDS is a gated community. Gate entries are located at Regents Road and Lebon Drive. Do not attempt to drive through the gate when it is closing; allow the system first to recognize your vehicle and open completely. The University makes absolutely no claims or guarantees that this system will in any way increase security or prevent theft, assault, vandalism, or damage to you or your personal property or that of your guests/visitors. Please report any malfunctions of the gate to the Housing Office.

Residents' names are programmed into the gate system. Visitors may locate your name in the directory and call you for entry. If you wish to provide access to the property, press "9" on any telephone to open the gate remotely.

Pedestrian gates are keyed for resident access with the use of your apartment key. Pedestrians are not permitted to use the vehicle gate to enter or exit the community gate as this is hazardous and could cause injury.

Heating: Apartments are equipped with thermostats to control the level of heat emitted into the space. Property Operations and Planning performs regular inspections of heaters. Do not place or store anything in front of the heater or use it to dry clothes.

Laundry Facilities

Community washer and dryers are located in Mesa Nueva, Coast, Mesa, OMS, Nuevo East, Nuevo West and Rita. You can view the status of your laundry and laundry rooms at www.mywavevision.com. Any problems with these machines should be reported to WASH Multifamily Laundry Systems at 858.534.2600 or request service online at www.fixlaundry.com. Please note the three-digit number on the machine before calling for service.

At LJDS and in Mesa Nueva one, two & three bedroom unit's washers and dryers are supplied in the apartment. For Housing provided appliances, submit a work order through [HDH Fix It](#) for non-emergency requests or call the Customer Service Center at 858.534.2600 for emergencies.

Maintenance Requests



Need something fixed? We're available 24 hours a day, 7 days a week. Use [HDH Fix It](#) for non-emergency requests, or call the Customer Service Center at 858.534.2600 for emergencies. Requests considered emergencies are fire alarms, smell of smoke, smell of natural gas, flooding, any leaks, malfunctioning or broken locks. A request called-in after regular business hours not considered an emergency will be responded to during regular business hours.

Mail

UC San Diego Mail Services delivers USPS mail to the Mesa Nueva, Nuevo West, Nuevo East, OMS, and Rita Housing Offices, which then is put into your assigned mailbox. Residents will be issued a combination at move-in for their assigned mailbox.

Residents of La Jolla Del Sol, Coast, Central and South Mesa, USPS delivers mail direct to assigned mailboxes located on the side of every building or outside of community rooms. A mailbox key will be issued at move-in. There may be a fee to replace a lost mailbox key.



Package Pick-up

Depending on where you reside, your packages might be delivered directly to your apartment, centralized mailbox or to a centralized mail center. Please see the table below for additional information.

Community	Package Pick-up Location
Coast	US Postal Service Parcel Lockers located at each building Large parcel boxes located by 9393
LJDS	Deliveries made to each apartment
Mesa Nueva Nuevo West	Postal Annex (across from Housing Office)
Mesa	US Postal Service Parcel Lockers located at each building
OMS	Residential Services Building
RITA	Housing Office - 2nd floor Lobby
Nuevo East	Exchange Building

Parking

Parking is by permit only in designated areas. Transportation Services will issue a citation if your vehicle is not in working condition, not currently registered with the State of California, or parked illegally. Parking and driving on the grass/lawn or sidewalk is strictly prohibited.

No car washing or vehicle maintenance of any kind is allowed.

Parking Permits

Designated motorcycle parking spaces are located within our communities. Motorcycles are required to have a permit.

Residents at The Rita must purchase parking at UCSD Transportation. You can do so in-person or via their website. Below are the fees and enforcement procedures for our communities.

Community	Where do I get my decal?	Fee	Parking Enforcement	# of Permits
Coast	Coast/La Jolla Del Sol Housing Office	Included	Monday to Friday 9am to 6pm	1 per bedroom; Guest permit issued by office upon request
LJDS	Coast/La Jolla Del Sol Housing Office	Included	Monday to Friday 9am to 6 pm	1 per registered vehicle; Guest permit issued by office upon request
Mesa	Mesa/OMS Housing Office	Included	Monday to Friday 9am to 6 pm	1 per bedroom; Guest permit issued by office upon request
Mesa Nueva Nuevo West	Mesa Nueva Housing Office	Included	Monday to Friday 9am to 4pm except as posted	1 per bedroom; Guest permit issued by office upon request
Nuevo East	Exchange Building	Included	Monday to Friday 9am to 4pm except as posted	1 per bedroom; Guest permit issued by office upon request
OMS	Mesa/OMS Housing Office	Included	Monday to Friday 9am to 6pm except as posted	1 per bedroom; Guest permit issued by office upon request
Rita	UCSD Transportation Services Office	Purchase	Refer to posted signage	Contact UCSD Transportation Services Office

Pest Control

The Office of Environment, Health and Safety (EH&S) provides our pest control services. Report problems with ants, roaches, spiders, rodents, etc. [on-line](#). If you have questions, you can contact them at ehspest@ucsd.edu or by calling 858.582.3276.

Playgrounds

Playgrounds are located near the Early Childhood Education Center, and buildings 9106, 9156, 9184 and 9250 at Mesa.

Pool and Spas

There are two spas, a pool, and a splash zone at Mesa Nueva and two pools and two spas at LJDS. Hours of operation and regulations are posted. No one should enter these areas after they are closed.

Visitors must be accompanied by a resident. Appropriate bathing attire is required when using the pool and spas, including swim diapers for small children. County health regulations state that no animals and no glass be allowed in or around the pool or spa areas. Service animals are permitted in the pool area but are not allowed in the pool or spas. No alcohol, unless purchased from Rough Draft at Mesa Nueva may be consumed at the pool area.

Recreational Facilities



Fitness rooms are available at LJDS, Mesa Nueva (Cresta), Nuevo East, Nuevo West, Mesa (9156) & Rita (4th floor). Housing residents are welcome to use any fitness facilities in any of the communities listed in this handbook. Please contact the Housing Office for access to these areas. Residents will receive access to the fitness rooms after signing the online Fitness Waiver.

When using Fitness equipment during peak hours, or while others are waiting, please limit your time on the equipment to thirty (30) minutes. Proper workout attire is required. Follow posted safety and hours regulations in all community areas. Please keep noise to a minimum, especially in areas with outdoor equipment.

UCSD Recreation offers classes, sport facilities and personal trainers throughout campus. Check recreation.ucsd.edu for more detailed information and locations.

Recycle and Trash Disposal

HDH and UC San Diego practice responsible recycling and sustainability habits. Please do not leave trash outside your apartment door or on your patio/balcony—all trash and recycling should be placed in the designated dumpsters. Furniture, large objects, or Christmas trees placed next to dumpsters will not be picked up by the refuse collector. Disposal of hazardous wastes to the sewer, storm drain, ground or trash is illegal.

For information on proper disposal of your waste go sustainability.ucsd.edu. Used alkaline batteries can be dropped off at the Housing Office for recycling.



The Basics
What Goes Where?

HDH SUSTAINABILITY
ECONAUTS

Recycling

- Glass
- Rigid Plastics (even if soiled with food)
- Aluminum/Metals
- Blocks of Styrofoam
- Clean Cardboard
- Cartons
- Paper

Trash

- Plastic Bags
- Plastic Wrap
- Packing Peanuts
- Loose Styrofoam
- Cardboard with Food Residue
- Candy Wrappers
- Chip Bags

All Left Over Foods:

- Fruit
- Meat/Bones
- Vegetables
- Bread
- Eggs/Dairy

For more information, visit: www.hdh.ucsd.edu/sustainability

Relocation

Residents who wish to relocate to another Housing community, and have not resided for two years in Housing or have a month-to-month agreement, may complete an application online. Once you apply, your name will be added to the Housing waitlist.

You may complete the application at any time during the term of your Rental Agreement. If you have a current application online, that application will be used to generate your relocation offer and Rental Agreement. Single graduate and professional student applicants have the option to find their own roommate by utilizing the Roommate Portal or a roommate will be assigned to you. If you intend to choose a new roommate you will need to wait for an entire apartment to become available.

Shuttle Services

UC San Diego's extensive transportation system is available for students, faculty, and staff. For current schedules, please visit transportation.ucsd.edu The UCSD mobile app provides real-time updates with the bus schedule.

Storage

Storage of personal belongings or items in parking spaces, balconies, building stairwells, landings, hallways, etc. is prohibited. Such items will be removed by the University at the owner's expense. You may not store any flammable items, including but not limited to, gasoline, propane, paint, paint thinner, and kerosene. Barbeques cannot be stored in storage areas.

Residents at Coast and Central Mesa have storage closets available to them outside of their units. Items stored there must be removed at the end of your Rental Agreement. Contact the Housing Office with any questions.

Subleasing

To allow you to maintain your Housing status while you are away from UC San Diego to work, study, perform academic field research, take a vacation, or take an approved leave of absence, you may sublease your apartment. Subleasing is conducted through the "Sublease" section of the HDH website. Sublease agreements may be for a maximum of three quarters.

The person you select to sublease your room or apartment must meet all of our Housing eligibility requirements as outlined in the eligibility requirements in this Handbook, Policy Document and our website. Residents cannot assign or transfer their Rental Agreement or sublet the premises, or use it in any manner other than a full-time personal residence including activities such as conducting business or commercial enterprises, without prior permission from the Housing Office, including but not limited to: advertising spaces in websites such as Airbnb.com, VRBO.com, etc.

Surf Showers

Surf showers, available to any resident, are located at Coast Apartments at buildings 9321, 9383, and at Mesa Nueva on the southeast corner of the Ola Parking Garage. Please do not rinse surfing gear, diving gear, wetsuits, etc., in the apartment shower or sink. The salt and sand will clog the drain.

Tennis Courts

There are two tennis courts at LJDS.

Vacuums

Residents may check out a vacuum at any Housing Office.

Safety & Security

Safety is our number one priority within HDH Communities. Below are some of the resources for our communities.

Campus Safety Escorts

The Community Service Officer (CSO) Program offers a free campus safety escort. Escorts will go to any University property. Call [858.534.WALK](tel:858.534.WALK) (9255) to request an escort. CSOs offer an escort service from sunset through 1am every day of the year. After 1am, this service may be handled by other police department personnel.

CSOs also provide staff [Triton Rides](#), a free nighttime shuttle service available from 8pm to 7am.

Inspections

There are occasions throughout the year when University Officials will need to enter your apartment to complete inspections. You will receive advance notice of these inspections via email and/or written notice of entry posted on your apartment door a minimum of 24 hours in advance. These inspections include annual safety inspections completed by the UC San Diego Office of Environment, Health and Safety, and inspections conducted by Housing staff, including alarm, furnace, and patio/balcony inspections.

Lock-Outs

Locked out? Stop by the Housing Office during business hours for assistance. If you are locked out when the office is closed contact UC San Diego Police at [858.534.HELP](tel:858.534.HELP) (4357). UC San Diego Police may charge a \$15 fee.

Lost and Found

Contact your Housing Office to inquire about items lost or found. Contact UC San Diego Police at [858.534.HELP](tel:858.534.HELP) (4357) to report lost or stolen items.

Missing Person Notification

Residents have the option to identify individuals to be contacted by the University in the event the student is reported missing. The confidential contact information will be accessible only to authorized campus officials, and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If you would like to designate a confidential contact visit the Housing Office.

Police and Security

The UC San Diego Police Department (UCSDPD) can be reached at [858.534.4357](tel:858.534.4357) (HELP). For emergencies, dial [911](tel:911). UCSDPD provide a variety of bulletins, logs and report that you can review at police.ucsd.edu.

If you observe people who are acting suspiciously, contact the UC San Diego Police at [858.534.4357](tel:858.534.4357) (HELP) and report the details. Refer to UCSD Campus Security for additional resources.

The UC San Diego Police sponsor a program of etching items of value, including bikes, with the resident's license number to discourage theft and to make recovering stolen items easier. More information about this program may be obtained by calling the UC San Diego Police at [858.534.HELP](tel:858.534.HELP) (4357).

Stoves

Do not use foil to line burners, oven, or grill. The reflection from the foil will damage the burner element. Do not place foil or paper on the walls above the stove to catch grease, as this is a serious fire hazard.

Toilets

Tampons, “flushable wipes”, and sanitary napkins will clog the toilets, so please do not flush them. If you do not own a plunger, you may want to add it to your household accessories.

Vacation Check

Residents who plan to take an extended vacation can arrange for a vacation check to be made of their apartment. A UCPD Resident Security Officer will routinely check the apartment exterior for any signs of burglary, tampering, etc. You can arrange for a vacation check [on-line](#).

Ventilation

Living near the coast lends itself to a moist climate. As such, it can be easy for mildew to build up without proper ventilation. Be sure to open your windows and allow a cross breeze whenever possible. Also, please leave fans and vents on well after cooking or bathing to assist in absorbing the additional moisture.

Emergency Planning

For information regarding any type of campus emergency visit [UC San Diego's emergency planning website](#). UC San Diego's Emergency Status Phone Number **888.308.8273** (**888.308.UCSD**). In the event of a major emergency affecting the campus, call the toll-free number above for a recorded message, or check the Emergency Status page (status.ucsd.edu) for information on campus closures, interruption of classes and work schedules, etc.

Sign up for emergency text and voice notification at [Triton Alert](#).

View the [UCSD Emergency guide](#)

Alarms and Assembly Areas: Please make note of the locations of the fire extinguishers and pull stations in your building. If the alarm goes off in your building, leave your apartment immediately and lock the door behind you. Report immediately to your assembly area. These **assembly areas** are listed below. Please do not return to your apartment until it is declared "safe" by the fire department or UC San Diego Police.

Community	Assembly Area
Coast	9350 Redwood Drive
LJDS	8046 Regents Road
Mesa Nueva	Outside Housing Office (north side of Cala, 3869 Miramar St.)
Mesa	One Miramar Street, Building 5
OMS	One Miramar Street, Building 5
RITA	100 Osler Lane, Parking Lot P603
Nuevo East	3320 Voigt Drive, Parking Lot P506
Nuevo West	11216998 Miramar Street

Annual Fire Alarm testing is performed and to prepare our residents and as a state requirement. Residents will be made aware of this test prior to the test.

In the event of an emergency, please assume that you will have sole responsibility for your safety and wellbeing. Be prepared to be self-sustaining for a period of 72 hours. The [American Red Cross](#) offers information and courses to help you prepare for emergencies.

Moving Out

If you have a month-to-month agreement, thirty (30) days prior to moving out/vacating your apartment, submit an [electronic notice of intent to vacate](#) to the Housing Office. For fixed term Rental Agreements there is no need to submit notification of your move out date unless you plan to leave prior to your lease end date.

After this notice is received by the office you will receive an email detailing move out information explaining the process. When you vacate your apartment/room, an inspection will be done to determine cleaning and/or damage charges (if any). You may also request an initial inspection to occur two weeks before move-out with the Housing Office.

Please make sure to follow these steps below to avoid possible charges to your account:

- If you plan to pay your pro-rated rent amount, you will need to make a payment with either cash or a check at the Central Cashier's Office or you can wait one business day after rent has posted and pay the pro-rated amount due online. If you pay more than your pro-rated amount, you will need to email refunds@ucsd.edu to request your overpayment refund, please include your full name and PID in your request.
- If you have an SDG&E account, contact SDG&E at 1-800.411.SDGE to schedule your service to be disconnected or transferred into your roommate's name.
- Remove all of your personal property. This includes all furniture that you may have added to your unit. Any University furnishings must be present at time of your inspection. Do NOT leave bulky items and unwanted furniture items on the property after you move-out. Please make arrangements to donate or dispose of the items properly.
- Ensure that your apartment is clean. You can check out a sparkle bucket with cleaning supplies from the office.
 - Sweep and mop floors
 - Vacuum all carpeted areas
 - Use a mild cleaning solution to clean your bathroom & kitchen areas
 - Focus on mirrors, sinks, counters, cabinets and drawers & empty the refrigerator
 - Remove all trash and place in the proper disposal containers
 - Remove any items from patios and porch areas
- Return the keys and parking permit (s) directly to the Residential Office no later than midnight on your move out date:
 - \$6 to replace a key card or bedroom key,
 - \$50 for each parking permit not returned.

On the first business day after you vacate the apartment, a Housing representative will inspect your apartment. You have the right to be present at the move out inspection. If you wish to be present, please contact our office.

A note about elevators and moving out:

Please do not prop the doors open with a box or your hand. Whenever elevator users physically hold elevators doors open too long, it sends a fault code to the elevator controller and shuts down. If there is a need to hold the door open please make sure the "hold open" button inside the elevator is used. Following these procedures will eliminate unnecessary service calls and elevator down-time.

Graduate and Family Housing Residential Rules

Introduction

At UC San Diego, we believe you will find living on campus is an integral part of your education. As a result of your community living experience, we hope that you will develop a concern and respect for others; make responsible choices and decisions; share your academic, social, and cultural experience with other students; and learn to live peacefully in close quarters with a diverse group of people.

It is important to realize that students living in a group environment affect each other's lives in many ways. We strongly believe that one's actions demonstrate one's commitment to respecting differences. In addition, we will not accept ignorance, humor, anger, alcohol or substance abuse as an excuse, reason, or rationale for behavior. Certain shared responsibilities such as mutual cooperation, inclusion, and respect are integral to any successful group living situation. It also means accepting personal responsibility for how your everyday actions affect others living with you as roommates and neighbors. Establishing a positive and supportive residential environment means each individual must make occasional adjustments in personal habits, attitudes, and beliefs. Successful on-campus living, whether in the residence halls or apartments, means exercising your rights while recognizing your responsibilities in respecting the equally legitimate rights of the other members in your community.

Appeals

The Graduate and Family Housing Advisory Committee reviews discrepancies for graduate and professional students regarding charges to your account, Housing policies and procedures, Rental Agreements, budgets, rates, and levels of service. The committee consists of student representatives residing in UC San Diego graduate Housing communities and staff representatives from the Graduate Division, School of Medicine, School of Pharmacy and Housing.

Residents may submit an electronic request/appeal using the "Appeal Process for Residents" link on the "Current Resident Resources" tab found at hdh.ucsd.edu. Once submitted the Housing Office will review your request. If your request is not granted by the office, it will be forwarded to the Advisory Council for review. You will receive an email from the Advisory Council notifying you of the outcome of the review.

Appeals for faculty and staff residing at La Jolla Del Sol will be reviewed and decided upon by the Housing Liaison, General Manager and Associate Director. You will receive an email from the office notifying you of the outcome of the review

Withdrawal

Students who have withdrawn from the University, or Faculty and staff no longer employed by UC San Diego, are not eligible to live in Housing. When withdrawing, submit a thirty-day electronic notice of intent to vacate to the Housing Office. Your Rental Agreement will be terminated once the thirty-day notice period expires.

Rules

In accordance with the University of California San Diego Housing Contract, every UC San Diego student who lives in or enters our residential communities must abide by the rules and regulations of UC San Diego, including, but not limited to, the [UC San Diego Student Conduct Procedures](#), the [UC San Diego RESNET Acceptable Use Policy](#), all applicable local, state, and federal laws, and the Graduate & Family Housing

Residential Rules contained herein. This document describes residential-area specific policies and is incorporated into the Standards of Conduct within the UC San Diego Student Conduct Procedures. Violations of the rules described below may become the basis for a referral to the student conduct process.

These rules are in place to establish a safe and secure living environment and to support your success as a UC San Diego student. Any student who anticipates or observes a potential violation of these rules is expected to immediately remove themselves from the environment in which the violation may occur. One's presence during any violation of these rules ultimately condones, supports, and/or encourages the behavior or potential violation of these rules.

Additionally, breach of any term/provision of the Housing Contract may result in contract cancellation prior to move-in, termination of the contract after move-in, or exclusion from future UC San Diego student housing application processes.

1. Alcohol:

- a. **Under twenty-one (21):** Federal law, California State Law, and University policies prohibit persons under the age of twenty-one (21) from consuming, possessing, soliciting, procuring, selling, or manufacturing alcohol at any time. Persons under the age of twenty-one (21) in the presence of alcohol with or without objective signs of intoxication may be in violation of these rules. Alcohol possession or consumption which can be detected from outside the room/suite/apartment will result in further inquiry and may be a violation of these rules;
- b. **Over 21:** Residents who are twenty-one (21) or older and their guests who are twenty-one (21) or older may possess and/or consume alcohol in the resident's contracted apartment space so long as they are following Federal Law, California law, and all other University policies. Manufacturing alcohol or providing alcohol to those under the age of 21 is prohibited.
- c. **Alcohol paraphernalia:** Devices and games intended for the rapid consumption of alcohol (e.g., beer bong, beer pong, and commercial dispensers) are prohibited whether or not alcohol is present. The presence of any open, full, or empty alcohol containers will be interpreted as possession of alcohol.
- d. **Bulk Alcohol:** Possession of bulk quantities of alcohol is prohibited. Bulk quantities include, but are not limited to: kegs, punch bowls, greater than 750mL of liquor or wine, greater than 144 oz. of beer, powdered alcohol, or any alcohol by volume equivalencies;
- e. **Gatherings:** Social gatherings, where alcohol is present, are allowed provided all guests are 21 years or older and attendance at the gathering does not exceed two (2) guests per resident of the room/apartment. Hosting of multiple room gatherings where the consumption of alcoholic beverages takes place and where people move from one room to another is prohibited. This regulation applies even if all rooms involved are within allowable guest limits;
- f. **Mesa Nueva Pub:** residents consuming alcoholic beverages acquired from the Mesa Nueva Pub must follow all applicable University, State, and Federal regulations adhering to the alcohol license procured by the facility operator. No outside alcohol is permitted in the Pub licensed areas. No open alcoholic beverages purchased from the Mesa Nueva Pub may be taken outside of the pub's licensed areas.

- g. Public Consumption:** With the exception of balconies attached to a resident's contracted space, at no time should the consumption of alcohol occur in public areas or occur outside of resident rooms or apartments.
- 2. Bathrooms:** In keeping with our community living standards, residents are encouraged to be mindful of the needs of fellow residents who have occasional guests or family members of a different gender, with mobility issues, people with disabilities who have attendants/caregivers of a different gender, and residents who have specific religious or cultural accommodations, regarding the use of bathroom facilities. Roommates and suitemates should be in regular communication with each other to discuss these needs early and often. Your Graduate and Family Housing office can be of assistance to help facilitate this communication.
- 3. Bicycles/Scooters/Skateboards/Roller Skates/Roller Blades/Hoverboards:**

 - a.** The use of bicycles, scooters, skateboards, roller skates, roller blades, or hoverboards is prohibited inside any Housing*Dining*Hospitality-owned or operated facilities;
 - b.** Residents may store bicycles only in the owner's bedroom or apartment upon approval of all roommates, if applicable, or in designated bike rack areas. Bicycles cannot be stored in stairwells, common areas, and lounges and cannot be locked to handrails, trees, or signposts;
 - c.** Bicycles, scooters, skateboards, roller skates, roller blades, or hoverboards must not block entrances/exits or sidewalks around residential facilities;
 - d.** Performing tricks on bicycles, scooters, skateboards, roller skates, roller blades, or hoverboards is prohibited in or around all residential facilities; and,
 - e.** Use, possession, and storage of hoverboards is prohibited from all residential facilities.
- 4. Business:** Students must not operate a business or electronic business using Housing*Dining*Hospitality owned or operated facilities, equipment, or services. With the exception of food delivery, no resident may contract any vendor for services in the residential facilities without the approval of Graduate and Family Housing. This rule also includes residents renting or leasing their contracted space through any online or other service (Airbnb, VBRO, Craigslist, etc.).
- 5. Campus Card:** UC San Diego students must carry their Campus Card (i.e., UC San Diego student identification) at all times for proper identification. Proper use of a Campus Card is regulated by the UC San Diego ID Card Terms and Conditions.
- 6. Child Welfare:** Residents are responsible for supervising their children so as to prevent harm to them or to other individuals or damage to property.
- 7. Controlled Substances:** Federal law, California State Law, and University policies prohibit the unlawful possession, solicitation, procurement, sale, consumption, or manufacture of narcotics or controlled substances. Cannabis and cannabis products containing tetrahydrocannabinol and/or cannabidiol are prohibited on campus. In addition, this document addresses the following controlled substance-related residential specific rules:

- a. Possession or consumption of controlled substances that can be detected from outside the room/suite/apartment will result in further inquiry and may be a violation of these rules; and,
- b. Persons in the presence of controlled substances, with or without objective signs of intoxication, may be in violation of these rules.

8. Failure to Comply: Residents and their guests must comply with the directives of University staff in the performance of their duties. Specifically,

- a. Failure to answer your room/suite/apartment door while present in the residence is prohibited;
- b. Failure to immediately produce one's UC San Diego Campus Card upon request is prohibited; and,
- c. Failure to immediately identify your guest.

9. Fire Policy:

- a. **Appliances:** Every electrical appliance must be UL-listed and may only be used within the limitations of that listing. All appliances (e.g., cooking, portable heaters) with exposed heating elements are prohibited. Microwaves must be 750 watts or less and refrigerators must be 5.0 cubic feet or less. Heat producing cooking appliances (e.g., toasters, electric grills, water boilers, coffee makers, rice cookers, etc.) must be used in kitchen areas only. Portable or installed air conditioning or heating units are prohibited;
- b. **Causing a Fire:** Residents may not cause a fire to start for any reason, whether the cause was intentional or by accident. The resident responsible may be financially liable for any associated costs.
- c. **Burnt Food:** Burned food may activate the building fire alarm and the resident responsible may be financially liable for any associated costs.
- d. **Evacuation Maps:** Evacuation maps may not be removed or altered;
- e. **Extension cords and power strips** – All extension cords must have the following components: 1) Must be three-pronged; 2) Must be UL Listed; 3) Must be plugged directly into a wall outlet (not another extension cord or power strip); 4) Must be sized adequately to handle the load; and, 5) Power strips must be circuited and have an on/off switch. Extension cords may only be used on a temporary basis and not as a substitute for permanent wiring. A power strip with a built-in breaker may be used in place of an extension cord for low- draw appliances (generally 600 watts or less). Some examples of appliances with low wattage that can be used with power strips include, laptop computers (40W-120W), 25" televisions (150W), clock radios (7W), gaming consoles (195W) and curling irons (90W). Multi-plug, non-circuited, adaptors and extension cords can create fire hazards and are not allowed. Flexible wiring (i.e., circuited power strips and extension cords) shall not be extended through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage. Wiring, including but not limited to electrical, telephone, cable, or computer wiring, from apartment to apartment or from room to room is prohibited;

- f. **Failure to Evacuate:** It is each resident's responsibility to evacuate to designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is prohibited and a violation of the California Fire Code;
 - g. **False Fire Alarms:** Causing a false fire alarms (pulling fire alarm stations without cause, tampering with smoke detectors, etc.) is prohibited and a violation of the California Fire Code. Engaging in such behavior may be punishable by up to 6 months in jail and/or \$1,000 fine;
 - h. **Fire and Emergency Equipment:** It is a misdemeanor to tamper with, cover, or interfere with fire alarm pull stations, smoke and heat detectors, fire extinguishers, hoses, fire sprinkler systems, EXIT signs, and emergency lighting. Hanging items on, damaging, dismantling, deactivating, covering, or otherwise altering smoke detectors, heat detectors, or any fire/emergency equipment is prohibited. In addition to a referral to the student conduct process and any associated sanctions for an acceptance or finding of "responsibility" , violations of this section may result in housing contract cancellation, exclusion from future UC San Diego student housing application processes, suspension, and/or administrative fees associated with the violation(s);
 - i. **Fire Doors:** Residents must not bypass or disable safety design features by obstructing, propping, or blocking doors and/or latches;
 - j. **Flammable, Explosive, or Corrosive Substances:** Storage or use of any flammable liquids, fireworks, compressed gas canisters, photo developing chemicals, or corrosive materials in any quantity is prohibited in or around the residential facilities. No vehicles or machines with flammable or corrosive materials can be brought into or stored in or around the residential facilities;
 - k. **Halogen Lamps:** Halogen lamps are prohibited; and,
 - l. **Open Flames:** Use of candles, charcoal grills, incense, tiki torches, or any other open flames are prohibited in or around the residential facilities. Individual residents cannot bring barbecues (including electric barbecues, smokers and similar products) as they are prohibited in all facilities. In addition, propane gas and charcoal for BBQs may not be stored in or around any residential facility. Gas BBQs are available for resident use in Graduate and Family Housing Communities.
- 10. Guests and Guest Behavior:** A guest is defined as anyone who is not contracted in the residential space that is being visited. During special events, limitations and/or restrictions on guest visitation may be implemented.
- a. Resident hosts are responsible for the behavior of guests. Should a resident's guest(s); violate any University policy or these rules, the host may be held accountable and the guest may be asked to leave;
 - b. Resident hosts must accompany their guests at all times while in the residential community;
 - c. Residents must properly and accurately identify their guest(s) to University Officials upon request;

- d. All guests need to be approved by all roommates or apartment mates of a particular residence and must leave upon request by any roommate or apartment mate;
- e. Overnight guests are not allowed to stay longer than two consecutive weeks;
- f. Guests may not sleep in any of the common rooms or public spaces.

11. Noise:

- a. Quiet Hours: The minimum quiet hours are 10pm-7am Sunday thru Thursday, 12am-7am Friday and 12am-9am Saturday. At LIDS your quiet hours are 10pm-8am Sunday thru Thursday, 11pm-8am on Friday and Saturday. During UC San Diego posted finals week, please respect 24 hour quiet hours
- b. Courtesy Quiet Hours: Any student may ask any other student or guest to cease making noise that is disruptive to study or sleep at any time. Failure to comply with requests may be a violation of these rules. Students are expected to directly request that other students or guests cease any activity hampering their ability to study or sleep. Students or guests are to take the initiative to self-monitor noise and it is not acceptable to assume that a noise level is appropriate until someone complains about it.

12. Posting/Solicitation: All posting, distribution, or solicitation in the public areas of the residential facilities must be approved by Graduate and Family Housing. Refer to the Graduate and Family Housing posting rules and the University posting policy for further detail. Posting on exterior balconies or railings of apartment rooms is prohibited. Postings inside bedrooms or on the inside of exterior-facing bedroom windows or doors may not interfere with the operation of doors or windows or otherwise endanger health or safety. Posting of material in common living areas of apartments not open to the general public is permitted provided that none of the residents of adjoining rooms with access to the common area object to the material. Any material posted in the common area of apartments must be removed in the event that any resident of an adjoining room with access to the common area objects to the posting of such material.

13. Residential Facilities:

- a. **Alteration/Damage/Theft:** The University, at its sole discretion, shall determine costs for the theft, conversion, destruction, or damage to University fixtures, furnishings, equipment or decorations or damage to a residential facility. Payment for such costs shall be made by the resident and is due upon receipt of the notice. Damage should be reported immediately to Housing's Customer Service Center 858-534-2600. Do not attempt to repair damages; doing so may result in additional administrative charges;
- b. **Balconies/Window ledges:** Balconies, ledges, window ledges, and sunshades may not have any items hanging from them or covering them. Further, balconies, patios, and decks may not contain decorative items, food storage, trash, trash containers, items to be recycled, or recycling containers;
- c. **Cleanliness:** Residents are responsible for maintaining a clean, sanitary, hygienic, and hazard-free living environment. Administrative charges and/or other sanctions will be assessed for excessive

cleaning that must be performed by University and University-contracted staff, including Environment, Health, and Safety (EH&S) inspection staff;

- d. **Closet/Cabinet Doors:** Removing doors is prohibited. If doors are removed, they will be re-installed immediately and the student will be assessed an administrative charge for their reinstallation/repair;
- e. **Construction:** Construction of any kind in or outside of your apartment is prohibited. Construction includes, but is not limited to, using heavy building materials; installing front screen doors; building platforms, lofts, or shelving units inside your apartment or on the patio or balcony; installing paneling, closet organizers, mirrors, cork, bottle caps, or track lighting; installing bamboo covering on the patio or balcony above railing; affixing satellite dishes or antennas to the exterior of the building, except as permitted under the UC San Diego Housing and Residential Life Services Satellite Dish Installation and Registration Agreement.
- f. **Decorations:** Corridor, room, and common area decorations must conform to the following EH&S standards. Damages resulting from violating these rules may be assessed to the resident(s). Decorative materials are not permitted in corridors. Do not obstruct exit signs, fire alarms, extinguishers, sprinkler heads, or hose cabinets. Items of any kind are not to be affixed or adhered to any ceiling and no ceiling may be altered by painting. Walls may not be altered in any way and any item hanging from any wall must be mounted with removable adhesive strips or painter's tape; and, any decoration on the exterior of the door must be limited to two pieces not larger than 8 1/2" x 14" each;
- g. **Doors/Walls:** Written messages, tacks, or tape (other than painter's tape) placed directly on any door or wall is prohibited;
- h. **Door Closure Devices:** California State Law requires that door closure devices be in working order. If a door closure device has been tampered with, it will be repaired and the residents charged;
- i. **Elevators:** Tampering with, misuse of, or vandalism of elevators is prohibited by law and University policy. Those responsible for such activities will be charged for cleaning or repair;
- j. **Furnishings:** Moving furniture from any rooms/suites/apartment/public area is prohibited. Students who move furniture from public areas or use furniture for purposes other than its original intention may be referred to the student conduct process and any labor costs associated with returning the furniture to its appropriate location or its replacement. Outdoor use of University-owned furniture from rooms/apartments/suites is prohibited;
- k. **Keys:** Residents are responsible for all University-issued keys. UC San Diego Police may charge a \$15 fee for lockouts. Students may be charged for the costs associated with a lost or stolen keys or keys that are unreturned after a resident vacates a space. It is against policy to duplicate or use, without authorization, any University-issued key. Providing false information to obtain a University key is a breach of security and grounds for referral to the student conduct process;
- l. **Painting:** Residents are prohibited from painting the interior or exterior of their residence.
- m. **Pets:** With the exception of the approved animals listed below, animals are prohibited in our communities without prior written consent of the University. Dogs are not allowed except as service or support animals in any community. Students with an emotional support or service animal should contact the Office for Students with Disabilities prior to move in. Guest animals are not permitted at any time. If you do have an approved animal, it must be kept on a leash and under the control of a responsible person; Residents with approved animals need to clean up after them and may be financially liable for costs to any damage to university properties; Animals are not allowed on the

landscaped areas. A resident found in violation of the pet policy will be served with a Three Day Notice to Perform Covenant or Quit. If the resident does not comply, the Rental Agreement will be terminated.

Coast, LJDS, Mesa, and OMS: The University will approve two indoor cats, caged birds, and fish in aquariums with a 30 gallon or less capacity, per apartment. A signed pet addendum and a \$250 pet deposit will be required for up to 2 indoor cats.

MN and Rita: The University will only approve fish in aquariums with a capacity of 30 gallons or less, per apartment. Cats are not allowed at Mesa Nueva, Nuevo East, Nuevo West or Rita.

- n. **Recycling:** Recycling is each resident's responsibility and should be regularly removed to designated areas. If recycling from a resident's room is found in non-designated areas, residents will be held accountable for its appropriate removal and all administrative charges associated with its removal and cleaning;
- o. **Roofs/Rails/Ledges:** Residents are prohibited from scaling or climbing walls, traversing to/from balconies, accessing roofs, rails, and ledges of all residential facilities unless otherwise designated. Placing objects on Roofs/Rails/Ledges is not permitted. Throwing objects to or from the roofs, rails, or ledges of any residential facility is prohibited;
- p. **Security:** Residents should not bypass or disable residential security. Residents should not allow suite and/or building access to unauthorized persons. Students are reminded to lock doors and close and lock windows when they are not present in the room or while asleep in the room. Students are required to call the Customer Service Center at 858-534-2600 if they are unable to lock and secure room doors and/or windows. If a resident sees suspicious activity, they are expected to call University police at 858-534-4357. The safety and security of the community is everyone's responsibility;
- q. **Trash:** Trash is each resident's responsibility and should be regularly discarded to designated areas. If trash from a resident's room is found in non-designated areas, residents will be held accountable for its appropriate disposal and all administrative charges associated with its removal and cleaning;
- r. **Unauthorized Entry:** Unauthorized entry is prohibited. Use of residential facilities by outside organizations or the general public is limited and determined by Graduate and Family Housing;
- s. **Unauthorized Events:** All group activities, hired performances, or organized and/or publicized events in or around the residential facilities, including public areas, must have the prior approval of Graduate and Family Housing;
- t. **Unauthorized Use of Public Areas:** Depending on the unique architecture of each residential community, public areas are generally defined as any residential space excluding residence hall bedrooms and the interiors of apartments. All public areas must be kept free of obstructions. No one may sleep in public areas unless it is in conjunction with a University-sponsored event. Public areas may be closed at any time by the Graduate and Family Housing Office responsible for the space; and,
- u. **Windows and Screens:** Throwing to or from, dropping, or allowing any object to fall from any window, climbing in or out of windows to gain entrance to a room, or the unauthorized removal of window screens is prohibited. Any weather-related damages that occur to a room as a result of a resident not closing a window will be billed to the resident(s) responsible for the damage.

14. Smoking: Per the University's Smoke-Free & Tobacco-Products-Free Campus Policy smoking of any kind is not permitted in any area owned or leased by UC San Diego.

15. Weapons and Explosives: University policies prohibit the use or possession of firearms, on campus, with or without a valid permit. This includes any device resembling a firearm, including, but not limited to airsoft, paintball, bb guns, and nerf-type guns. Also prohibited is the use, possession, or storage of any kind of ammunition, explosive, or weapon(s), including, but not limited to: stun guns, daggers, knives with a fixed blade over 2.5 inches used for any purpose other than cooking, martial arts equipment, slingshots, spear guns, bows and arrows, explosives, fireworks, laser pointing devices and Taser guns. The improper discharge of a chemical agent including, but not limited to, mace, pepper spray, or other aerosols is prohibited. Other items or implements used aggressively or for violent purposes are prohibited and should be reported to the UC San Diego Police at (858) 534-4357.

EMERGENCY EVACUATION PLAN



Emergency Exit Plan

- Review the Emergency Plan prior to an Emergency
- In case of fire use stairs for exit. Do not use elevator
- Quickly move to the outside of the building using the nearest door marked with an EXIT sign
- Be certain all persons in the area are evacuated immediately
- Help those who need special assistance—disabled, small children, etc...
- Report immediately to the designated assembly area (see map) to do a headcount
- Do not reenter the building and wait for instructions from emergency response personnel

Emergency Phone Numbers

Fire, Police, Medical	911
UC San Diego Police.....	858.534.4357
Thornton Emergency Room	858.657.7600
Poison Control Center	800.876.4766
UC San Diego Emergency	858.308.6273
Status Phone No.	
EH&S Front Office	858.534.3660

Calmly state:

- Your name
- Building and room location of emergency
- Nature of the emergency: fire, chemical spill, etc.
- Injuries?
- Hazards present which may affect responding emergency personnel
- A phone number near the scene where you can be reached

Fire Procedures Fire Alarm: Bell/Horn with flashing light

- Pull the fire alarm and call Campus Police at 858.534.4357 or 911
- Alert people in the area to evacuate
- Close door to confine the fire

In case of small fire

- IF YOU HAVE BEEN TRAINED to use a fire extinguisher, while keeping an exit behind you, position yourself within six feet of the fire
- Pull the pin located in the extinguishers handle, aim the nozzle at the base of the fire, squeeze the handle and sweep from side to side at the base of the fire until it is out

Evacuation maps may not be removed or altered. Take time to familiarize yourself with the evacuation plan for your residence. It is each resident's responsibility to evacuate to designated assembly areas when the fire alarm sounds. Failure to evacuate immediately is dangerous and a violation of the California Fire Code.

Fire alarm testing and evacuation drills are conducted annually.

Have persons knowledgeable about the incident and location assist emergency personnel.

Evacuation maps are included in the following housing locations:

- Eleanor Roosevelt College: Residence Halls
- One Miramar Street Apartments
- Mesa Nueva
- Revelle College: Argo and Blake Residence Halls and Keeling Apartments
- Rita Atkinson Apartments
- Single Graduate Apartments
- Village East and West Apartments
- Warren College: Apartments and Residence Halls

UC San Diego

HOUSING • DINING • HOSPITALITY

Resources

Below are some resources that you may need while you live with us:

American Red Cross	858.309.1200 www.redcross.org/local/california/san-diego
AT&T – For Internet & Cable at LJDS	800.288.2020
Campus Advocacy, Resources and Education (CARE/SARC) at Sexual Assault Resource Center	858.534.5793 Email: sarc@ucsd.edu
Community Service Officer Escort	858.534.WALK (9255)
Early Childhood Education Center	858.246.0900
Environment, Health & Safety (EH&S)	858.534.3660
Graduate Student Association (GSA) The Graduate Housing Advisory Committee	gsa.ucsd.edu archac@gsa.ucsd.edu
HDH Administrative Services (Billing Services)	858.534.4010
HDH Website	hdh.ucsd.edu
Maintenance Requests (Customer Service Center)	858.534.2600 Hdhfixit.ucsd.edu
The Miramar Recycling Center (accepts CRT's and other electronics for recycling)	5165 Convoy Street, San Diego, C. 92111 858.268.8971
San Diego Gas & Electric	800.411.7343
Student Business Services (SBS)	858.822.4727 Email: studentbusiness@ucsd.edu
Student Health Services	858.534.3300 wellness.ucsd.edu/studenthealth
Student Parents Resource	Email: studentparents@ucsd.edu
Spectrum (for cable & Internet issues and setup)	855.973.9965
Time Warner Cable – For Internet & Cable at LJDS	800.964.2783
Triton Ride <i>Ride from any on-campus location to another on-campus location and within a 1-mile radius of campus</i> Service hours: 11:30pm – 6:00am, 7 days a week	858.534.9255 App: TapRide Email: ucsdsaferide@ucsd.edu
UCSD Mail Services	858.534.7098
UCSD Police	911 858.534.HELP (4357) police.ucsd.edu
UCSD Transportation	transportation.ucsd.edu
United States Postal Service	858.459.3623 www.usps.com