

## UGA Griffin Campus Resident Etiquette

**The Visitor House is a smoke-free environment. No smoking allowed.**

### Bedrooms

1. Use only the area and furniture designated for each resident.
2. Light and other activities in the bedroom should be off at a reasonable time. If one of the residents needs to stay up later, he/she should go to the common living areas of the house. This will allow the other roommate to rest without interruptions.
3. Tenants can request a change of bedroom by contacting the business office managers and providing sufficient justification to allow for that change. The business office manager will try to grant the request if bedrooms in the house are available.
4. No incense or candle burning is allowed in the bedrooms.
5. Adequate cleanliness and personal hygiene is expected of the residents. Lack of it may inconvenience the roommate.
6. A small refrigerator is available for each resident. Store food properly and keep refrigerator clean.

### Kitchen

1. **Foods should not be left unattended on the stove or in the microwave.** Unattendance increases the risk of fire hazards and damage of kitchen appliances.
2. Clean the stove and/or microwave immediately after use. Others may need to use these and will appreciate finding them clean.
3. Use the stove's exhaust fan when cooking to remove odors.
4. Cutting boards, counter, sink and sink strainers should be cleaned after each use.
5. When possible, place leftover food and garbage in small disposable containers before placing it in trash cans.
6. Cooking utensils (including pots & pans) should be washed immediately after use if others are waiting to use them.
7. When possible store all foods in the designated refrigerators in the bedrooms. This will prevent pest infestation in the kitchen area.

### Dining Room

1. Do not place hot pans or dishware directly on counter tops or dining table. Use a trivet (metal, brick or wood stand for hot dishes or pans).
2. The dining area should be cleaned immediately after use.
3. The dining area should simply be cleared after eating if others are waiting to use the table.
4. The dining area's main use is for eating. Other activities should not occur during dining hours.

5. A small freezer is available for all residents. Stored items should be adequately stored and labeled (name and date).

### **Living Room**

1. The volume of the television and conversations should be kept at a moderate level. Others may be studying or sleeping.
2. The television should be turned off at 11:30 PM so as to not disturb other residents.
3. Under no circumstance residents or guests should sleep overnight in the living room. Tenants needing to work late at night can study in the living and dining room areas.

### **Bathroom**

1. Close the shower curtains while taking a shower. Dry yourself inside the tub before stepping out in order to keep the floor dry and clean. Before leaving the bathroom, the shower should be rinsed to remove soap, shampoo, or hairy residues. Curtains should be kept closed after showering to allow it to dry properly.
2. Use a soap dish. Personal care items should be kept in the resident's bedrooms when not in use.
3. Toilet tissue should be flushed. Do not flush any other type of paper.
4. Hand paper towels and sanitary items should be placed in the waste basket.
5. Wipe off the sink after each use.
6. During morning hours, residents should be brief in the bathroom to allow other residents to use it before going to work.

### **Laundry Room**

1. Remove clothing from the washer and dryer when the cycle is completed.
2. Check the dryer lint trap after each use. Remove excess lint and place in a waste basket.
3. Do not place/store anything on or near the furnace located in the laundry room. It is a fire hazard.

### **General**

1. Physical Plant picks up trash daily when the Griffin Campus is officially open. On holidays and weekends, residents should place bagged garbage and other trash in the can located at the side entrance. If this can is full, bagged trash should be taken to one of the nearby dumpsters.
2. The residents or the Resident Monitor should notify the Business Office if repairs or maintenance are needed.
3. It is the duty of the sponsoring faculty to inform arriving houseguests on matters of personal hygiene.

**The overriding factor for the rules of etiquette is to “Be considerate of others”.**

I have read the Resident Etiquette Rules and the Resident Guidelines posted in the visitor house web site and agree fully to comply with them.

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**Visitor name**

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**Visitor signature**

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**Date**