**Table of Contents**

- **Page 2**: Bunked Beds
- **Page 3**: Heating and Cooling, Water Saving Features
- **Page 4**: Public Area Lights: Lounges, Stairwells, Laundry
- **Page 5**: Sensor, Fire Horn, Vents, Curtains and Switches
- **Page 6**: Avoiding Dry Wall Damages
- **Page 7**: Keeping Your Room and Bathroom Clean
- **Page 8**: More Cleaning Recommendations
Welcome to this magnificent building! We hope you’ll find Oakland Hall to be a comfortable, exciting place to live this year.

**Living in LEED Gold Certified Building**

**First**, you may discover something in your room or elsewhere in the building that needs service or fixed. Call the Residential Facilities Service Center at 301.314.9675 (campus extension x49675, known as x4-WORK) to report any problem in your room or building.

**Second**, Oakland has systems and features that aren’t the same as found in other campus residence halls. Plus, we have some “green” features that are used nowhere else on campus than in Oakland Hall. Here are some of the differences.

**Bunked Beds**

All the beds in Oakland were installed with the dresser under the bed frame, which opens up more floor space in the room. Your bed frame can lift out of the track in both bed posts and can be re-positioned and adjusted lower to any preferred height above the floor.

**Lowering Your Bed (May need two people):**

If you want your bed down at a typical level, follow these steps.

- If the bed frame is tight at the bed ends and can’t be pulled upward, borrow a mallet from the Oakland Service Desk and adjust one bed end at a time.
- Tap the underside of the bed frame with the mallet to loosen the frame brackets from the bed end tracks.
- Once loose, lift slightly up and pull the bed end away from the bed frame to disengage the brackets’ fingers from the bed end tracks.
- Lower the frame down to the position you prefer and re-insert the bed frame brackets into the bed end tracks.
- Use the rubber mallet to hit the top of the bed frame to make certain the frame brackets are securely inserted into the bed end tracks.

**Bunking Your Bed**

Unlike other residence halls, we do not use steel pins to bunk beds. The tops of the bed ends have large wooden pegs that hold the bed ends in place when bunking beds. You’ll likely want to reposition the bed heights of both the top and bottom beds before assembling your bunked bed, so follow the steps above first.

- The mattress on what will be the top bunk bed can be removed to lessen the weight you’ll be lifting.
- With the help of a roommate or floormate, lift both ends of the entire assembled bed up onto the top wooden pegs of the bed ends of what will become the lower bunk bed.
- Be certain all four pegs fit tight into the bottoms of the bed ends.
- If you’re unable to do this with the help of a friend, call x4-WORK to have our Furnishings staff come out when feasible to help.

**Loft Beds**

In other residence halls, residents have been able to rent metal bed loft kits. Since the Oakland bed ends are structurally different and won’t fit the metal loft units used in other residence halls, Oakland residents cannot rent the Bedloft product.
Heating & Cooling

Resident bedrooms have what’s called a fan coil unit (FCU) in the ceiling above the door to the hallway. The design of the heating and cooling system in Oakland can allow either heat or air conditioning on the same day depending on what each room’s temperature sensor determines is needed, so it is possible that one room is getting warm air when another room across the hall in direct sunlight is getting cooler air from the FCU. Consistent with campus energy standards for modern buildings, all FCUs have pre-set temperatures of 74 degrees for cooling and 70 degrees for heating. The FCUs know this as “Occupied Mode.”

On the wall is a fan speed button that can temporarily change the fan speed in the FCU. Most if not all of the time, you’ll never have a reason to press this button. The fan speed may change by itself to help achieve the 74 degrees/70 degrees temperatures, but you can change the fan speed setting for one hour by pressing the little black button for one second. Here’s how it works, just so you know…. The button can cycle the fan from Low to Medium to High with two separate presses of the button if the fan was initially on Low. No matter what setting you make to the fan, the fan speed is changed for one hour after which the FCU controls will automatically adjust the fan speed back to what’s needed to maintain the proper heating/cooling set point.

But, be careful, pressing and holding this button can also set the FCU into “standby” or “winter break” mode. If you press and hold the black button for between 4 to 5 seconds, the FCU will be permanently set into an energy conserving Standby Mode. During Standby Mode, the fan will be off and the heating/cooling valve inside the FCU will close, and thereafter the FCU will maintain new set points of 66 degrees for heating and 80 degrees for cooling. The fan will start and stop and the water flow valves will open and close only as is needed to maintain these energy conservation temperatures/setpoints. If you unintentionally put your FCU into Standby Mode – or – it’s getting really warm in your room for when it’s hot outside and cold in winter, press the black button one time and the fan and control valves should return to Occupied Mode with 74 degrees/70 degrees cooling/heating set points. If your FCU fan is never on despite pressing this button, or if you have other heating/cooling issues, call x4-WORK to request service.

What’s the little vent over the bedroom door?

Each bedroom has an outside air vent. The outdoor “fresh air” vent is required by modern ventilation code. Outside air is always introduced into the building in student rooms and all other public areas, and the air is tempered year-round, so the winter air will be heated and the summer air cooled before it’s pumped through ductwork to the vents above your unit doors.

Water-saving plumbing fixtures

Your sink’s aerators, shower head, and toilet are all water-saving fixtures. The flushometer on your toilet has a two-position flush valve.

PULL handle UP for liquid wastes
PUSH handle DOWN for solid wastes

To prevent clogs, NEVER flush feminine hygiene products, disposable wipes, paper towels and paper napkins down the toilet.
Public Area Lights – The lights in the public areas don’t stay on all the time and seem to switch themselves off…

That’s right…occupancy sensors have been installed in hallway corridors, lounges, laundry rooms, trash/recycling rooms, and elsewhere. These sensors determine when to power-down some of the lamps in most of the light fixtures in those spaces. Usually by opening the door and entering into one of these spaces, your movement will cause the occupancy sensor to re-energize the switched-off lamps in the ceiling light fixtures. Even the lights in the elevator cars will switch off when no one’s using that particular car.

But, except in the large floor lounge across from the elevator bay, lights in all the other rooms should never go completely dark since some lamps are meant to be on at all times to provide basic but minimal lighting. And they’ll never immediately switch themselves off after you pass through a space – they are programmed to stay on for approximately eight minutes after they no longer sense movement in the space. So, late at night, don’t be surprised if the hallway lights pop on if you leave your room – it just means no one has moved through that part of the hallway for at least eight minutes before you came out of your room.

Stairwells  The same is true in the stairwells – the fixtures over the landings the landings between floors will go off after eight minutes of no movement, and one of the lamps in the fixtures over the stairwell doors will also go out after eight minutes of no movement. Then, when someone enters the stairwell, the sensors can pick up your movement and trigger lights to come on over and ahead of you.

Large Floor Lounges  The large lounges across from the elevators have different lighting controls. There are wall switches on the glass storefront wall inside each lounge nearest the elevators that turn off the lights in the four lighting zones in the large lounges. If someone actually presses any or all four light buttons on the wall plate, the lights will remain off until someone presses one or all four of the zone light buttons. So, don’t use the wall switches unless you need all the lights off for a social program. Otherwise, let the occupancy sensors save energy…let the lighting control system function as designed.

Laundry Trash/Recycling Rooms  Some rooms have an occupancy sensor built into the traditional wall switch. Like the large floor lounges, the push button disables the occupancy sensor and turns off the light. So, if the laundry room light (as an example) never comes on when you enter the space, press the button on the wall plate. Thereafter, don’t press the button when you leave since that disengages the occupancy sensor and turns off the light.

Sabbath Lighting  The lighting control system in Oakland has a timeclock that will override all the occupancy sensors and leave the public area lights on from roughly sunset on Fridays to sunset on Saturdays, after which the local occupancy sensors will continue to manage the light fixtures.
Question: **What's that odd grey little thing on the wall in my bathroom?**

Answer: a **humidity sensor**.

The fans in the exhaust systems in resident bathrooms switch on and off based on the relative humidity (R.H.) in the air of each bathroom. Running the shower raises the humidity and that grey humidity sensor will turn the fan on and run it until the humidity drops below the current setting of 50% R.H. So don’t be surprised if the fan in your bathroom comes on by itself or is running when you enter your bathroom.  

**PLEASE don't hang anything on the humidity sensor...!**

---

Question: **What's the contraption below one of our bathroom's sinks?**

Answer: a **trap primer**.

Okay, so what's a trap primer? This device makes sure there’s always water in the "trap" of your floor drain in your bathroom. You’ve likely seen the P-shaped pipes below bathroom and kitchen sinks, called a trap, that has water in it to keep sewer gases from coming up through sink drains. Same idea for the floor, but since you may not splash enough water each month to refill the floor drain trap as the water evaporates, the trap primers always send water to your floor drain traps.

---

Question: **What's the small plastic device on the wall near the unit door?**

Answer: a **fire alarm horn**.

Engineers determined that someone in the bedroom might not hear the fire alarm horns in the corridor late at night because the corridor wall would not allow enough sound transmission into the bedroom. So individual fire horns are placed in all bedrooms throughout Oakland. When the fire alarm system is activated, anticipate they will be loud (not as loud as hallway horns in other buildings, but loud nevertheless).

---

**Curtains**

Oakland has curtain rods for all resident bedroom windows. You supply the curtains and curtain hooks. Window Opening Sizes (approximate):

- First Floor windows 9' 2" high by 4' 5" wide
- Floors 2 thru 8 5' 11" high by 4' 5" wide

Whether for the much higher first floor windows or for typical rooms, the Service Desk has extendable poles to help you lift off the curtain rods, put your curtains on them, then lift your curtains back up to the curtain wall brackets.  

**PLEASE DO NOT STAND on the furniture to put up curtains...!**

---

**What is the switch on the countertop in my room for?**

The switch over the counter controls the power to the TOP outlet in the wall receptacle above the counter. Whether you plug in a microwave or a TV set, keep the item switched OFF when not in use to conserve energy. These so-called "energy vampires" continue to consume power when plugged in and not in use. The outlet UNDER the counter is not controlled by the wall switch above the counter. You will find this same switch in the Oakland floor lounges where we have our microwaves. For electrical devices not plugged into the countertop’s outlet, always use an "UL Listed" (certified) power strip and turn off power to it to save energy.
Each year after residents move out, we utilize hundreds of labor hours to repair and repaint drywall damage caused by the tape and fasteners residents used. Frankly, some drywall damage – caused by widely-advertised “wall friendly” products – surprised us.

Residential Facilities recognizes that residents may want to decorate their rooms with posters or pictures. If you choose to do so, you will be responsible for any and all damage to the paint and/or wall. We recommend that residents hang posters, pictures using “blue painter’s tape”, readily found in home improvement stores. Removable poster “putty” is also another option to use. Despite product advertising, products sold as “removable” poster hooks, mounting tape, strips, squares or dots, we have often found to stain the paint or cause damage to wall surfaces when removing the releasable strip, hook, square or dot. If you choose to use these or similar products, we recommend first applying the blue painter’s tape to the wall and then adhering the removable poster hook/tape to the blue painter’s tape to protect the wall surface and make for easier removal. NEVER use masking tape or duct tape as these leave residue and damage the wall surface.

Examples of wall damage caused by wall friendly "removable" products

![Image of hook causing drywall paper to tear](image1)

This type of hook causes drywall paper to tear.

![Image of releasable hook leaving a bubble](image2)

After a releasable hook is removed, it leaves a bubble. This must be cut out and repaired.

![Image of releasable hook not releasing](image3)

A releasable hook that doesn't release tears the drywall paper.

![Image of adhesive strips bonding too tightly](image4)

Adhesive strips bond too tightly and drywall paper tears.

![Image of adhesive holders](image5)

Adhesive holders should never be applied to wood doors.

![Image of adhesive squares](image6)

Adhesive squares aren't wall-friendly.

![Image of adhesive squares leaving lasting impression](image7)

Adhesive squares leave a lasting impression on the wall.

![Image of adhesive from duct tape](image8)

Adhesive from duct tape is always a bad idea!

**What Never Works Anywhere…Duct Tape**

The sticky adhesive on duct tape invariably stays behind on the wall and it cannot be easily cleaned, often requiring wall repairs and repainting. Worse yet, if you use duct tape on our wooden room doors, the finish will most likely be damaged and we may have to replace the door.
TIPS FOR KEEPING YOUR OAKLAND BATHROOM & ROOM CLEAN
COURTESY OF UNIVERSITY OF MARYLAND DEPARTMENT OF RESIDENTIAL FACILITIES

Living in one of the newest residence halls on campus is fantastic, but maintaining your new home is a great responsibility that requires cooperation between you and your suitemates and diligent upkeep. You and your suitemates must sweep, clean your own messes, stains, and marks, as well as take care not to damage anything. Most importantly, you have a full bathroom to clean on a regular basis. Taking turns with your suitemates to clean the bathroom is essential to maintaining a safe, healthy, and hygienic environment!

Here are just some examples of what could go wrong when suitemates don’t regularly clean their bathroom.

Gray, orange, or black shower base and walls?!

YOU’VE WAITED TOO LONG TO CLEAN!!

Scrub the floor and walls of your shower with eco-friendly bathroom cleaners like which are widely available in retail stores.

Black mold can get under the shower caulk.
This is difficult to clean, and in some cases, all the caulk must be removed and replaced – a very expensive procedure that could mean pricey damage fines for you and your suitemates.

Even the shower curtain should be sprayed with cleaner and rinsed.
If it gets this bad, take it down and run it through your floor’s washing machine; it’ll clean right up!

Avoid the problem!

Keep all bathroom surfaces, the floor, and walls clean 😊

Don’t forget to clean the shower valve/soap holder, medicine cabinet, mirror, sink and counter!

Black mold can get under the shower caulk.
Dirt from the bathroom can be tracked into the bedroom.

Keep the bathroom floor clean, too.

Cleaning responsibilities extend from the bathroom to the bedroom.

Take care of the bedroom vinyl floor tile by sweeping and mopping. Dirt and grime can collect under desks, chairs, and other furniture…even under the fridge!

Cleaning Supplies

Just like apartment living on south or off campus, you’ll need cleaning products like a toilet brush, sponges, rubber gloves, broom, mop, vacuum, cleaning wipes, and disinfectant sprays throughout the year. Make sure you purchase products that are safe and easy to use. All suitemates can split the costs and share supplies. Remember to look for “green” and “eco-friendly” cleaning products!

Semi-Suite Cleaning Agreements

As part of you and your suitemates’ community living agreements, it’s mandatory for all suitemates to discuss and set up a schedule that shares the bathroom cleaning responsibilities throughout the semester. Roommates should do the same for cleaning each bedroom in the semi-suite. In your agreement, establish your cleaning frequencies and sketch out a cleaning calendar. Post it in the bathroom and bedroom for all suitemates to see.

Cleaning Frequencies

Ideally, bathroom surfaces should be done weekly, while bedrooms floors can go two weeks before being swept depending on usage. Whether you agree to a weekly cleaning cycle or biweekly schedule, establish your own expectations. Monthly or longer cycles aren’t advisable: soap scums, films, mildew, and mold can start to form and grow, making it even harder to clean.

If you see milky white, light orange or black spots like in any of the photos on this flyer, you’ve waited too long!

START CLEANING RIGHT AWAY!!