Table of Contents

• Page 2: Bunked Beds

• Page 3: Heating and Cooling, Vents & Countertop Switches

• Page 4: Building Lighting

• Page 5: Sensor, Fire Alarm, Kitchen, Curtains & Plumbing

• Page 6: Avoiding Dry Wall Damages

• Page 7: Keeping Your Room and Bathroom Clean

• Page 8: Keeping Your Room and Bathroom Clean, continued
Welcome to this magnificent building! We hope you’ll find Prince Frederick Hall to be a comfortable and exciting place to live.

Living in our newest residence hall
First, you may discover something in your room or elsewhere in the building that needs service or fixed. Call the Residential Facilities 24-hour Service Center at 301.314.9675 (campus extension x49675, known as x4-WORK) to report any problem in your room or building.

Second, Prince Frederick has systems and features that aren’t the same as found in other campus residence halls. Plus, we have some “green” features that can be found only in Prince Frederick and Oakland Hall. Here are some of the differences.

Bunked Beds
The beds in Prince Frederick were designed to enable you to place 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 bedframe is tight at the bed ends and can’t be pulled upward, borrow a mallet from the Prince Frederick 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 fo 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.
- Always use the bed end and not the dresser or dresser drawer to assist you in climbing into bed.

Loft Beds
In other residence halls, residents have been able to rent metal bed loft kits. Since the Prince Frederick bed ends are structurally different and won’t fit the metal loft units used in other residence halls, Prince Frederick 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 Prince Frederick 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 thermostat that can temporarily change the fan speed in the FCU. The fan speed may change by itself to help achieve the 74° / 70° temperatures, but you can change the fan speed setting pressing the upper left hand button with a fan icon.

This button can cycle the fan from Low to Medium to High. The FCU controls will automatically adjust the fan speed back to what’s needed to maintain the proper heating/cooling set point.

If you have any heating/cooling issues, please call x4-WORK (301.314.9675) to request service.

What’s the little vent over the bedroom door?

This is an outdoor “fresh air” vent that 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.

What’s this switch do above my bedroom’s countertop…? Hint: Ever hear of Energy Vampires…?

The switch over the counter controls the power to the top outlet in the wall receptacle above the counter in each room. This is the same set-up as in the floor lounges where we have our microwaves. Whether you plug in a microwave or a TV, keep the item switched OFF when not in use so it doesn’t consume power. These so-called “energy vampires” can consume more power when they’re plugged in but switched off than when they are in actual use. The outlet under the counter is NOT controlled by the wall switch above the counter.

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.
Occupancy sensors have been installed in corridors, lounges, laundry rooms, trash/recycling rooms, and elsewhere to conserve energy. 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 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.

Floor Lounges and Study Rooms
These spaces have different lighting controls. There is a wall switch on the glass storefront wall inside each lounge that turn off the lights. 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 and Trash/Recycling Rooms
An occupancy sensor is built into the traditional wall switch. Like the 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.

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

Sabbath Lighting
The lighting control system in Prince Frederick has a timeclock that will override 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.
What is the beige box on the wall in my semi-suite bathroom?

A humidity sensor is in each semi-suite shower room. It is connected to the light switch in the shower and will be activated when it detects relative humidity (R.H.) in the air. Running the shower or the faucet in the sink raises the humidity and that 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 despite the light not being on. **PLEASE don’t hang anything on the humidity sensor…!**

What’s the small plastic device on the wall near the unit door?

A fire alarm horn has been placed in each room. 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 Prince Frederick. When the fire alarm system is activated, anticipate they will be loud (not as loud as hallway horns in other buildings, but loud nevertheless). **Always evacuate the building when the fire alarm sounds.**

Curtains

Prince Frederick has curtain rods for all resident bedroom windows. You supply the curtains and curtain hooks. Approximate Window Opening Sizes:

Most student room windows 6’ high by 5’ wide

Exceptions:
rooms x216, x218 and x220 are 6’ high by 6’ 6” wide
rooms x208 and x210 are 6’ high by 9’ wide
rooms x238 and x240 are 6’ high by 30” wide

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…!**

Building Kitchen

The building kitchen located next to the Multi-Purpose Room on the first floor for all residents to use to prepare a meal. It has a microwave, stove, oven and refrigerator/freezer. You will need to provide your own cooking utensils. Please remember to clean up after yourself and not leave left over food in the refrigerator to spoil. Never leave unattended food on the stove or in the oven.

Water-saving plumbing fixtures

Sink aerators, shower heads, and toilets are all water-saving fixtures. There are several different type of flushometers in the building. Community baths on floors 2-7 have a combination of manual flush valve toilets as well as motion sensor flush valve toilets. In semi-suite restrooms and public restrooms, toilets have two-position manual flush valve toilets. To prevent clogs, do not flush feminine hygiene products, disposable wipes, paper towels or napkins down the toilet.

↑Pull handle up for liquid wastes    ↓Push handle down for solid wastes
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

This type of hook causes drywall paper to tear.

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

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

Adhesive strips bond too tightly and drywall paper tears.

Adhesive holders should never be applied to wood doors.

Adhesive squares aren’t wall-friendly.

Adhesive squares leave a lasting impression on the wall.

Adhesive from duct take 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.
Semi-Suite Bathroom and General Room Cleaning Tips

COURTESY OF UNIVERSITY OF MARYLAND DEPARTMENT OF RESIDENTIAL FACILITIES

Living in the newest residence hall on campus is fantastic, but maintaining your new home is a great responsibility that requires cooperation between you and your roommates and diligent upkeep. You and your roommates must sweep, clean your own messes, stains, and marks, as well as take care not to damage anything. Most importantly, semi-suite residents 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 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 fees for you and your suite-mates.

Even the shower curtain should be sprayed with cleaner and rinsed.

If it gets discolored, 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 😊
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 suite and apartment living elsewhere on South Campus 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!!