

Damage Billing

With your cooperation, our campus and its residences will continue to be safe, attractive, and enjoyable. Any existing damages must be listed on the “Room Condition Report,” “Suite Condition Report,” or “Apartment Condition Report” and should be reported to the Residence Life Staff. Students are held responsible for damages they cause to the room, the room’s contents, and damages made in public areas of the residences. Students are also responsible for damages in these areas that have been caused by a guest of that student. The College will not raise room rent for all students in order to pay for damages in common areas (stairwells, hallways, bathrooms, lobby, and recreation rooms). Rather, it will assess those members of a living area (suite, wing, floor, building) when the responsible individual(s) is not identified.

It is the responsibility of all residents to exercise their influence in the student community to prevent damage or require responsible individuals to pay. Excessive damages to rooms or areas may result in disciplinary action and possible non-renewal of the housing contract.

How to Avoid Damage Billing

1. When you receive your “Room/Apartment/Suite Condition Report,” take time to fill it out carefully, noting any paint chips, nail holes, missing or damaged furniture, etc. Do not use duct tape or double-sided foam tape. When in doubt, ask a staff member. Do use the “Poster Mounts” provided by the Office of Residence Life.
2. If you change rooms, make sure the “Room/Apartment/Suite Condition Report” is checked for both current and new assignments. Before you move out, clean your room in order to avoid the cleaning charge (\$78 minimum).
3. When you notice items that need repair in your room, suite, apartment, or common area, report them to your Resident Advisor or submit a “footprint” to Campus Services. To submit a “footprint” send an e-mail detailing the necessary repairs including nature of the repair and location to supportcs@cazenovia.edu. (Please note a footprint is for non-emergency items)
4. Residents are responsible for items that are damaged or missing in common areas (hallways, bathrooms, laundry rooms, lounge/recreation rooms, lobbies, stairwells, etc.).
5. **Furniture in student rooms, suites, apartments, and lounges/recreation rooms may not be moved to other locations.** Removal of furniture may result in expensive individual or common-area billings and/or disciplinary action. **College-owned furniture should not be taken outside. If furniture is left outside in the weather, the furniture will be replaced and the students will be billed as noted below.**
6. Fire safety equipment is for the well-being of everyone in the community. The misuse of this equipment (fire extinguishers, smoke detectors, pull stations, etc.) could result in a minimum \$100.00 fine and suspension from the residence hall, suite, apartment, or other housing option
7. If you know who is responsible for causing damage to either College property or personal property, report it to a Residence Life staff member or to Campus Safety. You benefit directly by reporting any other person who damages College or personal property!
8. When you see damage occurring, step in to prevent it from going any further.

Billing for Damages

If you have incurred a damage charge, you will receive a statement from the Business Office via your CazNet account. Bills must be paid within 30 days. The one-hour minimum labor charge on any damage call during normal work hours is \$26.00. If a staff member must come in after hours, the staff member is entitled to a minimum of four hours of overtime pay at the rate of \$37.00/hour (\$111 minimum pay). Student costs for damage repair equal the cost of materials, shipping, and delivery plus the cost of labor.

If damages are discovered during check-out at the end of the semester, billing will take place then.

A. Vandalism: If the individual(s) responsible for the damage have neither come forward nor been identified by others, then the cost of the damage (materials and labor) will be divided evenly among all residents of the affected area.

B. Sanctions: Individuals found responsible for vandalism face disciplinary action that may include financial restitution, work hours with Maintenance, disciplinary probation, and suspension or expulsion from the residence hall, suite, apartment, townhouse, or College.

The costs listed below were determined by the Campus Services staff based on the cost of materials, shipping, and delivery plus the cost of labor.

Repairs and Replacement Costs: Residence Hall Rooms & Suites	
Item Damaged/Missing	Charge
Armoire:	
Armoire	\$500
Towel bar	\$20.00
Beds:	
Bed frame & Bedspring (one piece unit), Replace	\$100.00
Bed frame, Repair	\$20.00
Chairs:	
Wooden Desk Chair	\$110.00
Curtains:	
Replace missing curtains	\$30.00
Desk:	
Desk	\$260.00
Desk Hutch	\$80.00
Desk Top, refinish	\$50.00
Doors and Locks:	
Door Jamb (Bedroom)	\$50.00
Entrance Door – 2 types of doors	\$350.00/385.00
Lost Key	\$75.00
Dresser:	
4 or 5 drawer dresser	\$280.00
Electric Receptacles:	
Repair/Replace Cable Jack	\$75.00

Repair/Replace Phone Jack	\$75.00
Repair/Replace Ethernet Jack	\$90.00
Exit Sign:	
Simple Exit Sign	\$115.00 (includes labor)
Exit Sign and Emergency Light Combination Unit	\$150 (includes labor)
Fire Alarms and Extinguishers:	
Fire Extinguisher, 10 pounds	\$75.00
Fire Extinguisher, 5 pounds	\$50.00
Remount Fire Extinguisher	\$20.00
Furniture, remove or move – per item	\$25.00 (minimum)
Light Switch Cover	\$3.00
Light Switch	\$10.00
Mattresses:	
Mattress	\$125.00
Mirror:	
Bedroom mirror	\$60.00
Bathroom mirror (in Farber Suite & Shove Suites)	\$60.00
Remount mirror	\$15.00
Painting:	
Paint Ceiling	\$55.00
Paint Full Room	\$225.00
Paint Wall 1	\$55.00
Paint Wall 2	\$55.00
Paint Wall 3	\$55.00
Paint Wall 4	\$55.00
Showers:	
Shower Curtain	\$12.00
Shower Curtain rod	\$25.00
Sofas:	
Sofa – Living Room	\$650.00
Toilet:	
Toilet Paper Holder (Farber Suite & Shove Suites)	\$15.00
Toilet Paper Roller – 3 roll	\$40.00
Towel:	
Towel bar, remount or replace (bathroom)	\$15.00
Towel bar, remount or replace (back of room door)	\$15.00
Windows:	
Window (replace broken window)	varies
Window (replace broken window pane)	varies
Window Lock	\$75.00
Window Screen, repair – depends on size	\$17 or \$25
Window Screen, replace – depends on size	\$35 - 40
Repairs and Replacement Costs: Apartments and 15 Sullivan	
Item Damaged/Missing	Charge
Bathrooms:	

Cabinet Door Replacement	\$40.00
Countertops	\$125.00
Exhaust Fan	\$100.00
Medicine Cabinet	\$70.00
Shower Rod	\$25.00
Toilet Paper Holder	\$15.00
Toilet Paper Roller (3 roll)	\$40.00
Toilet Seat	\$35.00
Towel Rack (remount or replace)	\$20.00
Bedrooms:	
Bedspring & Bed frame (one piece), Replace	\$95.00
Bed frame, Repair	\$20.00
Bedroom Door	\$75.00 – 9 Sullivan St. & 82 Albany St. \$350.00 – 15 Sullivan St.
Door Jamb (Bedroom)	\$50.00
Bedroom Door Knob	\$40.00
Bedroom Light Fixture	\$60.00
Carbon Dioxide Detector	
	\$50.00
Kitchen:	
Garbage Disposals	\$115.00
Kitchen Light Fixture	\$75.00
Replace Towel Bar	\$15.00
Refrigerator	\$500.00
Refrigerator Door	\$95.00
Freezer Door	\$75.00
Stove	\$400.00
Kitchen Chair (wooden)	\$135.00
Kitchen Chair (plastic)	\$45.00
Replace Kitchen/Dining Table	\$475.00
Living Room:	
Bi-fold Door Handle	\$2.00
Bi-fold Door set of 2	\$70.00
Mini-blinds (plastic)	\$35.00
Mini-blinds (metal)	\$21.00
Mini-blind wand	\$5.00
Sliding Glass Door – set of 2	\$800.00
Painting:	
Paint Ceiling	\$55.00
Paint Full Room (Bedroom or Living Room)	\$225.00
Paint Wall 1	\$55.00
Paint Wall 2	\$55.00
Paint Wall 3	\$55.00
Paint Wall 4	\$55.00

Cleaning Costs: All Housing Options	
Item Damaged/Missing	Charge
Cleaning, additional (trash) per hour charge (1 hour minimum)	\$25.00
Pet Charge	\$100.00
Sticker Removal (from ceiling and walls)	\$26.00
Cleaning, Wall (per wall)	\$15.00
Cleaning, carpet (per room)	\$45.00
Remove Student Furnishings/Belongings (1 hour minimum)	\$35.00
Holes	
Item Damaged/Missing	Charge
8" diameter or less	\$50.00 per hole
8" to 16" diameter	\$60.00 per hole
Larger than 16"	\$75.00 per hole
Tack holes, dents and dings	\$20-\$25 per area