



UNIVERSITY OF MIAMI

DEPARTMENT of HOUSING
& RESIDENTIAL LIFE

Residential Life Faculty & Staff Apartment Guidelines

Written By: Tiffani Idol

Last Edited By: Tiffani Idol

Date Last Edited: 8/14/2024

Table of Contents

Philosophy	3
Housekeeping	3
Facilities & Operations	4
Kitchens	4
Furniture	4
• Décor	5
• Furniture Rental	5
• Requests	6
Apartment Reservation & Use	6
• Scheduling	7
• Apartment Access	7
• Use	7
Parking	8
• Reserved Parking	8
• Guest Parking	8
• Parking Policies	8
Apartment Occupancy	8
• Eligibility	9
• Limitations	9
• Requirements	9
• Domestic Partner Criteria	9
• Required Proof of Domestic Partnership	9
• Domestic Partner Acknowledgments	9
Guests	10
Dining	10
Pets	11
• Requirements for Approval	11
• Expectations	11
• Cleanliness	11
• Acknowledgments	11
Relocation	11

Philosophy

Housing and Residential Life at the University of Miami is home to multiple faculty and staff apartments. Every residential area has at least one professional staff apartment and every residential college has at least one residential faculty apartment. Some professional staff apartments and most faculty apartments have a great room separate from the private living space. Faculty and staff apartments serve the primary purpose of facilitating faculty and staff presence in residential areas. Apartments, especially those with great rooms, also facilitate residential engagement among residents, staff, and faculty. Faculty apartments increase faculty accessibility and approachability.

Great rooms are furnished with HRL owned furniture, technology, and décor. They are reservable spaces where resident needs and engagement should be prioritized. Outside of reservations, the great rooms function as an extension of the faculty or staff living space. That said, faculty and staff should generally keep great room spaces tidy and free of personal items. Faculty great rooms should be prioritized for events which include faculty engagement. In areas where professional staff have great rooms, those spaces should be used for events which do not include faculty engagement.

Some faculty apartments and most professional staff apartments do not have a great room. These apartments may also be used for appropriate resident engagement, especially those with lower attendance numbers.

Although apartments are used to facilitate presence and resident engagement, they also serve as homes to staff, faculty, and their families. Privacy, basic personal needs, and day-to-day life will be respected and prioritized amidst competing priorities.

On a final note, Residential Faculty and professional staff should consider how their apartments are maintained and left upon departure from the space. HRL will take responsibility for how the space is upon arrival and will work in partnership to maintain the space during occupancy. Apartment occupants should take responsibility for their maintenance of the space. In addition to other expectations in this document, financial costs related to significant damages beyond normal wear and tear may become the responsibility of the occupant or former occupant once the space is vacated.

Housekeeping

There is a general expectation that faculty and professional staff apartments are well maintained. Residents should maintain the cleanliness and functionality of their spaces which includes submitting work orders when needed, cleaning and tidying, and allowing for HRL organized housekeeping.

- Given that faculty and professional staff apartments are used to engage with residents, HRL will schedule and facilitate routine apartment housekeeping by the University contracted housekeeping partner. The Assistant Director of Housing Operations and Facilities is the point of contact for apartment housekeeping.
- Apartments will be cleaned weekly while residential students are in classes and occupying the building. Each apartment will have a standard cleaning day and timeframe.
- Apartments with great rooms will receive a 2nd cleaning each week of the programmable great room area. This is defined as a “touch-up” and will occur on Fridays during the academic year. Touch-up cleaning is restricted to the great room/programming space of the apartment.
- Housekeeping services do not include large item removal or bulk trash removal. If residents need to remove a large personal item or wish to dispose of personal items (e.g., bookshelves, bicycles, work out equipment), it is the responsibility of the apartment occupant to identify and implement a solution.

- A schedule for housekeeping for each apartment unit is included below. Please note that during high volume times such as move in, move out, or during holiday periods, this schedule may be adjusted, or housekeeping may not occur. Every effort will be made to communicate these changes prior.

Apartment Housekeeping Schedule (as of August 2024)					
Area	Monday	Tuesday	Wednesday	Thursday	Friday
Mahoney	129	137	136	138	129 (touch up)
Pearson	136	137	139	138	139 (touch up)
Eaton	108	106	104	102	108 (touch up)
University Village	1-112	1-102	7-103		
Lakeside Village			2027	2037	
Ibis	2400		9300		2400 (touch up)
Coral		2210		9225	2210 (touch up)

Facilities & Operations

All apartments are supported by Facilities & Operations staff. For deficiencies inside a faculty or staff apartment (e.g., clogged sink, burnt out light, malfunctioning UM-owned appliance)

- Occupants can submit a service request via www.miami.edu/sro.
- For emergencies, Facilities Work Control can be contacted by calling 305-284-8282.
- The Assistant Director of Housing Operations & Facilities is the point of contact for any assistance following up on a submitted service request.
- Facilities will conduct an inspection of each apartment twice per year. At least two weeks' notice will be provided before inspections.

Kitchens

The apartment kitchen is part of the personal space of the apartment. There is no expectation that the kitchen be reserved and allowed for programmatic use. Previously, kitchens have been stocked by HRL with small appliances, dishes, cookware, and utensils. Although those items will not be removed, they will no longer be replaced and stocked moving forward.

- Spaces with a great room will be stocked with a set of dishes and silverware to be used for formal engagement dinners.
- Although it is not an expectation, Residential Faculty and professional staff are permitted to approve their kitchens for programmatic use.

Furniture

Previously, HRL furnished all apartments with HRL owned furniture. That is still the case in some apartments as we transition the way we furnish spaces. Moving forward, in several apartments that no longer have university owned furniture, Residential Faculty and professional staff can choose to furnish

their own apartment or to have their apartment fully furnished prior to their arrival. Faculty and professional staff who choose to have their apartment furnished by HRL may be enrolled in a furniture rental program with CORT Furniture. Apartment great rooms and patios will continue to be furnished fully with HRL owned furniture. Approval should be granted prior to any additional furniture or other equipment is placed on apartment patios.

- Décor
 - Moving forward, HRL will not provide kitchen supplies or décor. Existing items won't be removed until apartments are vacated and turned over. Examples are rugs, wall hangings, lamps, and kitchen supplies. Apartment great rooms will continue to be furnished fully with HRL owned furniture and décor.
- Furniture Rental
 - Housing & Residential Life has entered into an operating agreement with [CORT Furniture](#). As apartment moves take place, new apartments come online, or existing HRL owned furniture reaches the end of its useful life, CORT will be the exclusive option for faculty and staff who do not wish to use their own furniture.
 - As part of the onboarding process, faculty and staff who will be living on campus will complete a CORT order form with the most current available inventory. A sample order form can be viewed [here](#). Upon completion of the form, it will be submitted to CORT by the Assistant Director of Housing Operations & Facilities.
 - The agreement with CORT is set up through monthly payments. The total adds up on the order form based on the monthly charge that will be incurred for the specific pieces of furniture that are selected. The monthly allowance for a 2-bedroom unit is \$300.00 and \$350.00 for a 3-bedroom unit. The minimum for a CORT order of any size unit is \$250.00.
 - Each rental agreement is in effect for 24 months. CORT will deliver and install all furniture and reserves the right to conduct annual inspections of the rented furniture.
 - Important: for items that come with tip-over restraints such as tall bookshelves or the like, CORT will provide tip-over restraints but will not install them. A service request should be submitted for Facilities & Operations to install tip-over restraints upon delivery of furniture.
 - Within the first 30 days after delivery, residents can exchange one piece of furniture for a different piece of furniture, if they decide they would like something else after it has been delivered. Additional exchanges will incur an additional fee.
 - If a resident moves apartments within the 24-month rental period, CORT can be scheduled to disassemble, move, and install the rented furniture into the new unit.
 - At the end of the 24-month period, residents can restart a 24-month rental with the same furniture or can opt to order new furniture to swap with their existing furniture.
 - When renting through CORT, when the time comes to move off campus, CORT allows for residents to purchase their furniture at a depreciated cost.
 - Rented furniture will be inspected, at minimum, at the end of a 24-month rental term. Any damage beyond normal wear and tear will be the responsibility of the renter. Please review the table at the end of this section for additional information and fees that would apply for damaged or missing furniture. Applicable terms are defined below:
 - Normal Wear: can include slight wear on the arms of upholstered goods, minor scratches on hard goods, flattening of sofa pillows, and softening of a mattress.

Pet hair of any type or amount is not considered normal wear and tear and will incur costs outlined in table below.

- Excessive Cleaning: includes pet hair removal, cleaning stains, dirt.
- Minor to Moderate Repair & Refinishing: slight tears to upholstery/bedding; medium scratches; minor repair or refinishing needed to rent again.
- Major Repair & Refinishing: damage cannot be fully remedied to make piece “rentable” again; excessive tears, burn marks, etc.
- Missing or Damaged Beyond Repair: completely missing piece of furniture or damaged beyond repair including excessive pet hair, stains, tears, or other damage.

- CORT has a monthly minimum for each order. When entering into a rental agreement, it is understood that CORT will be used to furnish most of an apartment.

- Requests

- Faculty and professional staff who have requests for HRL owned furniture to be removed or added to their apartment should make those requests through the Assistant Director of Facilities and Operations. No new furniture will be purchased for apartments moving forward.
- No HRL owned furniture should be disposed of by faculty or staff. For items that are no longer needed or wanted, the Assistant Director of Housing Operations & Facilities will work with the UM Surplus Store to remove the items.

CORT Furniture Rental – Damage Cost Matrix				
Item Type	Excessive Cleaning	Minor to Moderate Repair & Refinishing	Major Repair & Refinishing	Missing or Damaged Beyond Repair
Sofa/sleeper sofa	\$75	\$25	75% of original cost	90% of original cost
Loveseat or lounger	\$50	\$25		
Living room chair	\$25	\$25		
Dining table		\$50	50% of original cost	
Dining chair	\$25	\$25		
Coffee table		\$50		
End table		\$25		
Writing table		\$50		
Mattress (all sizes)	\$25			
Bed frame				
Dresser		\$50		
Mirror		75% of original cost		
Headboard		\$25		
Night table		\$25		

**This table serves as a guide. Costs may be incurred for damage to items not explicitly listed here.*

Apartment Reservation & Use

Student staff and professional staff will make reservation requests for the great room area of faculty and professional staff apartments. The use of faculty space is governed by the following principles: to provide intentional, communal space for faculty-student engagement and interactions, both formal and informal; and to increase the range of faculty accessibility.

- Scheduling
 - Email the respective faculty or professional staff member to request reservation of their apartment at least two weeks in advance.
 - The email should include:
 - Date, also provide 2 or 3 alternative dates if applicable
 - Timeframe, include set up and clean up
 - Title of the event/meeting
 - Brief description
 - Anticipated number of guests
 - Student staff supervisor should be copied on all email requests.
 - Any canceled event should be communicated via email immediately.
 - Be flexible and considerate when scheduling a time in the Associate Residential Faculty Apartment; you are directly in their living space.
 - Generally, programs are not held in apartments on Saturdays or Sundays. Programs held in apartments must conclude by 10pm (this includes cleanup). For most meal-based programs, you should be allotting at least 3 hours when reserving the apartment spaces.
 - The kitchen is part of the private area of the faculty and professional staff apartments and is generally unavailable for reservations. If an exception is made for kitchen use, additional guidelines or expectations may be provided.
 - Exceptions will be reviewed on a case-by-case basis.
- Apartment Access
 - Before your event you should give a courtesy text/call the faculty/staff member's home you will be entering – (It may save you a step of making a key if they are home)
 - Have a temporary access card made at the front desk for the appropriate apartment. Temporary access cards can only be made by the RA hosting the event or and RA/DA working behind the front desk. Follow the loan key card process fully.
 - Always knock before just entering an apartment
 - A student or professional staff member must always be present when the door is unlocked, or students are in the apartment. Students cannot be left unattended in the Residential Faculty or staff living rooms.
 - Never enter or allow others to enter bedrooms or private areas.
- Use
 - Do not attempt doing crafts or messy projects in these spaces.
 - Do not use any food or personal supplies of the host.
 - Clean up following the event:
 - The apartment must be returned to its original condition
 - Take all trash to the dumpster and replace trash bags
 - Wash, dry and put away any dishes that are used
 - Vacuum or sweep the floors (both available at the front desk)
 - Clean up spills and/or call 8-8282 if needed
 - Return all furniture to original position
 - Be conscious of pets
 - Turn out all lights
 - Close the door and make sure it locks behind you
 - Any leftover or extra food should be stored in the office fridge or disposed of after the event.
- Calling, texting, or last-minute emails for use are improper requests and will be denied.

Parking

- Reserved Parking – A limited number of reserved parking spaces are provided near every residential area for the primary purpose of the faculty and professional staff who live in the respective buildings.
 - Residential faculty and professional staff who live in HRL apartments will be offered a reserved parking pass. Residential faculty and professional staff are responsible for the initial cost of a faculty and staff parking pass. HRL will pay the difference between the normal cost of a parking pass and the cost of the reserved parking pass. HRL will also authorize a reserved parking pass and pay the difference for up to 1 additional vehicle per residential faculty or professional staff member. If the faculty or staff member’s household has more than 2 cars, the faculty or staff member will be responsible for the full cost of a non-reserved parking pass.
 - Reserved parking permits for residential faculty and professional staff only apply to reserved spaces in residential areas and should not be used to park in reserved spaces elsewhere on campus.
 - Apart from ADOD, residential faculty and professional staff should refrain from parking in residential areas other than their own as there are a limited number of spaces for those who live in each residential area.
 - The exception to the above is professional staff who live in Lakeside Village who are provided a clicker for the gated event lot on the first floor of the Pavia Garage.
 - Residential Faculty and professional staff who live in HRL apartments may have children who are also UM students. If the student is living at home or is a residential student and ineligible to park on campus, their car would be eligible for one of the 2 additional HRL reserved parking permits. If the child is a residential student and is eligible to park on campus, they should be referred to Parking and Transportation for registration, payment, and policies surrounding parking on campus.
- Guest Parking – Residential Faculty and professional staff have access to a pre-paid parking system called OffStreet to register their guests for reserved spaces near their residential area. Guests should never park on campus without an approved pass or being entered into the guest parking system.
 - The guest parking system is only applicable to HRL reserved spaces.
 - Once onboarded, an automated email from the vendor, OffStreet will be sent to the UM email address. Check spam/junk/quarantine folders as sometimes this message is filtered.
 - After the account has been successfully created by Parking and Transportation, faculty will login to the system using [this link](#).
 - If faculty encounter issues, they should be directed to Nery Ruiz at nery@miami.edu.
- Parking Policies – Residential Faculty and professional staff should refer to [Parking & Transportation](#) and [University Policies](#) for further information about parking on campus.
 - HRL does not have the authority to waive parking tickets when the ticket holder violated parking policies.
 - If you believe that a ticket is issued in error, the residential faculty or professional staff should consult directly with the Assistant Director of Facilities.

Apartment Occupancy

- Residential Faculty and professional staff are eligible to request for other individuals to live in their on-campus apartment if specific conditions and criteria are met. The apartment occupancy

document should be completed for approval, and where required a background check must be passed.

- Eligibility - Residential faculty and professional staff are eligible to have the following reside with them in their designated HRL apartment:
 - Legal spouses
 - Domestic partners
 - Minor children or legal dependents of the faculty/staff, or legal spouse, or domestic partner
- Limitations:
 - Final decision about apartment occupants will be made in consultation with the HRL facilities team to ensure laws and guidelines related to occupancy regulations are met.
 - Generally, based on the Coral Gables Code of Ordinances, occupancy of an apartment unit should be equal to 2 adult occupants per the number of bedrooms.
- Requirements:
 - All individuals living in the apartment who are not the faculty/staff must be documented on the apartment occupancy form.
 - All live-in faculty, staff, or dependents, over the age of 18 must submit to a level 2 background check and show proof of identity. Approval may be denied for cause.
 - All legal spouses and domestic partners must be listed as such in the University benefits system.
- Domestic Partner Criteria:
 - We are each other's sole domestic partner with the intention to remain so indefinitely. We are in an affectionate relationship of mutual support, caring and commitment. We share a joint responsibility for the household.
 - Neither one of us is legally married to someone else. We are not related by blood.
 - We each are at least 18 years of age.
 - We have resided together on a continuous basis prior to this declaration. If not, we demonstrate intent to live together as described below.
 - We share financial responsibilities.
 - We both are mentally competent to consent to a contract.
- Required Proof of Domestic Partnership – At Least 3 of the Following:
 - Joint ownership of real property
 - Designation as beneficiary in each other's will
 - Designation as attorney in a durable power of attorney document
 - Joint ownership of significant assets
 - Designation as health care surrogate
 - Joint loan
 - Joint credit card
 - Joint lease
 - Designation of beneficiary (University Life Insurance)
 - Designation of beneficiary (Employee's Retirement Plan)
 - Joint checking or savings account
- Domestic Partner Acknowledgments:
 - The University of Miami reserves the right to request proof that the partnership meets the joint residency and financial interdependency eligibility criteria. Such proof may be requested by HRL in the form of supporting documents.

- If there is any change in the status as Domestic Partners as certified in this Statement, HRL must be notified, in writing, within thirty-one (31) days of the effective date of such change. In such cases the non-employee partner will need to vacate the staff or faculty apartment within 30 days of the change of status. This move out deadline may be altered if there is reasonable concern for the security of University property and/or well-being of University personnel and/or students.
- At least twelve (12) months must elapse from the date of notification, change, or termination of domestic partnership before another domestic partnership may be approved by HRL.
- The information provided in this declaration is for use by HRL for the sole purpose of determining and maintaining eligibility for domestic partner benefits related to housing.
- Apartment Occupant Acknowledgments:
 - Apartment occupants are subject to the same policies and guidelines which govern University employees.
 - Although someone in the apartment may work remotely from the home, the spaces should not be used to conduct commercial business with the presence of clients in the apartment at any time.
 - An employee who makes false statements regarding the eligibility criteria or fails to notify HRL of a change in status will be subject to disciplinary action up to and including termination and/or loss of housing benefits.
 - HRL may change its rules, policies, and practices on apartment occupants at any time without notice or consent of occupants.

Guests

- The Residential Faculty or professional staff member is responsible for their guests.
- Any domestic assistant, nanny, or babysitter over the age of 18 who is left unsupervised in the staff or faculty apartment must submit to a level 2 background check.
- The Residential Faculty or professional staff member, all others living in the apartment, and all guests should abide by the University's policies.

Dining

- The Residential Faculty or professional staff member and their approved apartment occupants will have access to the department's administrative meal plan which provides meals in the dining halls during the normal academic year.
- Dependents in college **in Miami** who have residence outside of the home will not be added to the administrative meal plan.
- Residential Faculty and professional staff can purchase their own card with guest meal swipes for personal use and professional use unrelated to the HRL position. Once organized, UM Dining will provide a separate card loaded with a Faculty/Staff meal plan which can be paid for and picked up at the register at either dining hall. The Director of Residential Life is the point of contact.
- Residential Faculty and professional staff can use an HRL guest meal card to be billed to an HRL account for a meeting in the dining hall with a guest(s) who is not on the administrative meal plan. The expectation is that the meeting should be related to HRL business.

Pets

The University of Miami Department of Housing and Residential Life allows live-in Residential Faculty and professional staff the opportunity to have up to four pets including cats, dogs, and aquarium fish in university-provided staff apartments. Other pets will need to be reviewed for approval on a case-by-case basis.

- Requirements for Approval:
 - Complete Pet Approval Form
 - Proof of vaccinations
 - Proof of microchip (if obtained)
 - Any other documents as required by law such as the most recent pet license
- Expectations:
 - Aquarium tanks will be limited to 30-gallon in size and may be inspected by HRL & Facilities staff.
 - Pets are to be kept in staff apartments only. Pets should never be in offices or other residential areas like lobbies, study rooms, classrooms, etc.
 - Pets should be restrained on a leash when outside the apartment.
 - While inside the apartment unsupervised, pets should be contained to a single room or indoor kennel/crate, especially if a facilities or housekeeping staff member is expected.
 - If students, fellow staff, or other members of the University community are utilized to care for the pet, it is expected that the pet is not cared for in a residential building outside of the apartment. These individuals should be compensated fairly for their services.
- Cleanliness:
 - The pet owner is expected to maintain cleanliness of the apartment and pet.
 - Housekeeping staff are not responsible for cleaning up after pets.
 - Upon moving out of the apartment, staff members are expected to thoroughly clean the space. Charges will be assessed for any damages or additional cleaning needed. If participating in CORT furniture rental, pet hair of any amount on furniture will be assessed an excessive cleaning fee.
- Acknowledgments:
 - The Housing and Residential Life member housing a pet shall assume all responsibility for the animal, including but not limited to, care & well-being of the animal, bodily injury caused by the animal, and damages to any university facilities or property caused by the animal.
 - Pets will not be accommodated in the event of a hurricane that requires Housing and Residential Life staff to operate an off-campus shelter. Pets will not be allowed in the shelter unless permitted by Red Cross personnel. Staff are encouraged to have a plan ahead of time in the event that this does occur.
 - Housing and Residential Life reserves the right to order removal of pets from a staff apartment due to liability or disruption of the community. Staff will be given a minimum of 72 hours of notice to provide appropriate accommodation for pets.

Relocation

- When a Residential Faculty member moves on campus at the beginning of their contract, or off campus at the end of their contract, HRL provides a moving stipend.

- When a professional staff member is hired for a live-on position, a relocation stipend may be negotiated within the salary and benefits of their position.
- When moving into or out of residential housing, the Residential Faculty or professional staff member is responsible for coordinating and paying for all moving logistics.
- When Residential Faculty and professional staff move between HRL apartments, they are responsible for all packing. When the move is to a different building, HRL will coordinate moving the belongings.