

WELCOME

Columbia University Facilities and Operations is committed to providing you with a safe and comfortable home. This newsletter, The Morningside Resident, is part of our service to you, offering information and news about Columbia University residential properties and happenings across the neighborhood.

Get Around On Columbia's New Electric Buses

You may have noticed Columbia's shuttle bus cruising around town. With a shuttle network operating between campus locations in Manhattan, New Jersey, and Rockland County, Columbia's buses are an easy way to commute to and from campus. Trips are free with a valid University ID and can be planned through Columbia's mobile-friendly Transportation website or by downloading the shuttle bus app.



Columbia's shuttle bus network is also environmentally friendly. In July, six new battery-electric buses were introduced to replace existing diesel-powered buses. The new fleet is among the first electric buses to be introduced in New York City. The electric buses offer both environmental and health benefits, including a 70 percent reduction in emissions, reduced noise pollution, and improved air quality.

"Electric buses support Columbia's Sustainability Plan goals of reduced transportation emissions through greener campus fleets and commuting alternatives," said David M. Greenberg, executive vice president of University Facilities and Operations. "We are excited to take this next step in our use of cleaner energy towards a more sustainable campus and community."

The shuttles serve over 1,400 rider trips daily and travel nearly 180,000 miles annually—which is like driving from New York City to Los Angeles 65 times. Transitioning to electric buses is expected to reduce University shuttle greenhouse gas emissions by over 270 metric tons, the equivalent of 3.6 tanker trucks of gasoline according to the Environmental Protection Agency (EPA).

The six Xcelsior forty-foot buses have seating capacity of 40 passengers, a battery capacity of 480 kilowatt hours and can travel over 200 miles on a single charge. The buses are built for accessibility with improved step height, expanded front door widths, and a flatter entry ramp for passengers with mobility devices. In addition to reduced emissions and noise, electric buses offer significant savings in fuel and maintenance costs.

"We have been evaluating transitioning to electric buses for several years, but questions remained about vehicle range and reliability," said Scott Wright, vice president of Campus Services. "We are thrilled that the technology has advanced to ensure these buses perform as dependably as their fossil fuel predecessors, only with minimal impact on the environment." {Continued on pg 6}

Clean and Go Green December 6 and 7

As the semester nears an end, it is the perfect time to...clean! Cleaning your office or living space creates more space and can also help the environment. Columbia Residential and our partners across campus want to help. As part of our award-winning "Clean + Go Green" program, we will make large bins available across campus, at no cost to you, for the recycling, reuse or proper disposal of large unwanted items. Best of all, Campus Operations will separate and recycle your items. That way, when you clean, you "go green."



"Clean + Go Green" will occur 8:00 a.m. to 4:00 p.m. on Thursday December 6 and Friday December 7. Visit facilities.columbia.edu/clean-go-green for information about locations, what can be recycled and more.

THIS ISSUE:

- 2:** Building Contacts
- 3:** Moving Out, Subletting, and More
- 4:** Holiday Tips
- 5:** Building Services and Information
- 6:** In the Neighborhood

Building Contacts

SUPERINTENDENT

The superintendent for your building is directly responsible for the maintenance and operation of your building and its systems and is generally your first form of contact for building-related issues. You should have received their contact information when you moved in. For maintenance issues after hours (before 9 a.m., after 5 p.m., and on weekends), call the Columbia Facilities Services Center at 212-854-2222.

DIRECTOR FOR RESIDENTIAL SERVICES

If you have a special problem that the building superintendent has not been able to correct, you should contact your Director for Residential Services at the phone number indicated below. If they are not available, you may also speak to Diego Rivera, Assistant Vice President, Columbia Residential, at 212-854-9301 or jdr2171@columbia.edu.

IMPORTANT CONTACT INFORMATION

[Insert your Super's name Here]	[Insert your Super's # here]
FACILITIES SERVICES CENTER (Emergencies after hours, and on weekends)	212-854-2222
YOUR DIRECTOR FOR RESIDENTIAL SERVICES (Special problems that your superintendent cannot address)	212-854-9301
CU FACILITIES RESIDENTIAL OPERATIONS WEB SITE	http://facilities.columbia.edu/housing
CU FACILITIES AND OPERATIONS WEB SITE	http://cufo.columbia.edu



CONGRATULATIONS!

RETIREES

- **Douglas Calderon**
Door Attendant at 452 Riverside Drive with over 20 years of service
- **Pio Portilla**
Porter at 521 W. 111th St. with 27 years of service

NEW HIRES

- **Ahmed Hassan,**
Porter at 560 Riverside Drive
- **Ceima Perkins**
Assistant Director
- **Chavaughn Stephens**
Door Attendant

PROMOTIONS

- **Juan Plasencia**
Associate Director
- **Leilani Reynolds**
Associate Director
- **Diego Rivera**
Assistant Vice President

BUILDING REPRESENTATIVES

All residential directors and assistant directors have many years of experience managing residential properties in New York City.

Director: Nelson Falcon • 212-854-9328 • nf36@columbia.edu
Director: Dion Keene • 212-853-1502 • dk2974@columbia.edu
Director: José Rosa • 212-853-1498 • jr2365@columbia.edu
Director: Cathleen Ryder • 212-854-3729 • cr2238@columbia.edu
Director: Nicole Thompson • 212-851-7369 • nt25@columbia.edu
Assistant Director: Marah Arbaje • 212-851-0454 • ma224@columbia.edu
Assistant Director: Dominick Grimaldi • 212-853-1728 • dg2859@columbia.edu
Assistant Director: Anson Leacock • 212-854-8078 • abl21@columbia.edu
Assistant Director: Nancy Lu • 212-854-8911 • nnl3@columbia.edu
Assistant Director: Ceima Perkins • 212-853-2393 • cp3086@columbia.edu
Assistant Director: Serena Sinckler • 212-854-4142 • ss2690@columbia.edu

For more information, go to <http://facilities.columbia.edu/housing/>



Moving Out, Subletting, and More

SUBLETTING

Residents are permitted to sublet their room or apartment after receiving Columbia Residential approval, and student tenants may now apply online. Please read the Sublet Guidelines before you apply. Visit facilities.columbia.edu/housing and click on “Subletting” in the left-hand navigation for more information.

As a reminder, subletting for less than 30 days is not permitted according to N.Y. law.

POLICIES AND TRANSFERRING INFO ON COLUMBIA RESIDENTIAL WEBSITE

We have recently made a number of changes to the Columbia Residential website, including some changes relevant to current occupants.

Student tenants can now access a list of housing policies and rental agreement terms and conditions on our website. Visit our website at facilities.columbia.edu/housing/policies to access this information.

We have also updated our policies on transferring within Columbia Residential student housing units. Visit facilities.columbia.edu/housing/transferring for more information on the types of transfer requests, eligibility, and priority. Applications are reviewed on a rolling basis between September 15 and May 15.

ONLINE OCCUPANCY AGREEMENT

In August of 2018, incoming students and post docs of Columbia Residential began signing their housing agreements using DocuSign. This allowed students to sign their rental agreements ahead of their arrival to Columbia University, saving them a trip to the leasing office and allowing them to proceed directly to their new apartments. Those who transfer within student housing are also now signing their agreements online.

In the future, rental agreement renewal forms will also be signed electronically. Stay tuned for more information in the coming months.

MOVING OUT

To those residents who are graduating this coming winter, congratulations to you! To all residents who will be leaving Columbia Residential, we hope you have enjoyed your stay in our housing. Students whose eligibility for student housing ends in December are expected to move out by December 31, 2018. Please note the December expiration date may be based on an anticipated February graduation.

Moving out on time is essential as apartments must be prepared for students moving in for the spring term. Those students who are expected to graduate or whose rental agreements are ending should have received an e-mail from the leasing office with more detailed

information regarding vacancy procedures. This e-mail will be followed up with a maintenance inspection by a representative of our office in order to prepare a preliminary scope of work for each apartment.

Please follow the procedures outlined below when vacating since failure to do so may result in additional charges and/or forfeiture of your security deposit.

- If you haven't confirmed your vacancy date, please do so now. The Housing Portal at <https://uah.facilities.columbia.edu> can be used to provide notice, update your vacancy information and request changes to your vacancy date, in addition to calling or emailing the leasing department at uah-vacancies@columbia.edu. In general, moves should be scheduled between the hours of 8 a.m. and 4 p.m. Monday to Friday. In addition, you should check with your superintendent to see if there are any special move policies (e.g., no move-outs through lobby).
- You must return all apartment, mailbox, elevator and other keys to the superintendent on the day of your move-out. You will receive a copy of the key receipt form at that time. If you are not able to contact the superintendent, call the Residential Operations Office at 212-854-9301. **Do not leave keys in the apartment. The surrender of the keys to your superintendent is considered the surrender of the apartment. You will continue to be responsible for rent until the keys are returned.**
- The apartment must be left free of all personal belongings and debris. All fixtures and appliances must be left in good working order. Please clean the apartment. Empty refrigerators and cabinets, remove all trash, and sweep all floors. You may be charged for any damages and/or cleaning expenses.

Security deposits are refunded in accordance with the terms of the lease and are mailed to your forwarding address approximately 6 to 8 weeks after you vacate. If you live in a semester-billed unit, your reservation fee was credited to your University SFS account when you moved into housing.

For more information on moving out of student housing, including moving hours, inspections, security deposits, and fees, please visit our website at facilities.columbia.edu/housing/moving-out.

IMPORTANT PHONE NUMBERS FOR MOVING OUT

Con Edison	1-800-752-6633 • www.coned.com
Spectrum	212-358-0900 • www.spectrum.com
Verizon	1-800-verizon • www.verizon.com
Leasing Department	212-854-9300 • www.columbia.edu/uah
UAH Vacancy Coordinator Shana Brown	sb3667@columbia.edu 212-854-9313, 212-749-8816 (fax)
RESIDENTIAL OPERATIONS	212-854-9301

Holiday Tips

As you prepare for this year's holiday season, here are some helpful tips to ensure a happy and safe holiday season:



Tree lighting on College Walk (Credit: Michael Edmonson CC'20 for Columbia College Alumni Association)

DECORATE RESPONSIBLY



Seasonal decorations are not allowed in corridors and should never block fire equipment or emergency exits. Use ladders—not chairs, stepstools, or boxes—when installing decorations in high locations.



Do not secure decorations to fire sprinklers, smoke detectors, or other fire equipment; they can obscure their location and/or hamper their operation.



Avoid using extension cords. If you need to use an extension cord, make sure it has the UL approved label and is of adequate gauge for the intended use. Do not run electrical cords beneath rugs or across work surfaces, and do not use frayed or broken cords. Unplug extension cords at night



Unplug decorative lights when the area is unoccupied.

PACKAGE SAFETY

Thieves usually wait for postal carriers to make deliveries to the buildings and then “Piggy Back” in as people enter or exit. They may also ring the apartment bells to see if someone gives them access without asking who it is. Once the coast is clear they remove the packages that were left in the package area in the lobby of each building.

Here are some tips for keeping packages safe this holiday season:

- Beware of strangers trying to “piggy back” as you enter or exit your building.
- If you are waiting for a package to be delivered always get the tracking number from your courier so that you can track your package online and know when to expect your delivery.
- Make arrangements with a roommate or neighbor to hold your package in the event you are not available. (Leave a note for the courier with instructions on who to leave it with).
- You can also leave a note for the courier to NOT leave the package unattended in the lobby or in front of your door if you are not available, prompting the courier to come back and make another delivery attempt. Or you can make arrangements for the courier to “Hold for Pick Up” at their company’s package pickup location.
- If someone rings your apartment door bell, always verify who it is before you buzz them in. One of the oldest tricks in the book is when burglars want to gain access into a building, they ring all the apartment bells hoping that someone will buzz them in without verifying.
- Report suspicious persons or activity to the police at 911 right away or CU Public Safety 212-854-5555 at the Morningside Campus / 212-853-3333 at the Manhattanville Campus / 212-305-7979 at the Irving Medical Center Campus.



CHRISTMAS TREE DISPOSAL

- The New York City Department of Sanitation will collect and compost clean, live Christmas trees left at the curb. The trees will be chipped, mixed with leaves, and recycled into compost for NYC’s parks, institutions, and community gardens.
- Please remember to remove all lights, ornaments, stands, and plastic bags from the tree. Trees that still have these items attached will be collected as garbage.
- Artificial trees that are in good condition can be donated or sold at donateNYC.
- Please see your superintendent for proper disposal.

Building Services and Information

Submit Your Maintenance Requests Online

A reminder that you can submit non-emergency maintenance requests for your apartment online. Visit <https://www.services.cuf.columbia.edu> to submit maintenance requests.

Please Note:

- **Only submit non-emergency requests online.** For emergency requests, please call your super or the Facilities Services Center at (212) 854-2222.
- **You must have a Columbia UNI to access the online system.** If you or other members of your household do not have a Columbia UNI, you will need to continue reporting maintenance issues under the current system – by phone to your superintendent; through request paper forms available in your building; or by calling the Facilities Services Center at (212) 854-2222

Use the online system for any space on campus. If you have an office, lab, or other space on campus, the same, user friendly online maintenance request system can be used for non-emergency requests in those spaces.



Scammers Posing as Utility Workers

Scammers are hunting for victims! If someone knocks on your door saying that they are utility workers or that they can help reduce your electric bill, do not open the door. Call your local police or ConEdison at 1-800-75-ConEdison.

Be alert! If you suspect someone is attempting to scam you, report it immediately by calling 911.

For more information, contact Assistant Director of Crime Prevention, Ricardo Morales at rm29@columbia.edu or 212-854-8513.



Heating Season

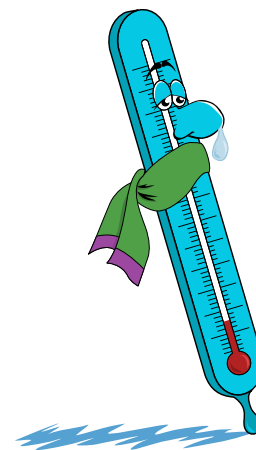
As the temperatures start to dip, our goal is to maintain a warm and comfortable temperature in your apartment according to the following New York City guidelines during heating season (October 1, 2018 to May 31, 2019).

- Between the hours of 6 a.m. and 10 p.m., whenever the outside temperature is below 55 degrees Fahrenheit (12.78 Celsius), owners must maintain a temperature in their tenants' apartments of at least 68 degrees Fahrenheit (20 Celsius).
- Between 10 p.m. and 6 a.m., owners must keep apartments at a minimum of 62 degrees Fahrenheit (16.67 Celsius) at all times. There is no outside temperature requirement.

Radiator valves cannot be used to regulate the amount of heat in your apartment. These valves must be either fully opened or fully closed. Leaving valves partially open can cause banging, leaks, and the inefficient operation of the building's heating system.

If you have any heating complaints or have problems with your radiator, please complete a Maintenance Request Form and inform your Superintendent or Director of Residential Services.

If you have no heat or hot water and a notice of service interruption has not been posted in the building, please follow the procedures for Emergencies and Urgent Off-Hour Problems (see <http://facilities.columbia.edu/housing/tenant-information#emergency>).



In the Neighborhood

{Continued from page 1}

The purchase of the buses, which includes three charging stations, is supported by a grant from New York State Electric Vehicle Voucher Incentive Funds, a program administered by the New York State Energy Research and Development Authority (NYSERDA) and is a partnership with the New York State Department of Transportation, New York City Department of Transportation and CALSTART. The program focuses on advancing clean vehicle technologies in New York through point of sale rebates to reduce the cost for businesses and municipalities that want to purchase new clean vehicles or retrofit commercial vehicles and buses into hybrids, natural gas vehicles or zero-emission vehicles. Since 2013, it has provided almost 600 rebates for trucks and buses throughout the State. The rebate reduces the incremental costs of purchasing advanced alternative fuel technology heavy-duty trucks and buses by up to 80 percent.

Alicia Barton, President and CEO, NYSERDA, said, "Columbia University's decision to add six electric buses to its campus shuttle network is another example of how our academic institutions are demonstrating environmental stewardship and leadership. Governor Cuomo has provided the commitment to ensuring the state fosters innovative technological solutions that can reduce harmful emissions from the state's transportation sector while fostering cleaner and greener communities across the state."

Manufactured by New Flyer and operated by Academy Bus, the new electric buses began operating on Columbia campus shuttle routes during the summer of 2018.

Retail Tenants Open and Expand in Morningside Heights

As you take a walk through Morningside Heights, you will be welcomed by three new retail spaces in the neighborhood. University Hardware and Housewares and e's BAR are the latest Columbia University retail tenants to open their doors, and will soon be followed by Elysian Fields, a full-service Mediterranean restaurant.



University Hardware and Housewares has been in the Morningside Heights community for 80 years. The store opened its first location in 1938 and expanded to a second location a few doors down in 2004. In July, University Hardware and Housewares combined and relocated its stores to a single location at 2906 Broadway, adjacent to the New York Public Library branch. The new location is more than double the size of the previous two locations combined, allowing University Hardware and Housewares to expand its selection and create more convenient, one-stop shopping for the community's hardware and houseware needs.

"University Hardware and Housewares has been a fixture in the neighborhood for decades, and with that, a business that both students and neighbors have come to rely on," said Shari Colburn, vice president

of Real Estate at Columbia University. "Expanding its footprint at one location is a natural progression for the business, and we are excited that this Morningside Heights institution will remain a part of the Columbia retail portfolio."

A few blocks down, e's BAR, an upscale, casual bar and restaurant, opened its Morningside Heights location in October. The opening marks the second e's BAR location, joining the original located on the Upper West Side. Located at 2888 Broadway, e's BAR offers an extensive bar and has a menu that includes a grass-fed burger, fish tacos, falafel burger, mac-n-cheese balls, and gluten-free and vegetarian options. e's BAR features a rotating seasonal wines-by-the-glass list and a monthly charity cocktail that donates 10 percent of gross sales of the cocktail to charity. Similar to its Upper West Side location, e's BAR has an assortment of board games to play, a jukebox featuring music from 1960 to 1999, and open mic and trivia nights.



Elysian Fields Café will be a full-service restaurant serving rustic Mediterranean cuisine and tapas located at 1207 Amsterdam Avenue between 119th and 120th streets. The menu will be seasonally driven and will include kabobs, halal gyros, burgers, chicken and lamb tikka, kofta and shawarma. A second, lower library room housing a vast wine collection will be available for private events. Two to three dozen wine-by-the-glass selections will be available daily. The restaurant will be operated by the Kellari Hospitality Group, which also manages New York restaurants Kellari Taverna, Martinique Café, and Petit Poulet. Elysian Fields Café is anticipated to open by the end of the year.



Columbia University owns and manages retail space across the Morningside and Manhattanville campuses, and the University's long-standing approach to its retail tenants favors local businesses that bring a variety of amenities and experiences that serve both the University community and the surrounding neighborhood. The new University Hardware and Housewares, e's BAR, and Elysian Fields join Sliced and H Mart - other Columbia University retail tenants to have opened in the Morningside Heights neighborhood this year.