

EMERGENCY PHONE NUMBERS

Police, Fire, Medical _____ 911

**Personal or Building problems
please call ECIR Staff when the office is closed in the
following order:**

Resident Support Staff:

_____, Apt # _____

Stoney Griffin _____ 734-635-1392

Jessica Greenfield _____ 734-489-5842

Bruce Martin ----- 814-574-9840

Find us on Facebook!

<https://www.facebook.com/ECIR.ORG>



921 Church Street
Ann Arbor, MI 48104
Phone: (734) 662-5529
Fax: (734) 662-3580
Email: info@ecir.org

Ecumenical Center and
International Residence



Ecumenical Center and International Residence

RESIDENT HANDBOOK

2014—2015



Ecumenical Center and International Residence

RESIDENT HANDBOOK

Welcome to the Ecumenical Center and International Residence (ECIR), an intentional, international, intercultural, interreligious, living and learning community.

MISSION

The mission of ECIR is to be a welcoming community for students/scholars of all nationalities; to provide residential and educational programs fostering understanding and respect for all cultures and spiritual traditions; to promote lifelong friendships and leadership skills that contribute to harmony and peace between communities and nations around the world.

In this booklet you will find important information about:

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ECIR STAFF

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OFFICE PHONE: (734) 662-5529

OFFICE FAX: (734) 662-3580

CAFE PHONE: (734) 662-2299

(Local Calls and Pre-Paid Phone Cards ONLY)

OFFICE HOURS: 9 TO 5 P.M. Monday--Friday

EMERGENCY PROCEDURES

Fire:

DO NOT USE WATER. USE THE FIRE EXTINGUISHER in your room or hallway to extinguish the fire. Crawl Low to the floor. Close the door behind you.

*In case of a larger fire, be aware of at least 2 ways to get out of the apartment and building. Become familiar with exit doors.

*If the doors are hot to the touch, DO NOT open! Open a window and call 911 and wait to be rescued instead.

*Yell "FIRE"! As you are running out.

*Pull the fire alarm, but only if it is on your way out. Fire Alarms are located in the Lounge and on each floor of the Harper Wing.

*Get out of the building before calling 911. Be sure to give address, cross streets and phone number.

*Gather across the street in front of ECIR.

*If possible, call staff to report the incident

Tornado:

During a Tornado:

- When you hear the tornado alert siren, go to the basement immediately.
- Take the stairs. DO NOT take the ELEVATOR.
- If you cannot get to the basement, go to an interior room on the lowest level possible. Suggested places are the closets in the Community Room, bathroom in the hallway or interior hallways.
- Get under a sturdy table, hold on and protect your head. Stay there until the danger has passed.
- Stay away from windows and open spaces.
- Sign up for the U-M Emergency Alert System through Wolverine Access. They will send you updates via text message, voice mail, and email. Listen to the weather radio (with flashlight) located in the basement to keep you informed.

After a Tornado:

- Look out for broken glass and downed power lines.
- Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of death or further

COMMUNITY

A community is defined by its members. At ECIR we expect residents to be respectful and understanding of differences, and to reflect on their experiences living in a multicultural environment. Residents learn most and become friends by actively engaging in community life. There are numerous ways to get involved. You can help organize an event or a volunteer opportunity, present, cook or facilitate for a Global Village Square series, or become part of our *Resident Council*.

Resident Council

If you would like to get involved, you can choose to become part of the resident council. This council meets every month to discuss issues that affect residents as well as help organize activities for all. Resident Council members will also have a chance to serve in the ECIR Board of Directors.

Volunteers and Board

Many volunteers work in many different ways to make ECIR a friendly, comfortable and hospitable place to live. Our Board of Directors oversees operations and helps to set policies. Other volunteers help with hospitality programs, building repair, driving, office assistance and donations.

EDUCATIONAL PROGRAM

ECIR offers cultural engagement programs, service learning programs, and social justice programs to enhance the living and learning experience of its residents. We expect all residents to actively participate and be involved in the programming. It is through these experiences that residents make the best of their time at ECIR and build community.

Highlights

- *Resident Orientation*: Every year before classes begin, residents attend the orientation (check our calendar of events for the specific date). We share important information about life at the ECIR and how we can make it a better place! This is a great opportunity to get to know your neighbors and the staff. Please note that you are **expected** to attend the Resident Orientation.

- *International Community Retreat*: Our retreat takes place early in the fall term (check our calendar of events for the specific date). We spend time at a great camp and participate in fun outdoor activities that help residents to get to know one another. You are welcome to invite your friends.
- *International Picnic*: This is your chance to connect with the International Community at the University of Michigan! We share food and play games at nearby Island Park.
- *Global Village Square*: The Global Village Square series is a place and time for residents and members of the international community to share their creativity. It features performers and artists, short-films and documentaries, speakers on diverse topics - cultural traditions, belief systems, social justice-, and world cuisine. Check the poster around the building for more details.
- *Global Friendship Program*: This program is intended to connect international students and scholars with local residents. The goal is to foster an ongoing friendship and encourage meaningful exchanges throughout the year.
- *Delonis Community Service*: Every second Thursday of each month, ECIR takes volunteers to the Delonis Shelter to cook and/or serve food to the homeless. This is an opportunity to see a different aspect of American life than what you are exposed to at U-M. To sign up, email delonis.ecir@gmail.com.

These are just some of the opportunities available to you. There are many more that will be announced through our calendar of events and through email:

Calendar of Events

Our calendar of events is distributed through our email distribution list, ecir@umich.edu, every month. It is also posted around the building, and on the ECIR website. It contains information about ECIR events and service-learning opportunities as well as a list of the grocery shopping drivers and local events. All the events are posted on Facebook as well:

<https://www.facebook.com/ECIR.ORG?ref=hl>

Emails

Announcements regarding events and programs will be sent to the ecir@umich.edu distribution list. You may contact ECIR residents, send notes and organize events by emailing this address.

***** If there is an activity that you would like to plan, such as a volunteer opportunity, an educational session, a social event, etc. talk to the ECIR staff and we can all work together to make it**

Responsibility for Possessions and Safety

- ◆ Never leave valuable items unattended in common areas
- ◆ Lock windows in the common areas and apartments before you leave the room
 - ◆ Keep your apartment doors locked
 - Keep the storage room door locked
- ◆ Keep all exterior doors locked. **DO NOT PROP THEM OPEN!**
 - ◆ Do not let in visitors you do not know
- ◆ Fire Safety: Use a degreaser to clean stove after each use
- ◆ Know where to find a fire extinguisher and familiarize yourself with its use
- ◆ The ECIR office must be notified of overnight guests in the building

ECIR is NOT RESPONSIBLE for personal items in apartments, in the parking lot, the bike racks, or in storage!



equipment and kitchenware to their original place after each use so all residents can enjoy them. Food may not be stored in the community kitchen refrigerator except for scheduled ECIR activities or special requests.

- *Trash*: The dumpster is located behind a wood fence by the community kitchen back door (look for the sign). DO NOT use the orange dumpster at the end of the driveway. It belongs to the property next door.
- *Recycling*: The City of Ann Arbor's single-stream recycling system allows a wide variety of materials to be collected and recycled. Acceptable materials include plastic bottles and tubs labeled:



bulky plastics; glass; metal; and paper, boxboard and cardboard.

All items must be empty and clean. Everything, including cardboard, must fit inside the cart with the lid closed, and the lid may not be secured shut. Empty and flatten boxes. Place shredded paper in clear, sealed plastic bags.

Unacceptable Items:

#3 Plastics, Plastic Bags & Lids
 Batteries
 Light Bulbs
 Syringes, medical waste
 Biodegradable or PLA Plastics
 Paper cups, plates, napkins, etc.
 Automotive Fluids, Hazardous Waste
 Hardcover Books
 Ceramics, Pyrex®, Styrofoam™
 Electronics Trash
 Toxic materials

For information on how to recycle materials not accepted curbside in Ann Arbor, visit www.recycleannarbor.org.

happen.***

RESIDENTIAL PROGRAM

ECIR provides a home away from home for students and scholars from all over the world. Our organization does not simply offer housing; it is a community where people from many different backgrounds, traditions, and beliefs choose to live together and learn from each other through everyday interactions and organized educational programs.

For everyone to enjoy living at ECIR, there are some policies and procedures that need to be followed:

Respect Privacy and Possessions of Apartment Mates

It is essential that everyone respects one another's private property—clothing, electronic equipment, food stored in the refrigerator, etc. If you need to borrow anything from other residents, get their permission first.

Quiet Hours

Late night parties and loud music after designated quiet hours are not permitted in the whole building. We ask all residents to consider their neighbors whenever entertaining guests.

Weekend (Friday night through Sunday morning):

Midnight to 9 am

Weekdays (Sunday night through Friday morning):

11 pm to 8 am

Smoke Free

ECIR is a smoke-free building **in all areas!** Ash containers are located outside the main front and back doors.

Entry Doors

The building main entry doors are locked outside of office hours.

Guests

All apartment mates must agree to having an overnight guest! You must notify ECIR of guests in the building for safety reasons. Overnight guests may stay up to three consecutive nights. The host must be occupying the apartment!

Maintenance Request Procedures

If you find that repairs are needed, if you discover a water leak, or if there is another maintenance problem, please **report it immediately**.

You can submit maintenance requests online at www.ecir.org under the "Residential Program" tab. Also, you will find a "Maintenance Request Form" in the office. Please fill out the form and return to the ECIR office or mail slot on the ECIR office door.

Lock-Out Procedures

Almost everyone at some time forgets a key and, if this happens to you during office hours, staff can help you gain entry at no cost to you. Outside of office hours, you should see the Resident Support Staff (see EMERGENCY PROCEDURES AND CONTACT INFORMATION at the end of this handbook). If you are locked out and you call the Resident Support Staff, the first occurrence is free. After that, you will be charged a \$20.00 fee per incident. It is recommended that you have your apartment mates' or your neighbors' contact information.

Telephone Access Control System (temporarily unavailable)

The purpose of this system is to allow you, the tenant, to grant or deny access to any visitors at your discretion.

How it works: Your name is entered into an electronic directory located on the front panel of the equipment by the main entrance. The visitor should scroll through the directory until your name is visible, then they should press the "# " key on the keypad, at which point the system automatically dials your local telephone number.

After you have answered your phone, you will have a short period of time to talk with your visitor, before your conversation will automatically terminate. Once your visitor has identified themselves,

1. Dial "9" on your telephone to grant access OR
2. Hang-up to disconnect and NOT grant access

If you are interested in registering your phone number, please e-mail info@ecir.org, with your name, and local phone number. The

- ◇ Fire hazard: Grease fires are very common. Use a degreaser (such as 409 or Simple Green) to clean the stove after each use. Clean drip pans and under them too. Check the back of the stove, the fan above it, and the oven and degrease as needed.
- ◇ Poisonous mold: some people have shown strong allergic reactions to certain kinds of mold. Mold grows best in humid and wet environments, such as your bathroom. You can use products developed specifically for mold (like Tylex) or bleach to get rid of it.
- *Cable, Telephone and Internet Services*: Apartments are cable ready and are wired for telephones. To install service, please call the service providers (there is a list of them in the *Important/Useful Information* handout). ECIR does not assume responsibility—financial or otherwise for telephone, internet, or cable installation in individual apartments. It is a good idea to talk with your apartment mates and see whether you would all like to split the costs.
- *Thermostat temperature*: The recommended temperature is 72 F. Please, make sure that all windows are closed when the heater or the A/C are running to keep the temperature even and to conserve energy.
- *Plumbing*: The most common maintenance requests we receive are from toilets, sinks, and shower drains backed up. Most of the times, using a plunger will fix the problem. Each apartment has been furnished with one. Here are a few recommendations to prevent these problems:
 - ◆ Flush the toilet after every use
 - ◆ Flush **only toilet paper** down the toilet!
 - ◆ Use hair catchers and sink drain traps to avoid clogged drains
 - ◆ Do not dump oil down the sink. Put it in a small container and place it in the trash instead.
- *Hanging items on the walls*: Please do not use tape and/or nails since they damage the walls. We have poster putty in the office that you can use. Otherwise your security deposit will be deducted to fix the walls.
- *Common areas*: Common areas (community kitchen, lounge, reading room, laundry room) depend on all residents to keep them neat and enjoyable. It is YOUR privilege and responsibility to use and protect these areas. Be sure to clean the areas, wash dishes, wipe counters, take out the trash, and return furniture,

small gatherings. The divider wall offers some privacy.

- *Community Kitchen:* This fully equipped kitchen also features a microwave oven, a toaster oven, an electric can opener, a handheld mixer, and a knife sharpener. The kitchen usage guidelines are posted above the sink.
- *Café:* Residents can find newspaper and magazine subscriptions, books, maps, coffee machine, hot water pot, a phone for free local calls, and a guest computer with internet access. Please do not take home the newspaper or magazines. They are for everyone to enjoy.
- *Reservation Procedures:* Residents who wish to use the Community Room, the Mpanya room, and/or the Community kitchen for a planned event must reserve the space. This is important for security reasons and for avoiding scheduling conflicts. A reservation request form is available at the ECIR office. ECIR staff may or may not approve the request. A deposit must accompany each reservation. The deposit is returned only if the residents follow the usage guidelines stated on the form.

Outside groups often meet in the Community Room. Please respect their use of space in the building.

RESIDENTS' RESPONSIBILITIES

Housekeeping

- *Apartments:*
 - *Cleaning of apartments:* It is important to keep your apartment and room clean for several reasons:
 - ◊ Maintaining **good relationships:** One of the most common points of contention among housemates is cleanliness. It could lead to feelings of resentment if one apartment mate does not feel the others are contributing their fair share to the upkeep of the home. An easy solution is to set a rotating schedule with apartment mates and to stick to it! Following it shows consideration, respect and dependability. In addition, it fosters trust among residents.
 - ◊ *Insects:* Leaving food, crumbs, grease, empty bottles and garbage can attract insects. Cleaning food waste and disposing of garbage keeps them away. If you see any, tell the staff immediately! Dusting furniture, wiping your blinds, laundering your linens, and vacuuming help keep dust mites away.

phone number must have an **area code 734**.

RESIDENT SERVICES

Residents of ECIR can take advantage of many services:

Grocery Shopping Rides

Volunteer drivers take residents to the grocery store on most Saturday mornings. You will find the name and the contact information of the volunteer driver posted on the calendar of events. To reserve a space, please contact the driver BEFORE Thursday evening. Please give them your name and contact information. (This is important in case there are any last minute changes). If you need to cancel, please call the driver before Saturday.

*Always agree on the outside pick-up area ahead of time - drivers do not have a key to get into the building.

Package Delivery

There are 3 non-USPS or commercial package delivery services available—UPS, FedEx, and DHL.

1. ECIR staff will receive (sign for) these packages for our residents.
2. To pick up a package, come to the office and fill-out the "Packages Released" sheet in the package storage area. Packages may not be signed for or released to friends or neighbors unless written consent has been given.
3. Packages not picked up/signed out will be returned to the post office after 30 days.

ECIR staff may NOT sign for USPS mail requiring the addressee's signature at the time of delivery (certified, insured, delivery confirmation).

ECIR staff persons are NOT responsible for forwarding resident's mail or holding it. Residents must fill out a change of address card or place a vacation hold by visiting the US Post Office or by visiting their website at www.usps.com/move before vacating their apartment.

This courtesy service and its policies are intended to safeguard the personal property of our residents.

Vacuum Cleaners, Buckets, Mops and Brooms

Residents can borrow vacuum cleaners, buckets, mops, brooms and dust pans for weekly cleaning. The vacuum cleaners are kept in the closet in the lounge while buckets, mops and brooms are in the room behind the community kitchen. Please return them as soon as you are finished using them. Please note: YOU ARE RESPONSIBLE for the cleaning of your apartment and for purchasing any other cleaning products.

Internet

ECIR provides free wireless internet access to residents. You will need a password to log in. Also, you may use Ethernet cable in your bedroom.

Local Calls Only Landline Telephone

There is a phone available in the Café for your convenience (734-662-2299). Outgoing local (area code 734) and toll-free calls (1-800-, 1-888-, 1-877- numbers) are possible but if you need to make a long distance call, please purchase a "phone card" available in many locations around campus, such as grocery stores, drug stores, and campus stores. Be sure to check if the phone card is accepted by the country you wish to call.

Fax Machine

The ECIR office has a fax machine for the convenience of residents. There is a charge for its use. The rates are posted by the machine. Please, pay staff.

Guest Computer (temporarily unavailable)

A guest computer with internet access is available for resident use in the Cafe.

Storage

There is limited, designated storage space in the basement for residents in 3-bedroom apts. If you have luggage/boxes to store, sign out a key to the storage room from the office. All items must be clearly marked with your Name and Apt. number. Anything not marked will be disposed of. Storage is available ONLY during the term of your lease. Storage services are available for a fee (e.g. <http://www.studentstoragesolutions.com/>)

*Do not put luggage/boxes or furniture in building hallways. City fire code requires halls to be open and free of clutter.

IMPORTANT: ECIR is NOT RESPONSIBLE for items placed in storage!
You should not store valuable items in those areas.

Laundry room

Coin operated washers and dryers are located in the basement (U.S. quarters only). Read the usage instruction on the machines and on your laundry products to ensure proper use. Be sure to check the machines you have used at the end of your wash or dry cycle to remove all of your belongings so others can use the machines. Please wipe up spilled soap and put lint from the dryer in the trash basket.

Parking

Parking spaces behind the ECIR building and at First Presbyterian Church are very limited and restricted. They are **assigned** by lottery system during Resident Orientation (check calendar for specific date) and may not be transferred. Please visit the office to obtain parking stickers. Vehicles without ECIR parking permits will be towed! There is NO VISITOR PARKING. Guests must park on the street! Residents who have parking rights in the ECIR lot will help shovel around their car after each snowfall. There are shovels available for use. Absolutely never ever park in the Parking lot next door! You will definitely be towed without warning at your own expense.

CENTER DESCRIPTION

ECIR is composed of 47 bedrooms within 21 apartments which are located in two wings. Both wings are connected through common areas on the ground floor of the building.

Apartments

- *The Dotson Wing* has five one-bedrooms and six bi-level two-bedrooms. This wing does not have an elevator. All units feature garbage disposals, while only the larger units have dishwashers.
- *The Harper Wing* consists of ten three-bedroom apartments. A handicap accessible apartment unit is also available on the ground floor. This wing has an elevator. The apartments have an HVAC (heating, ventilation, and air conditioning) unit.

Common Areas

Common areas serve the entire ECIR community. Therefore, their use requires cooperation. Collaborating with others to use and maintain the areas in good condition will help all of us enjoy them.

- *The Community Room* features a flat screen TV with cable, a DVD player, a VCR, and a piano for all residents to enjoy.
- *The Mpanya Room* is used often for staff meetings and other