

**LPTS Website
Facilities Department Sections
September 2004**

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Work Orders and Communication with the Facilities Department

All work orders and related communication should be communicated to the Facilities Department by calling the Work Order Line at extension 387, dialing direct at 992-9387 or via the Facilities Department Work Order E-Mail@ at <mailto:facilitiesworkorder@lpts.edu>. Residents who live on campus may also call in work orders to a Building Manager, who will then relay the work order to the Facilities Department. Should a resident get locked out of his/her apartment, they may call any Building Manager, as they all carry keys for all housing buildings.

When you communicate with the Facilities Department by calling 387 or by e-mail, it ensures that your work order or request is communicated in the most efficient manner possible. During regular business hours, work orders are retrieved from the telephone and e-mail on an hourly basis. After hours, messages are picked up the next morning, or on Monday morning if after the weekend.

During normal business hours, everyone should call extension 387 or e-mail the Facilities Department for help. If you have an emergency after hours, you can call the emergency phone at 376-1572. The emergency phone should be used **ONLY** for true emergencies, and **ONLY** after hours, when Facilities is not on campus. A maintenance person carries the phone 7 days a week, 24 hours a day, every day of the year.

Lockouts are **NOT** considered an emergency. Staff must first call supervisors or peers that may be able to unlock for them. If the Facilities Department is called for a lockout, a supervisor must approve the call and a charge may apply.

The Facilities Department's goal is to handle all work orders and other related communication in a timely manner, and to expedite and prioritize all communication in the manner it was received.

The Louisville Presbyterian Theological Seminary Tornado Warning Procedures & Safe Place Locations

Many people who have not been brought up in areas with tornado activity are not certain what precautions should be taken in time of tornados. Basically, there are two levels of preparedness according to the National Weather Service. The first is the tornado watch which usually is a time when hot, humid weather conditions are prevalent, increasing the chances for the development of a tornado. The second is a tornado warning where tornados have actually been sighted in the area.

Louisville is in an area subject to tornados. The tornado period is normally from March through September. A tornado is usually a funnel shaped cloud, spinning rapidly and extending toward earth from the base of a thundercloud. When close by, they sound like the roar of hundreds of airplanes or like a freight train going through your living room. Rain and hail frequently may precede the tornado and usually there will be a heavy downpour after it has passed.

Tornados most frequently occur between 2:00 p.m. and 7:00 p.m. but could occur at any time. They normally travel in an easterly direction from the southwest. The clouds often have a greenish-black color. The width of a tornado is only 250 yards normally, but they have cut swaths of destruction over a mile wide. They travel anywhere from 25 to 40 mph land speed, but the wind speed within the tornado is estimated at more than 300 mph. Normally, it is recommended that you try to have windows or doors open so that the pressure between the inside and the outside can equalize. This helps to prevent damage to the structure where the inside pressure tends to blow the roof off and blow the walls out, then permitting the roof to come down on top.

Normally, the safest place in a large building is away from all windows on a lower floor. If you are in a room where you cannot get away from the windows, you should cover yourself with something large such as a mattress or get under a table so you can avoid flying glass and debris.

The following are suggested safe places within the Seminary community:

- ! Nelson Hall: Central hallway, lower floor.
- ! Library: Storage area off of the bottom level of the stacks.
- ! Chapel: Hallway of the lower level.
- ! Schlegel Hall: Hallways away from the stairwells or in the basement away from the (Dormitory) windows.
- ! Winn Center: Cafeteria storage area with doors closed (during normal operating hours) or in the restrooms. Under and at the rear of the building in Facilities Department or in the tunnels are safe places as well.
- ! Laws Lodge: Lower level stairwells and the basement.

- ! Apartments: Lower level or basement away from windows.
(Burnam, Heuser, White, Love/Sherrill Halls)
- ! Gardencourt: The basement near the Facilities Programming Manager's office.

If you are caught outside when there is a tornado warning issued, the safest place is normally in a low ditch, lying flat. Automobiles, trailers and mobile homes are definitely high-risk areas. Try to stay away from areas with trees. In a private home, the basement or lower floor (the side from which the storm is coming) in central hallways is normally the safest place.

There is no way that a warning system can adequately protect a person if they are not alert to the developing situation. In time of bad weather, it is every person's responsibility to keep informed of developing weather conditions. If you should be in an area where you happen to see a funnel cloud developing and moving, it is helpful if you notify the police of this, giving your location and the approximate direction that it is moving. If you are outside, it is sometimes safer to move at right angles to the direction that the storm seems to be traveling. Large open building areas should be avoided in case of a storm. Also, the main thing is not to move out into the open unless it is absolutely necessary, unless you happen to be in an automobile or mobile home.

Louisville Presbyterian Theological Seminary Weather Closing

The Seminary will close because of snow or other weather conditions only in extreme cases and usually in conjunction with the closing of the Jefferson County Public School system. WDJX, WHAS and WAVE radio and television will be notified in the event of weather closing. Supervisors will attempt to contact staff employees by phone so that no unnecessary ventures to the Seminary will be attempted.

Fire and Building Codes

The Seminary follows all codes for buildings, including the Life Safety and Fire Codes. (Please see page 31 in your Residential Handbook.) The Seminary encourages students to use and enjoy their balconies and patios, but everyone must put their belongings back into their apartment when they are finished.

The Facilities Department, in following with the codes, is responsible for ensuring that all walkways and patios are free from obstruction. Compliance to this regulation, by all residents, is expected promptly with no exceptions.

If you are not in compliance with the Life Safety and Fires Codes, the Facilities Department will notify you by putting a written notice on your door. If your items are not removed from the specified area, by the date on the notice, the Facilities Department will have to remove the item(s) and you may be charged for this service and disposal.

We would like to thank all residents in advance for your cooperation with this matter. We want all of our residents to enjoy living on campus, but as with all community living, there are rules and regulations that must be followed for everyone's safety.

CHRISTMAS TREES AND CHRISTMAS TREE SAFETY

We would like to remind all residents who choose to have a live Christmas tree that it is always best to re-cut the base of the tree once you get it home, to insure that the tree can begin taking water again. Once you have installed your freshly cut tree into a proper tree stand, give the tree as much water as it can possibly absorb and remember to check the tree's water supply every day. This will insure that you have the freshest tree possible through the holiday season.

Please remember to use only UL listed indoor lights and try not to decorate your tree with dry or flammable items. Please remember that you should always unplug your Christmas lights when sleeping or away from home. Leaving your lights plugged in when you are asleep or not home can be very dangerous and is a serious fire hazard.

The Seminary does not dispose of Christmas trees. However, the city of Louisville and the city of St. Matthews both have Christmas tree recycling programs. We encourage everyone with a live tree to take advantage of these offered programs, and ask that no trees be placed in or beside the dumpsters.

Louisville Presbyterian Theological Seminary Fire Safety on Campus

Often heat and smoke do the most damage to people who are involved in fires. Both of these problems can be fatal. Each of us should learn to look around and be aware of our surroundings so that we have thought through ahead of time what we should do in case of a fire. Certain areas have some alarms. If they go off, please move immediately to areas outside the building.

1. On certain multi-level buildings we have fire doors on stairwells. It is essential that these be kept closed at all times. They should never be blocked open for any reason. They are put there for safety of occupants.
2. Everyone should know where exits are located; know which way the doors swing, and where the stairs lead so they can leave even in case of power failure. Know which corridors are dead ends and avoid them in case of a fire.
3. Our fire systems are integrated with 24/7 monitors. If activated, both the fire department and the Facilities Department are called. Every apartment has internal smoke and heat protection. Please familiarize yourself with all outdoor pull stations.
4. If the alarm does sound, leave the office or dorm room, but close the door behind you, and proceed out of the building at once.
5. If you become aware of a fire, report it immediately to the Fire Department (call 911) and to the Switchboard Operator who will report it to the Fire Department. If you call the Fire Department, notify the Switchboard Operator as well so she/he can notify other people on campus and sound the local alarm. Be specific about the location, giving the name of the building, the apartment floor, and the address of the campus. Do this before you try to fight the fire, even though you feel that the fire is of the size that can be fought by local procedures. Too many fires spread because people try to fight the blaze themselves and then call the Fire Department too late.
6. If you are trapped by smoke and heat and unable to reach a regular exit, close the door, seal off cracks, open a window for air, signal firemen, and wait for rescue.
7. In the apartments especially, we would urge all residents to be sure that all stairways are kept clear of all items, including toys or bikes and debris, so that these areas permit rapid movement out of the building.

Wherever you are, if the fire begins in your own area, shut off the control switch for the heating and air conditioning unit. This is usually right on the wall switch by the light for your room. This prevents that unit from circulating and fanning any fire. If in an apartment with a central air distribution system such as the Love/Sherrill building, or in the Furlough Home, turn the thermostat off if you have time. This also keeps from circulating the smoke, which can originate from such a fire.



Louisville Presbyterian Theological Seminary Parking Policy



The purpose of the Louisville Presbyterian Theological Seminary's campus parking policy is to heighten security and to help the Facilities Department identify unfamiliar cars. With the increased traffic on our campus, we have also experienced problems and received complaints on persons parking in assigned parking spaces. The parking policy allows people to be identified and for action to be taken.

Three different colored stickers are used on campus: one for students who live in the dorm, one for students who live elsewhere on campus, and one for students who do not live on campus. Due to past problems with events at Gardencourt and other parking issues, Schlegel Hall residents have a separate colored parking sticker.

The parking stickers have identification numbers on them, and the Facilities Department keeps a log of all ID numbers and respective students. The Facilities Department is responsible for policing violators and keeping a written record in the Facilities Department.

The parking policy is complaint driven. This allows the Facilities Department and the Building Managers the responsibility to fill out written tickets of folks who are violating the parking policy.

Any car in violation of the Seminary's Parking Policy will be ticketed, and notified to immediately meet with a designated person to counsel them. For example, if it is a student that has a parking sticker, they will be required to go to the Dean of Students Office. If it is an employee, they will go to their direct supervising Vice President. If the violator is a visitor or another unknown person, that will be handled by the Director of the Facilities Department.

After this violator has been ticketed and counseled once, upon the next offense their car will be towed and they will be responsible for all expenses, including a fine due to the Seminary and any fees associated with the towing, storage of, and retrieval of the vehicle. It is important to note that once a car has been reported to the towing agency, and they have arrived on campus to tow a vehicle, the violator cannot stop the tow attendant from towing the vehicle. The violation has been made, the car will be towed, and the violator will be responsible to go to the tow lot and make arrangements for paying and retrieving the vehicle. The tow drivers are not permitted to make settlements on the spot.

The Seminary will not be looking on a daily basis for violators, although if a complaint is called into the Facilities Department, we will have no choice but to follow the policy. If a Facilities staff person, or anyone from the Seminary sees a person violating the Parking Policy, there will be immediate action taken. If a person has parked in another person's designated parking space for any reason, please make sure that it is communicated to a Supervisor or the Facilities Department, to avoid getting ticketed or possibly towed.

We hope and pray that everyone will follow the Parking Policy, so that we do not have to exercise the above-mentioned actions. However, for those of you who have been victims of those who have repeatedly violated the Seminary's Policy, we hope that this helps.



L.P.T.S. BUILDING HOURS



Academic Buildings Are Normally Locked and Unlocked on the Following Schedule

Buildings Are Closed on Holidays

Building Hours Through the School Year:

BUILDING	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Caldwell Chapel	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	CLOSED	CLOSED
White Library	8:00 AM - 10:00 PM	8:00 AM - 10:00 PM	8:00 AM - 10:00 PM	8:00 AM - 10:00 PM	8:00 AM - 5:00 PM	12:00 PM - 5:00 PM	5:00 PM - 10:00 PM
Winn Center	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	10:00 AM - 5:00 PM	CLOSED
Nelson Hall	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	7:30 AM - 10:00 PM	10:00 AM - 5:00 PM	CLOSED
Gardencourt	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	CLOSED	CLOSED

Building Hours Through the Summer:

BUILDING	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Caldwell Chapel	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	10:00 AM - 5:00 PM	CLOSED
White Library	8:00 AM - 4:30 PM	8:00 AM - 4:30 PM	8:00 AM - 8:00 PM	8:00 AM - 8:00 PM	8:00 AM - 4:30 PM	CLOSED	CLOSED
Winn Center	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	10:00 AM - 5:00 PM	CLOSED
Nelson Hall	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	10:00 AM - 5:00 PM	CLOSED
Gardencourt	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	7:30 AM - 5:00 PM	CLOSED	CLOSED

Louisville Presbyterian Seminary Alcoholic Beverage Policy

Under limited conditions, the Board of Trustees of the Louisville Presbyterian Theological Seminary permits the service, but not the sale, of alcoholic beverages on the Seminary campus. Approved caterers of Seminary events, wedding receptions and other community events may serve non-distilled spirits (e.g. wine or beer), so long as they employ a bartender who is covered by adequate liquor liability insurance. Non-Seminary events must be approved by the Facilities Programming Director.

With the approval of the President (or, in the absence of the President, a Vice-President) of the Seminary, non-distilled spirits may be served at official Seminary events. Persons in charge of such events must report them in advance to the Facilities Programming Director and also must provide non-alcoholic beverages. Ordinarily, such events must be catered by an approved caterer.

With the permission of the President of the Seminary, Students and their guests may consume their own non-distilled spirits (a) inside the "Tri-C" space in Love-Sherrill Hall, (b) outside the student apartments in the common courtyard area, and (c) around the fire-ring in the valley; provided, however, such beverages are contained in opaque cups that bear no advertisements for alcoholic beverages. With the permission of the President of the Seminary, students and their guests may consume personal quantities of alcoholic beverages (distilled and non-distilled). All of the foregoing activity is deemed to be the sole responsibility of participating students and is neither condoned nor prohibited by the Seminary. Under no circumstances shall alcoholic beverages be served to underage persons nor consumed by persons who are intoxicated.

Louisville Presbyterian Theological Seminary Concealed Weapons Policy

Any concealed firearm or other object considered a deadly weapon is prohibited from any property owned or controlled by the Seminary, including, but not limited to classrooms, offices, other facilities, parking lots, and all outdoor areas. This policy applies to all persons even if they have the proper license to carry a weapon; the only exception to this policy is for peace officers acting in the course of official duties.

Any student in violation of this regulation can face disciplinary action, which could include expulsion. Any employee in violation of this regulation can face disciplinary action, which could include termination. Any other person will be asked to comply with the regulation or face appropriate legal action, which could include arrest.

Louisville Presbyterian Theological Seminary Drug-Free Workplace Policy

Louisville Presbyterian Theological Seminary makes a good faith effort to establish and maintain a drug-free workplace. To that end, the following policy governs all workplaces of the Seminary.

A. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance (usually referred to as illegal drugs listed under the federal Controlled Substance Act) is prohibited in Seminary workplaces, and is cause for employee discipline up to and including dismissal from employment.

B. In compliance with the Drug-Free Workplace Act of 1988 and as a condition of employment with the Seminary, all persons employed by the Seminary are required:

1. To abide by the prohibition contained in paragraph A, above; and
2. To notify the President of any criminal drug statute conviction for a violation occurring in a Seminary workplace no later than five days after such conviction.

C. Any person employed by the Seminary found to be unlawfully under the influence of a controlled substance while in a Seminary workplace is subject to disciplinary action up to and including termination or may be required by the Seminary to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

D. Any employee whose use of controlled substances away from the Seminary can reasonably be established to be the cause of poor attendance or performance problems is to be counseled to seek rehabilitation from available Seminary or community resources.

E. When notice of a criminal drug statute conviction for a violation occurring in a Seminary workplace is received, the President's office will coordinate compliance with the reporting requirements of the Drug-Free Workplace Act of 1988 including notifying the appropriate federal agency within 10 days of notice of any employee's criminal drug statute conviction.

F. An employee convicted of a violation of the criminal drug statutes occurring in a Seminary workplace is subject to disciplinary action up to and including termination or may be required by the Seminary to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.

G. The Vice President for Finance will maintain and periodically publish a list of available Seminary and community resources for drug abuse assistance or

rehabilitation programs. In addition, the Seminary's Chemical Dependency Task Force will also provide employees with information about dangers of drug abuse in the workplace, the Seminary's policy of maintaining a drug-free workplace and penalties, which may be imposed on employees for drug abuse violations occurring in the workplace.

H. A copy of this policy will be given to each new employee.

Louisville Presbyterian Theological Seminary Lead Paint Disclosure

Many houses and apartments built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Young children and pregnant women, especially, are susceptible to harm if lead paint or lead chips are ingested or if they have inhaled or swallowed lead dust. For more information, persons with small children who live in Love and Sherrill Halls will receive a brochure when they sign their lease, "Protect Your Family From Lead in Your Home."

Louisville Seminary has had extensive lead testing done on campus, and we know that we have no lead problems in our housing area, except the stairwells in Love/Sherrill. These stairwells have a very low lead rating. Our environmental consultant has deemed the stairwells very safe, because there was a very low level of lead in the original paint, and because for years there have been multiple coats of paint applied on top of the lead paint. We interpret this to be very little to no hazard. We will continue to monitor the walls and apply new coats of paint when needed, which will even further lessen the risk.

Louisville Presbyterian Theological Seminary Campus Security

The Louisville Seminary out sources security monitoring services. This service makes three to five campus inspections, randomly, every night, seven nights a week. This is done between the hours of 10:00 p.m. and 5:00 a.m. These include drive through inspections, walking inspections and canine inspections. Routinely, all doors are checked, suspicious activity noted and checked out and entrances checked for security.

What Should You Do In The Case Of An Emergency

In the case of an emergency, medical emergency, violent or criminal behavior, always call 911. Do not try to look up or call the security company's telephone number. They are just a monitoring agency and are not armed guards. If you observe criminal activity or a suspicious action or person, or if you are a victim or witness to any on-campus offense, please promptly notify the proper agency, police, fire or ambulance by dialing 911.

When you call 911, be prepared to give them your exact location, including your building location, building name and the address of the Seminary, 1044 Alta Vista Road. All emergency services are located close to the Seminary and have very fast response times.

**Louisville Presbyterian Theological Seminary
Smoke-Free Environment**

Louisville Seminary has a smoke-free environment policy. There is no smoking anywhere in Nelson Hall, Winn Center, Gardencourt, White Library, Caldwell Chapel, Laws Lodge and the Carriage House.

Louisville Presbyterian Theological Seminary KEY POLICY

Student Housing keys are issued and collected in conjunction with check-ins and check-outs by the Business Office.

Laws Lodge keys are issued and collected by Lisa Miller.

Studio #2 & #3 keys are issued by the MFT office.

Studio #1 keys are issued by Cristol Kleitz.

All other keys and locks are maintained and distributed by the Facilities Department.

Grand Masters are only issued by the Vice President for Finance or the President. Persons possessing Grand Master Keys are responsible for those keys and for the securing of all locked facilities whether they have lent the key to another person or are in immediate possession of the key themselves. In cases where the key is temporarily lent to another, the Vice President for Finance should be notified via voice mail advising both to whom the key is lent and what facility they will be accessing and when.

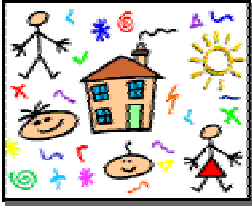
New Employees' keys to their normal working area (i.e. into the building and their particular office) should be requested and approved in writing by a Vice President and sent to the Facilities Department.

Upon leaving employment of the Seminary, keys should be turned in to the Vice President for Finance during the exit interview, and then sent to the Facilities Department.

Request for keys to any office or building for after hours use should be directed to a Vice President for approval. The person issued a key is responsible for securing the building unless other arrangements are made.

Broken keys should be sent to the Facilities Department for replacement.

Lost keys should be reported to Facilities and a request made in writing by a Vice President to the Facilities Department for replacement.



FOR OUR CHILDREN AND THEIR PARENTS

The Seminary encourages children to play and enjoy our beautiful campus. However, to maintain the safety of our children and the health and beauty of our campus, we have the following guidelines:

1. The valley is considered a part of the academic and public side of the campus, and is not a part of the housing area. Everyone is invited to enjoy the valley area, although we must keep it clean. If children play in the valley, they must take their toys back home with them. Toys left in the valley for an extended period of time, will be discarded or donated to a local charity.
2. Bicycles are to be stored in the bike shed or in each resident's apartment.
3. With the cooperation of both our children and their parents, toys should be picked up and taken home at the end of each play session, in order to keep the housing area as clean and enjoyable as possible.
4. No unsupervised children are allowed to play in the Academic Buildings, the Academic Quadrangle, Laws Lodge or Gardencourt.
5. No skateboards, in-line skates, bicycles or similar items are allowed in the Formal Gardens, Academic Quadrangle, or near the Lodge or Carriage House at any time.
6. Parents should sufficiently advise their children of the safety issues regarding playing where cars are located.

With everyone's help, we hope that all of our children enjoy the environment, but learn to respect and take care of our beautiful campus.



Louisville Presbyterian Theological Seminary PET POLICY

Every resident on campus who owns a dog, cat or other non-caged pet shall provide the Seminary with a \$150 deposit per non-caged pet to be used against any property damage and cleaning (including fumigation) cost that the Seminary incurs as a result of the pet's behavior. You will be billed for any cost of damage and cleaning in excess of the deposit.

Failure to pay the deposit will automatically result in a fine of \$25.

Students are responsible for making additional deposits if they acquire additional pets. There is a limit of one pet per person in Schlegel Hall.

Students with pets will be assigned to the first floor. In addition, there is a limit of two non-caged pets allowed in each apartment unit. This policy applies to owned pets only; pet sitting is not permitted.

When students sign their leases, they agree to abide by the pet policy.

Annually all dogs, cats, or other non-caged pets brought on campus shall have up-to-date rabies and distemper shots. Dogs must be licensed. Proof of these conditions shall be furnished within 30 days of check-in to the Business Office. Any violation of this shall automatically result in a fine of \$25.

Regarding neighborhood animals and strays: If a stray is seen continually roaming the campus, students are asked if they know to whom the animal belongs, to contact the Vice President for Finance so that the appropriate letter can be sent to the owner. If strays continually bother students and/or their families, it is up to the student, not the Seminary or the Housing committee, to contact the Animal Shelter to make a complaint.

All pets on campus (INCLUDING CATS) must be leashed at all times, except in the walk-run areas, where they must be under direct voice control of their owner.

The pet walk-run areas shall be defined as follows (see Campus Map):

- The area between the White Hall parking lot and Alta Vista Road (but not by the gate to the President's Home).
- The area in the valley south of the walkway between Burnam Hall and Nelson Hall to the park.

Pet owners shall be responsible for any messes that their pet(s) make outside of the walk-run areas. Pet owners are also responsible for repairing any holes dug by their pet(s) outside the walk-run areas.

NO pets shall be tied to trees, doors, or in any way block the passage of individuals through hallways or entryways.

Absolutely no pets are allowed in Laws Lodge, Gardencourt, Nelson Hall, the Winn Center, the Library, and/or the Chapel. This applies to all members of the Seminary community (students, faculty, and staff).

No nuisance of barking or excessive noise will be allowed in the apartments.

Any complaint about pets shall be handled according to the following procedure: A written complaint must be filed with the Building Manager, or if against the Building Manager, the Chairperson of the Housing Committee.

If faculty or staff has a complaint, the written complaint should be filed with either the Vice President for Finance or the Chairperson of the Housing Committee. The procedure will continue as stated below.

The Building Manager (or Chairperson of the Housing Committee) will investigate the complaint within 48 hours of the receipt of the complaint.

If the Building Manager (or Chairperson of the Housing Committee) concurs in the validity of a complaint, then the person complained about will receive a verbal warning. Should there be a second offense by the same party, the Building Manager shall bring the complaint to the Chairperson of the Housing Committee.

The Chairperson of the Housing Committee will then confront the person complained about to see what their intention is concerning the complaint. The Chairperson shall report to the Community Affairs Committee for information and counsel.

Once a complaint gets to the item listed above, a fine will automatically be imposed upon the offender. For the first offense after a verbal warning has been issued in a given academic year, the fine shall be \$10. For the second offense in a given academic year, the penalty shall be the removal of the pet from the campus within a period of 30 days.

The fines will be due one week from the date of notification by the Chairperson of the Housing Committee of the fine to the offender and the Business Office.

All fines shall be paid to the Business Office and applied to the Community Activities Fund.

In cases involving a pet which has caused physical injury to another pet or person:

The Housing Committee will hold a meeting to determine the merits of the case.

If the case is sustained, the pet involved will be permanently removed from the campus within one week of the decision of the Committee.

Upon receipt of the complaint and prior to the determination of the case, the chairperson or The Housing Committee will direct the owner of the pet involved that the pet must be kept under direct control (i.e. muzzle or leash) in all areas on campus pending outcome of the case.



20 OF THE MOST COMMONLY ASKED QUESTIONS

Future Solutions Now!

brought to you by the Facilities Department

Can I use any of the buildings after hours?

Generally, once the buildings are locked up, there is no one allowed to use the buildings, except to get mail at Nelson Hall. If you have a study group or an academic need, those should be scheduled with Lisa Miller or Megan Berthold at least 5 days prior to your event.

Explanation of Gardencourt and Lodge events:

Gardencourt events normally take place on the weekends, which occasionally can create problems for Schlegel Hall parking. We do require, at times, for there to be supervised parking at Gardencourt. While this does not always insure that someone will not sneak into the Dorm parking lot, it does help. If there is an event going on, in which they are using the Formal Garden area, students are not allowed in that area during the event.

Children are not allowed to play in or around the Lodge, Gardencourt or the Formal Gardens without parental supervision. Skateboards, bicycles, in-line skates or anything of the sort is strictly forbidden around the circle in front of Gardencourt or in the Formal Garden areas. PLEASE REFER TO "CHILDREN PLAYING ON CAMPUS" IN YOUR RESIDENTIAL HANDBOOK.

Where do I dispose of my live Christmas tree?

If you choose to have a live Christmas tree, the City of Louisville/Jefferson County has a tree-recycling program. Please plan to take your tree there for disposal. The Seminary cannot dispose of your tree, and we ask that you do not set your tree by the dumpsters.

Can I have a picnic or a bonfire in the valley?

The valley is considered a part of the academic and public side of the campus, and not part of the housing area. Everyone is invited to enjoy the valley side of the campus, however, we must keep it clean. If children play in the valley area, they must take their toys back home after they're done.

If you would like to schedule a special event or have a bonfire, you must contact Donna Melloan to apply for permission and a reservation. In Jefferson County we must call the Environmental Protection Agency as well as the local fire

department to obtain a permit to have a bonfire. So, please call well in advance, to allow for enough time to get all of this set up.

How is parking handled at the Seminary?

There are guest parking spots at each housing building, which are to be used by guests only and not by students with an extra car. If you want or need to use a guest parking space for an incoming guest, it's usually courteous to let a Building Manager know. People who have more than one visitor and require extra parking, should have their guests park in the main parking lot.

The purpose of the Louisville Presbyterian Theological Seminary's campus parking policy is to heighten security and to help the Facilities Department and Building Managers identify unfamiliar cars. With the increased traffic on our campus, we have also experienced problems and received complaints on persons parking in assigned parking spaces. The parking policy allows people to be identified and for action to be taken. Apply for parking sticker(s) in the Facilities Department, located in the lower level of the Winn Center. The Seminary requires that all students or student's family members vehicles that park on campus have a Seminary parking sticker ... and the best part is that it is free!

How do I let Facilities know about a work order?

- * Call the Facilities Work Order line at 895-3411, ext. 387 or direct at 992-9387.
- * Email the work order to facilitiesworkorder@lpts.edu.
- * Let a Building Manager know about the problem and they will get it to us. Make sure you always leave your name, building, apartment number and a phone number we can reach you at if needed.

When do you spray for pests in my building?

This is done quarterly, on the second Monday of each month, following this schedule:

- White Hall - January, April, July and October
- Love/Sherrill - February, May, August and November
- Burnam Hall - February, May, August and November
- Heuser Hall - March, June, September and December

What do I do if I have problems with my cable or my telephone?

The Seminary furnishes basic cable service to your apartment. The student pays for any premium cable services and for his/her own telephone. If you have problems with your cable or telephone service, it is always best to call the phone company or cable company direct. However, please try to rule out that you may have a problem with your television or telephone first, before calling.

What does the Facilities Department routinely do in my apartment?

- * Monthly - Facilities enters every apartment to do enzyme treatment to all drains, check all smoke detectors and fire alarm systems and generally look at maintenance needs.
- * Semi-annually - Facilities enters every apartment to change the filters in the air-conditioning and to change the batteries in the smoke alarms.
- * Quarterly - Facilities enters your apartment, accompanying Dial One Pest Control, to do pest control spraying.

How does security work around campus?

The Seminary contracts security service with Securitas, who does four to five random rounds, driving through the campus and walking through checking on doors, lights, etc. If you have an emergency, security or medical, you are to call 911 immediately and the 911 operator will dispatch the proper authorities. Securitas is NOT to be called for emergencies. The First District Police Station is less than two miles away from the Seminary, and they respond very quickly. The Seminary sits in the city limits, therefore the Louisville Metro Police Department responds to our emergencies.

When do I use the Facilities emergency phone?

We have some general guidelines, which constitute emergencies, which are most commonly needed. The emergency phone should only be used after hours, when Facilities is not on campus. During normal business hours always dial the work order extension at 387 for help. If you have an emergency after hours, you can call the emergency phone at 376-1572. A maintenance person carries the emergency telephone 7 days a week, 24 hours a day, every day of the year.

Lists of items, which are typical emergencies, are:

- * An overflowing toilet.
- * No hot water.
- * Any kind of water leak.
- * Any electrical problem.

Items that we do not consider emergencies are:

- * A kitchen sink stopped up. (This is because your bathroom sink could be used for a water supply until we are able to unclog your kitchen sink.)
- * Light bulbs.
- * Getting locked out of a building. (When you are locked out of an apartment, please exhaust every effort to locate a Building Manager, who has a master key to let you in, before calling the emergency phone.)

Please do not use the emergency phone for after hours or weekends unlocking of academic buildings.

What do I do if there is something wrong with the washer or dryer in our laundry room?

There are signs located in every laundry room that have the telephone numbers of the repair service. The Seminary does not furnish the washers and dryers as they are contracted to a local vendor. In the past, they have been very good about responding to service problems.

When is the A/C and heating turned off and on?

This is an important question. As spring turns to summer, and as summer turns back to fall, there will always be a few uncomfortable days because of the type of heating and air conditioning system that we have. This only affects people living in White Hall, Heuser Hall, Burnam Hall and Schlegel Hall. Love/Sherrill residents can turn their a/c and heating off and on whenever they want. We have a two-pipe heating and cooling system. Basically, this means we can only have heat or a/c, one or the other, but not both at the same time. We look at the evening temperatures when they may become too cold or too warm, depending on spring or fall, and once we have a ten day average of normal weather and by monitoring the National Weather Service, we will make the decision to turn the heating or cooling on, depending on the season. Typically, we do not receive many complaints in the fall, as that is a smoother temperature transition. However, in the spring of the year we get a lot of calls wanting to turn the a/c on. We try to make sure, in the spring, that the outside air temperature in the evening consistently stays above 50 to 55 degrees before turning the a/c on. This typically happens around April 15th.

What is the rule about balconies and patios?

The Louisville Fire Department has issued several warnings and one citation in the past at the Seminary. These were due to the Life Safety Code and Fire Codes, which do not allow for any obstacles to be on the sidewalks of the first floor or the balconies of the second or third floors of the buildings.

You may notice that some people choose to store things on the outside of their building and that they're doing it at their own risk. The Louisville Fire Marshall inspects our apartments any where from two to four times a year. If you have things in front of your apartment, you will be given a certain amount of time to clean it up, or the fire department will issue you a citation and a court date. The rule at the Seminary is to follow the rules of the Building Codes and Fire Codes. We simply say that you cannot store any materials on the balconies and sidewalks. If you choose to do so, you are doing at your own risk and the Fire Department cites the student and not the Seminary.

We encourage students to use their balconies and to enjoy them. Just be sure to put chairs and other items back in your apartment after you're finished.

What are the building hours when school is in session?

Go [HERE](#) for the building hours when school is in session, as well as summer hours.

If I have an old couch or some other piece of furniture to get rid of, what do I do with it?

The Facilities Department does not dispose of old furniture or couches here on campus. We simply do not have the dumpster capacity to handle large objects. If the couch can be donated, there are several services, i.e., Disabled Americans, the Salvation Army, Goodwill, etc. that will accept your couch. If the couch is simply worn out and needs to be disposed of, you need to make arrangements with someone who has a vehicle who can haul it to a local landfill.

Are we allowed to borrow Seminary vehicles or equipment?

Generally the only equipment we put out on loan may be a dolly to help move heavy items. We do not loan or rent Seminary vehicles to students from the Facilities Department.

My sink is clogged; can I use Drano to unclog it?

No! Please call the Facilities Work Order line if you have a clogged drain. If you use a product such as Drano, not only is it not good for our pipes, but should the product not work and we are called in to unclog it, there is a chance that a staff person could have this chemical splash into their face or eyes while unclogging the drain.

Have a clogged drain? Always call in a work order!!

My parents are coming to visit; can they park their motor home in the main parking lot while here?

With prior approval from the Facilities Department, motor homes can be parked in the main lot temporarily. The motor home must be fully self-contained and wood or another type object placed under the stabilizers to avoid damaging the asphalt.