



Rental Housing at Williams College

Published by

The Office of Facilities Services

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Williamstown MA

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To access floor plans: <http://facilities.williams.edu/property-information/college-rental-housing/>

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The *Faculty Handbook* and the *Administrative Staff Handbook* include information on housing eligibility, duration of stay, assignment policy, subletting, etc. Click on the following link to view information on faculty and administrative housing: <http://wiki.williams.edu/display/handbooks/Housing>

Please refer to the Provost office for additional information.

Relevant telephone numbers are provided on page 6.

KEYS

Prior to moving in, residents may pick up keys in the front office at Facilities at 60 Latham Street, Monday through Friday, between the hours of 8:00 a.m. and 4:00 p.m. After hours pickup of keys from the Office of Campus Safety and Security (CSS) may be arranged by contacting the Facilities Services office in advance.

TELEPHONE AND UTILITIES

Telephone Installation and Service

Residents should contact Verizon to initiate telephone service. If a dial tone is not heard by the end of the first day of service, please put in a work request at <http://facilitiesworkrequest.williams.edu/> and we will attempt to respond on the next working day. It is the responsibility of the occupant to pay for phone sets, additional phone jacks, or to move existing jacks.

Electrical Service

If electricity is not included in the rent, residents should contact National Grid to initiate service. Service must be placed in the resident's name immediately.

Gas Service

To activate an existing service, contact Berkshire Gas. New services must be approved by Facilities. Service must be placed in the resident's name immediately.

Water & Sewer

Water and sewer costs are included in rental costs.

Heating and Fuel Oil

In most College housing units, occupants are responsible for heat and for making arrangements of oil delivery. The Facilities Services office maintains a list of local oil dealers that have serviced each residence. If you would like to continue with the same oil dealer, call the Facilities Services office for information. Once you have contracted with an oil dealer, please call Facilities Services with the name of the oil dealer.

If you have a problem with heat Monday through Friday between 7:00 a.m. and 3:30 p.m., please put in a work request at <http://facilitiesworkrequest.williams.edu/>. After 3:30 p.m. and weekends, contact the CSS office.

The College will schedule annual cleaning of your oil burner through a company we contract with. If you receive a bill for this service, please forward it to the Facilities Services office. Do not schedule service with your oil dealer; if you do, Facilities will not be responsible for the charges.

Upon moving in, contact the Facilities Service Line, and they will be happy to have someone visit your home to explain your heating system.

Cable Television

Service is available through Time Warner. Additional outlets must be approved by Facilities and installed at the resident's expense.

ROUTINE REPAIRS AND SERVICE CALLS

Routine service requests may be made through our online work request <http://facilitiesworkrequest.williams.edu/>. These requests are received during normal working hours, Monday through Friday, between the hours of 7:00 a.m. and 3:30 p.m. Please call CSS after hours and on weekends for emergency maintenance issues.

Repairs are generally not scheduled with a resident in advance. Our service personnel will sign out a key to gain access to a residence. If you have pets or desire to be at your residence when Facilities makes a service call, please let us know.

Replacement of light bulbs is the responsibility of the resident.

APPLIANCES

The College provides a stove and refrigerator to each residence. Some residences also have a dishwasher. Repair requests for College-owned appliances are submitted through our online work request at <http://facilitiesworkrequest.williams.edu/>.

DECORATION AND MAJOR REPAIRS

No decoration or renovation (including interior painting) may be made to College units. No additional structures may be built on the property.

WASHER/DRYER HOOKUPS

Most units have hookups. For those units where there is no hookup, Facilities will install one where possible. Please put in a work request at <http://facilitiesworkrequest.williams.edu/>.

WINDOW TREATMENT

A window shade is provided for each window. Additional drapes and hardware are the responsibility of the resident.

TRASH

Residents of College housing are responsible for the disposal of their own trash, with the exception of those living in: B&L Apartments, Clark, Danforth, Fisher, Hawthorne, Hewat, Jerome, Johnson, The Knolls, Marcus, Mt. Hope Inn, Park Street Condos, Ruland, Sherman, Southworth Schoolhouse, Stratton Condos, and Woodworth. Williams College contracts with a hauler to remove the trash from these houses.

Residents of other houses may contract with a hauler for removal or take their trash to the Williamstown Landfill on Simonds Road. Fees are associated with landfill dumping; contact the Williamstown Town Hall for more information. Containers for trash and recyclables are the responsibility of the resident.

RECYCLING

As residents of the Town of Williamstown, occupants of College housing must separate their trash. As of this printing, residents must separate refuse into these three categories: (i) regular trash, (ii) paper products (including cardboard), and (iii) metal, #1 - 7 plastic and glass (excluding Styrofoam, flower pots and plastic bags).

LAWN CARE

Occupants of College housing are required to care for the lawns and shrubs at their house. Exceptions to this policy occur in the following houses where the College maintains the grounds: Clark, Fielding Brown, Fisher, Hawthorne, Hewat, Jerome, Johnson, The Knolls, Marcus, Mason, McGinniss, Mt. Hope Inn, Park Street Condos, Rice, Ruland, Sherman, Southworth Schoolhouse, Stratton Condos, and Woodworth.

In houses where there are two units, an arrangement should be made between residents as to how to best share this responsibility.

If lawns are not properly maintained, the Facilities Services office will arrange for the appropriate service, passing charges on to the tenant.

SNOW REMOVAL

With the exception of the B&L Apartments, Danforth, Johnson House, Park Street Condos, Rice House, and Southworth Schoolhouse, residents are responsible for the removal of snow and ice from sidewalks and driveways.

SMOKE DETECTORS, CARBON MONOXIDE DETECTORS, AND FIRE EXTINGUISHERS

Each rental is provided with at least one smoke detector, a carbon monoxide detector, and a fire extinguisher which are checked annually. In Danforth, Hewat, Jerome, The Knolls, Mt. Hope Inn, Ruland, Sherman, Southworth Schoolhouse, and Woodworth, building fire alarm systems have been installed and alarms are tested monthly. Residents should not remove or tamper with detectors. If you have a malfunctioning alarm, you should put in a work request at <http://facilitiesworkrequest.williams.edu/>. After hours, please contact CSS.

CHIMNEY CLEANING

For those residences with fireplaces, a chimney inspection is scheduled once per year by Facilities and residents are notified of the scheduled date of cleaning, if necessary, in advance.

PEST CONTROL

The occupants of a dwelling containing one residence are responsible for maintaining the unit free from all rodents, skunks, cockroaches, and other insect infestation and shall be responsible for exterminating them. Facilities Services will be responsible for pest control in dwellings with two or more units.

PROPERTY INSURANCE

The College provides no insurance on the personal goods of its residents. This includes, but is not limited to, damage done to personal property stored in basements, attics, porches or garages. Residents are encouraged to purchase personal property insurance to protect their belongings against damage or theft.

VACATING PROCEDURES

Faculty members whose appointments end at the end of the academic year should plan to vacate housing no later than June 15. Occupants who will be leaving College housing for other reasons, such as purchasing a home, should give the Facilities Services office at least one month's advanced notice. Occupants who fail to give advanced notice will be liable for one month's rent from the date of notice.

Several weeks before vacating, please contact utility companies and your oil dealer to discontinue service and receive a final bill. Please advise customer service for National Grid and Berkshire Gas to transfer service billing to Williams College. If you do not currently use H.L.Fuel as your oil dealer, please advise your dealer that you are moving out and to discontinue delivery to your unit. Williams will contact the company the College has contracted with (currently H.L.Fuel) and have your unit put on automatic delivery. Regrettably, we will not be able to purchase any oil left in a tank. Arrangements for final deliveries should be made with this in mind.

Outgoing residents are expected to leave their house or apartment in a clean condition, including stoves, refrigerators and basement, and not leave unwanted trash or furniture behind. Keys must be returned to the front office of the Facilities office during normal business hours or to CSS at other times. Keys left at CSS should be placed in an envelope and labeled with name and address. If keys are not returned, Facilities will rekey the unit and the resident will be charged for that service.

The Facilities Services office will schedule a walk-thru after units are vacated. Residents will be charged for any expenses incurred by Facilities for cleaning, trash removal, or damages beyond normal wear and tear.

TELEPHONE NUMBERS	
Williams College Campus Safety and Security	597-4444
Fire Department	
Emergency	911
Non-emergency	458-8113
Police Department Emergency	
Emergency	911
Non-emergency	458-5733
Ambulance	911
Facilities Service Line	597-2486
Facilities Services Office	597-2195
Provost Office	597-4237
National Grid	800-322-3223
Berkshire Gas Co.	800-292-5012
Out of state	413-499-1680
Mass Save (re: audits)	800-632-8300
www.massave.com	
Time Warner Cable	800-321-2225
	518-640-8621
Verizon Telephone	800-870-9999
Williamstown Elementary School	458-5707
Mt. Greylock Regional High School	458-9582
Williamstown Town Hall	458-9341