GUIDELINES FOR RESIDENTIAL CONSTRUCTION
For Tyler Hall and the Trinities (Updated November 2010)

It is the intent of the University to maintain safety for all students as well as to provide residents the opportunity to enhance the appearance and function of residence hall rooms. The following guidelines are given for these purposes, yet they are not intended to be all-inclusive: the ResLife staff may provide other specific instructions based on individual circumstances.

PLEASE DO NOT BEGIN CONSTRUCTION, ASSEMBLY, OR INSTALLATION until you have received approval from the ResLife staff. You are subject to a fine and removal of construction if you begin construction without approval or build contrary to the approved design. And remember, authority rests in the Resident Director to interpret these guidelines.

GUIDELINES

Bookshelves and small shelving units are the only personal construction permitted (tables, desks, lofts and raised beds are not permitted). The following guidelines must be followed when designing and building your shelves:

- All shelves must be free-standing and not attached (i.e. bolted, nailed, screwed, glued, etc.) to any permanent surface or piece of University furniture.
- No permanent built-in furniture or furnishings may be moved or altered.
- Size of Shelving
  - In each residential room within the Trinities and Tyler Hall, the total combined length of all constructed shelves must not exceed 32 feet in length and 18 inches in depth. (For example, a 6’ wide bookcase with 5 shelves totals 30’ of shelving, allowing 2’ to use elsewhere. Likewise, one shelf down each side wall in the Trinities totals 24’ of shelving, giving those residents up to 8’ more to use.)
  - In the Trinities, shelving placement is limited to the side walls (from the back wall by the window, over the beds, to the end of the desks). Shelves may not be deeper than 18 inches. It is acceptable for the shelves along the wall to cover a portion of the outer two windows; the two middle windows must remain unobstructed.
- The shelves and any items stored on the shelves must be more than 24 inches from the ceiling.
- No cross-room support may be used; design to support the weight accordingly.
- There must be a clear path to the door; that is, there can be no obstruction between the door and the beds that would require climbing over, crawling under, or walking around to leave the room.
- The air-conditioning unit must be fully accessible.
- All sides and corners of the shelving that touch the walls must be padded with carpet or a similar padding material. (No wood may touch the walls of the room, University furniture, or any permanent surface).
- Only non-treated lumber may be used in your construction.

INSTALLATION: In the installation or removal of your room addition, DO NOT STORE ANY WOOD OR OTHER MATERIALS IN THE HALLWAY. Wood and materials must be in your room or completely outside of the residence hall. Hallway and stairwell congestion of any kind is considered a high-risk safety hazard. Furthermore, any and all wood and materials (including the completed shelving unit) must be brought into the building through one of the main doors. Items may not be brought into the building through a window.

ALL construction (sawing, drilling, sanding, finishing, painting, etc.) must be completed outside the residence halls. You may connect or attach shelves with screws inside the building. No construction may be done in buildings or in courtyards, and you must thoroughly clean your work area immediately as you finish each work session.

STORAGE AND RESPONSIBILITY: The room addition cannot remain in the room over the summer and must be removed before checkout. All materials must be stored off campus, and the student is responsible for storage. The student is also financially responsible for all damage caused by the construction, presence, and/or removal of a shelving unit. Any charges will be assessed to the student’s account by the ResLife staff.

The ResLife Staff will inspect shelving during and/or after construction to ensure that the structure adheres to these guidelines. Failure to comply with the guidelines may result in fines and the need to modify or remove the shelving unit.