WELCOME

Columbia University Facilities is committed to providing you with a safe and comfortable home. Whether you are a first-time, returning, or permanent resident, this newsletter will assist you with an assortment of helpful information. Topics include things to remember when moving into your residence, a list of building services, noteworthy safety and energy-saving tips, and details on how your superintendents are helping you to live “green.” We invite you to relax, read, and enjoy!

GREEN LIVING IN MORNINGSIDE HEIGHTS

Beginning this summer, in conjunction with Con Edison and the City of New York, the University began converting some of its residential buildings on the Morningside campus to using natural gas as the primary fuel source for heat and hot water. This transition from reliance on heavy heating oil—as well as the reduced use of oil delivery trucks—will cut the University’s greenhouse gas emissions and result in a more efficient heating infrastructure, as well as improved air quality. It is expected that by the end of the year 22 buildings will be converted, and additional buildings will be converted over the next three years. When the project is complete, the Morningside campus will also have eliminated its use of heavy heating oils (number 4 and number 6). It is estimated that the University will reduce its carbon footprint by 7,236 metric tons.*

“This project is dually beneficial for us. It supports our commitment to sustainability and will make the heating plants more efficient,” says Frank Martino, vice president of operations for Columbia University Facilities.

While the amount of work will vary from building to building and street to street, in each of these buildings the boilers will be converted or replaced so that they can operate on natural gas; the gas supply to the building from the street will be increased; new piping and gas meters will be installed; and existing oil tanks will be emptied and cleaned. Some buildings will receive new gas regulators and on some blocks Con Edison will replace portions of the gas mains.

According to the PlaNYC 2010 Inventory of New York City Greenhouse Gas Emissions, the city’s emissions are dominated by two sectors: energy consumed in transportation and energy consumed in buildings. By using natural gas heat, the University will reduce its carbon footprint, both through the change in fuel type and the elimination of oil delivery trucks. In addition, gas heat does not pose a risk of spilling, and makes the boiler operate more efficiently.

This project supports the University’s goals as a challenge partner in Mayor Bloomberg’s PlaNYC 2030, the city’s comprehensive plan to create a more sustainable New York. For a list of ways in which you can help us save energy, please read the tips on page 4. For information on additional sustainability projects and initiatives, please visit http://facilities.columbia.edu.

*Carbon calculations based on the September 2010 report from PlaNYC.
WHO WORKS IN YOUR BUILDING AND WHEN YOU SHOULD CONTACT THEM

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.

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 Mark Kerman, Assistant Vice President for Residential Operations at (212) 854-9301 or mk17@columbia.edu.

IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>FACILITIES SERVICES CENTER (Emergencies after hours, and on weekends)</th>
<th>212-854-2222</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUR DIRECTOR FOR RESIDENTIAL SERVICES (Special problems that your superintendent cannot address)</td>
<td>212-854-9301</td>
</tr>
<tr>
<td>CU FACILITIES RESIDENTIAL OPERATIONS WEB SITE</td>
<td><a href="http://facilities.columbia.edu/housing/">http://facilities.columbia.edu/housing/</a></td>
</tr>
<tr>
<td>CU FACILITIES WEB SITE</td>
<td><a href="http://facilities.columbia.edu">http://facilities.columbia.edu</a></td>
</tr>
</tbody>
</table>
| CU PUBLIC SAFETY | Morningside Campus (212)854-2797 Emergency: (212) 854-5555
Medical Center (212)505-8100 Emergency: (212) 505-7979
publicsafety@columbia.edu |

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

Director: Nelson Falcon • 212-854-9301 • nf36@columbia.edu
Assistant Director: Nicole Thompson • nt25@columbia.edu
Assistant Director: Barbara Miller • bm2353@columbia.edu

Director: Edward Lauth • 212-854-9301 • el582@columbia.edu
Assistant Director: Nancy Lu • nl4@columbia.edu

Director: Anthony Nasser • 212-854-9301 • an2222@columbia.edu
Assistant Director: Anna Fu • af330@columbia.edu

Director: Cathleen Ryder • 212-854-9301 • cr2238@columbia.edu
Assistant Director: Catherine Sanders • cs2512@columbia.edu

For more information, go to http://facilities.columbia.edu/housing/
BUILDING SERVICES AND INFORMATION

RENTER’S INSURANCE
During your occupancy in Columbia University Apartment Housing (UAH), it is important that you protect yourself financially against personal property losses by acquiring renter’s insurance. Renter’s insurance can provide you with coverage for damaged, lost, or stolen personal items as well as personal liability (in the event that someone is injured in your apartment or you damage property that belongs to others). Renter’s insurance can also provide you with the financial means for acquiring temporary living facilities in the event that your residency becomes uninhabitable due to severe weather damage or some other form of disaster.

Pursuant to the University’s Risk Management Policy, no reimbursements will be made for damaged, lost, or stolen personal items and personal liability. Columbia University does not offer renter’s insurance. However, you can find information on how to determine your coverage, survey your items, and find a provider by searching the Web or visiting the Insurance Information Institute’s Web site at: www.iii.org/media/publications/brochures/rentersins.

HEATING SERVICES
The heating season begins on October 1, 2011 and ends on May 31, 2012. In order to maintain a comfortable living environment for all tenants, the following will occur in accordance with New York City guidelines:

- Between the hours of 6 a.m. and 10 p.m., whenever the outside temperature is below 55 degrees Fahrenheit, owners must maintain a temperature in their tenants’ apartments of at least 68 degrees Fahrenheit.
- Between 10 p.m. and 6 a.m., owners must keep apartments at a minimum of 55 degrees Fahrenheit when the outside temperature is below 40 degrees Fahrenheit.

Each building has different devices that monitor both outside and inside temperatures to ensure that these guidelines are complied with. As with all types of equipment, heating equipment may fail and need repair from time to time, and we appreciate your cooperation when heating or boiler repairs are being made.

To ensure that your heating equipment performs at an optimal level, you should leave the control valves on steam radiators either fully opened or closed. Partially opened valves can cause banging, leaks, and the inefficient operation of the building’s heating system.

If you are experiencing any problems with your radiator or have any heating complaints, please complete a Maintenance Request Form and inform your superintendent or building director.

BED BUGS
Incidents of bed bugs are on the rise throughout New York City. It’s important that you are aware of this problem and take precautions to prevent bed bugs from appearing in your apartment. Tips include avoiding clutter; conducting regular and thorough cleaning of your apartment, clothing, and linens; and not accepting or picking up used furniture or mattresses from the street or friends.

The New York City Department of Sanitation (DSNY) requires that city residents fully encase all mattresses or box springs—items where bed bugs tend to live—within a sealed plastic bag before they are discarded for the DSNY’s collection. Under the new rule, failure to place a mattress or box spring out in a proper bag can result in a $100 fine. Plastic bags for bedding are available at department stores, home improvement centers, home supply businesses, and online for a modest cost. If you need assistance with mattress or furniture removal or if you suspect there may be bed bugs in your apartment, please contact your building supervisor immediately for assistance. For more information, please visit www.nyc.gov/bedbugs.

RECYCLING & REUSING
We encourage all residents to comply with New York City’s recycling laws. Recyclable items consist of: newspapers, magazines, catalogs, phone books, corrugated cardboard, paper and envelopes, beverage cartons, cereal and pasta boxes, paper bags, glass and plastic containers, aluminum cans and other aluminum items and household metal (i.e., appliances, fixtures, tools, utensils, pots and pans). Procedures are as follows:

- Separate recyclable items from ordinary household refuse. In most buildings, mixed paper (stationery, smooth cardboard, etc.) is deposited in green containers with clear bags.
- Tie newspapers, magazines and catalogs in bundles for pickup.
- Deposit glass, plastic and aluminum containers or foil in blue, recycling containers with clear bags.

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We appreciate your cooperation!

WINDOW GUARD & LEAD PAINT FORMS
Window guard and lead paint forms will be distributed in January. Please don’t forget to return these forms as they become available to you. This will ensure your safety and better assist us in helping you, while complying with NYC Laws.

For a complete listing of building services, please visit our website at: www.columbia.edu/uah
STAY SAFE
Morningside Heights is an ever blossoming hub with many things to see and do. In your ventures around the neighborhood, please remember to be aware of your surroundings in order to maintain your safety, particularly while using ear buds/headphones and cell phones. Here are a few tips:

• For your own protection, do not walk around shady areas, such as dark alleys, streets or through dark park entrances.
• If you feel threatened while walking in the neighborhood, step into any of the restaurants/ businesses that have Columbia University’s Department of Public Safety’s “Safe Haven” decal (the one with a red lion) on their doors. You can then contact Public Safety (Emergency: 212-854-5555) from there.
• Make sure you always lock and properly secure your apartment’s doors and windows at night or when you leave.
• When leaving your apartment at night, avoid making your absence noticeable. Leave the lights on.
• When biking, always secure both your bike frame and wheels with a case-hardened U-Lock. You can also register your bike with the NYPD and Columbia University for tracking and identification in the event of loss or theft.
• For more information on bike registries and additional safety tips, contact Columbia University’s Department of Public Safety at: (212) 854-2797 or publicsafety@columbia.edu

SAVE ENERGY
In addition to the University’s conversion to more efficient heating (see cover page), Facilities regulates each building’s temperature to optimize the University’s energy use. There are also many things that you can do to help save energy. They include:

• Keep exterior doors, windows, shades and blinds open during the day to let sunlight in, and close them at night.
• Secure and seal air conditioners and windows, to maintain cold air out residence. You can buy an Air Conditioner Cover and Plastic-Sheeting Window Kit at your local hardware store or ask your building manager for more information.
• Turn lights, appliances and electronics off when not needed.
• Lower refrigerator power setting, when you go away for a long time.
• Keep furniture, drapes, and other objects from blocking radiators or heating vents.

Get more energy saving tips at from Con Edison at http://www.coned.com/customercentral/energysavingtips.asp

PREVENT FIRES
October is Fire Safety Month. Each fall, our office distributes a Fire Safety Plan to all apartments with information about what to do in the event of a fire. This information is also posted in your building. You can prevent fires by doing the following:

1. Test smoke detectors and report any deficiencies or problems to your superintendent immediately.
2. Stay in the kitchen while cooking and wear short or tight fitting sleeves. Report any defects in your cooking appliances to your superintendent.
4. Never use an extension cord with large current appliances, such as a space heater, air conditioner, or refrigerator. Outlets and extension cords should not be overloaded and any surface wiring (lamps, appliances, etc.) should be checked regularly for fraying.
5. Never leave burning candles unattended and avoid smoking near flammable surfaces.
6. Keep stove and oven clean and free of grease.
7. Declutter your environment.


SUPPORT THE COMMUNITY
Last fall, many of you generously donated more than 3,800 pounds of canned food, which was delivered to the West Side Campaign Against Hunger’s food pantry. We hope to build on last year’s success and make this year’s food drive even better. More information on this year’s food drive will be posted in your buildings in early November. Please join in and help support our community.
**DID YOU KNOW?**

**GREEN MACHINES**
Columbia has transitioned to high-efficiency washers and coin-less machines in laundry rooms throughout its University Apartment Housing buildings. These ENERGY STAR qualified washers use about 50% of the water and utilities when compared to traditional top-loading machines, which means less stress on the environment and a cleaner conscience along with cleaner clothes for tenants. Your building’s high efficiency washers save nearly 8.5 million gallons of water per year!

**LED FIXTURES SHINE A LIGHT ON FUTURE ENERGY SAVINGS**
For the past year, Columbia University Facilities has been testing LED (light-emitting diodes) fixtures as an alternative lighting source. These fixtures have been installed in several buildings on the Morningside Heights campus, including 47 Claremont, where every University-owned light fixture in the building is now an LED. The new fixtures use substantially less power than fluorescent and incandescent bulbs, and have a much longer lifespan, reducing both energy use and the waste stream. They also do not require the replacement of ballasts, devices needed to start fluorescent lights and that contain mercury (LEDs do not contain mercury). LEDs have been combined with sensors, bi-level lighting, and daylight harvesting sensors, allowing individual rooms and spaces to be lit automatically according to how much natural light they receive and whether or not they are occupied. Take some time to look around, as LED fixtures were installed in a number of residential buildings this summer, perhaps even your own!

**COLUMBIA UNIVERSITY SUPERINTENDENTS: HELPING YOU TO LIVE GREEN**
On May 23, 67 Columbia University superintendents and handypersons were among the more than 1,000 New York City superintendents to complete the Building Service 32BJ Thomas Shortman Training Fund’s 1,000 Green Superintendents program. The Honorable Steven Chu, U.S. Secretary of Energy, served as the event’s keynote speaker. The “green” training program provides environmental stewardship training to at least 1,000 superintendents citywide. These training sessions were held on the Morningside Campus and the field work was conducted in Columbia’s residential building. With Columbia superintendents’ completion of the program, both the University, as well as the City, can have a professional building service workforce capable of reducing energy use, conserving water, saving money, and cleaning our environment. The program is funded by a $2.8 million dollar American Reinvestment and Recovery Act grant from the U.S. Department of Labor. More information on the Thomas Shortman Training Fund’s 1,000 Green Superintendents program, including graduation video and photos, can be found by visiting www.1000supers.com.
NEIGHBORHOOD NEWS

PUBLIC SAFETY
Through the Columbia University Public Safety SAFE HAVEN program, businesses in the community pledge to assist Columbia University affiliates or community members in need of help by contacting Public Safety or the New York Police Department. These businesses also display a Columbia RED LION logo in their storefronts as a SAFE HAVEN indicator. To view a complete list of SAFE HAVENS in the Morningside, Manhattanville, and Medical Center communities please visit: www.columbia.edu/cu/publicsafety/SafeHavenLocations.pdf

FREE SELF-DEFENSE CLASSES
Columbia University Public Safety and Columbia University Health Services’ Sexual Violence Response is holding FREE, basic self-defense classes for University students, faculty, and staff. Classes will be held on:

• September 15, 2011
  6:00 p.m.
  Lerner Hall, room 555
  Morningside Campus

• September 22, 2011
  6:00 p.m.
  Bard Hall, Gymnasium
  50 Haven Ave
  Medical Center Campus

* You must RSVP to rm29@columbia.edu - This is a very popular class and space is limited, so if you are not sure you can make it, please do not RSVP. Please also remember to dress comfortably.

For more information, contact:
Ricardo Morales
Manager Crime Prevention Programs
Columbia University Public Safety
212-854-8513

JOE COFFEE
If you haven’t stepped foot into the Northwest Corner Building at 120th Street and Broadway, then you’re not only missing out on an architectural feat, you’re also lacking a good cup of Joe. A new café, Joe, opened on the science building’s second floor in January 2011. A New York City-based, family-run business, Joe serves direct-trade coffee and light breakfast, lunch, and dinner fare. It follows a direct trade model that holds both the roaster and the farmers of its coffee accountable for financial transparency, sustainable environmental practices, and community development. In addition, Joe recycles and composts where feasible and builds its staff from the local community.