Submit Your Maintenance Requests Online

Launched during the spring 2016 semester, maintenance requests in your apartment can now be submitted online. Visit www.services.cuf.columbia.edu to submit maintenance requests.

For residents who prefer the flexibility to submit requests online instead of calling, along with the ability to view open requests and an archive of closed work orders, we encourage you to try out this new system. If you prefer the current system of calling or filling out a work ticket to submit maintenance requests, those options remain in place. The online portal is an addition and enhancement to the current system.

PLEASE NOTE:

• Only submit non-emergency requests online. For emergency requests, please call your super or the Facilities Services Center at 212-854-2222.

• You must have a Columbia UNI to access the online system. If you or other members of your household do not have a Columbia UNI, you will need to continue reporting maintenance issues under the current system — by phone to your superintendent; through paper request forms available in your building; or by calling the Facilities Services Center at 212-854-2222.

• Use the online system for any space on campus. If you have an office, lab, or other space on campus, the same, user friendly online maintenance request system can be used for non-emergency requests in those spaces.

We look forward to servicing you through this new online portal. Please share your questions, concerns and feedback with Mark Kerman (mki7@columbia.edu).

Get Ready for Summer – Moving Out, Subletting, and More

For many University Apartment Housing residents, summer means graduation and move out. For others, it is a chance to get away for some time. If you are moving out, please see page 3 of this newsletter for detailed information. For others, here are some summer tips to keep in mind.

SUBLETTING

Are you planning to sublet your apartment during the summer? Faculty and students living in Columbia housing may sublet for summer break and can advertise for a subtenant using the OCHA Housing Registry at http://ocha.facilities.columbia.edu.

After selecting a subtenant, a sublet application must be submitted for approval.

Sublets for less than thirty days are not permitted according to N.Y. law.

AIR CONDITIONERS

If buying a new air conditioner this season, there are several tips to keep in mind, from selecting a unit that is properly sized for the space you will be cooling to finding an energy efficient unit to reduce your electric costs and save energy. Also, remember to change your air conditioner filter at least once every couple of months during cooling season. A dirty air conditioner filter will increase electric costs and waste energy.

We strongly recommend air conditioners are installed by professionals. Air conditioners must be installed safely and per manufacturer’s specifications. Air conditioners that are installed improperly are safety hazards and are considered violations by the New York City Department of Buildings. For window air conditioner installation tips, please visit www1.nyc.gov/site/buildings/homeowner/installing-air-conditioning-unit.page.

For more information on proper sizing and energy efficient air conditioners, please visit energystar.gov or smarterhouse.org.

Get Ready for Summer Continues on Page 3 with Moving Out Tips
Building Contacts

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. For maintenance issues after hours (before 9 a.m., after 5 p.m., and on weekends), call the Columbia Facilities Services Center at 212-854-2222.

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 CONTACT INFORMATION

<table>
<thead>
<tr>
<th>[Insert your Super’s name Here]</th>
<th>[Insert your Super’s # here]</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACILITIES SERVICES CENTER</td>
<td>212-854-2222</td>
</tr>
<tr>
<td>(Emergencies after hours, and on weekends)</td>
<td></td>
</tr>
<tr>
<td>YOUR DIRECTOR FOR RESIDENTIAL SERVICES</td>
<td>212-854-9301</td>
</tr>
<tr>
<td>(Special problems that your superintendent cannot address)</td>
<td></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>
<tr>
<td>CU PUBLIC SAFETY</td>
<td>Morningside Campus</td>
</tr>
<tr>
<td></td>
<td>212-854-2797</td>
</tr>
<tr>
<td></td>
<td>Emergency: 212-854-5555</td>
</tr>
</tbody>
</table>

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

Director: Nelson Falcon • 212-851-7368 • nf36@columbia.edu
Director: Edward Lauth • 212-854-6645• el582@columbia.edu
Director: Cathleen Ryder • 212-854-3729 • cr2238@columbia.edu
Director: Nicole Thompson • 212-851-7369 • nt25@columbia.edu
Assistant Director: Marah Arbaje • 212-851-0454 • ma224@columbia.edu
Assistant Director: Anna Fu • 212-851-0888 • af2330@columbia.edu
Assistant Director: Nancy Lu • 212-854-8911 • nml3@columbia.edu
Assistant Director: Serena Sinckler • 212-854-4142 • ss2690@columbia.edu

For more information, go to http://facilities.columbia.edu/housing/
Moving Out

WHAT TO DO AND WHEN

As another school year ends, many residents will be vacating their apartments. Students with expiring housing eligibility are required to vacate no later than May 31, 2016. University Apartment Housing (UAH) sends a series of email notifications to this group with detailed information regarding vacancy procedures.

Moving out on time is required as apartments must be prepared for incoming students who begin moving in as early as May.

Beginning in March, UAH operations commenced brief inspections of units that are expected to be vacated. These inspections help us determine the work and resources that will be required to prepare the units for incoming students. The inspections typically take less than ten minutes and are conducted by a UAH representative who will be accompanied by building staff. Due to the high volume of units that must be inspected we are unable to schedule appointments; however, you are not required to be present during the inspection. Please follow the procedures outlined below when vacating since failure to do so may result in additional charges and/or forfeiture of your security deposit.

1. If you haven’t confirmed your vacancy date, please do so now. The Housing Portal at https://uah.facilities.columbia.edu can be used to provide notice, update your vacancy information and request changes to your vacancy date, in addition to calling or emailing the leasing department at uah-vacancies@columbia.edu. In general, moves should be scheduled between the hours of 8 a.m. and 4 p.m. Monday to Friday; however, you should check with your superintendent to see if there are any special move policies (e.g., no move-outs through lobby).

2. You must return all apartment, mailbox, elevator and other keys to the superintendent on the day of your move-out. You will receive a copy of the key receipt form at that time. If you are not able to contact the superintendent, call the Residential Operations Office at 212-854-9301. Do not leave keys in the apartment. The surrender of the keys to your superintendent is considered the surrender of the apartment. You will continue to be responsible for rent until the keys are returned.

3. The apartment must be left free of all personal belongings and debris. All fixtures and appliances must be left in good working order. Please clean the apartment. Empty refrigerators and cabinets, remove all trash, and sweep all floors. You may be charged for any damages and/or cleaning expenses.

Security deposits are refunded in accordance with the terms of the lease and are mailed to your forwarding address approximately 6 to 8 weeks after you vacate. If you live in a semester-billed unit, your reservation fee was credited to your University SFS account when you moved into housing.

To all residents who will be leaving University Apartment Housing, we hope you have enjoyed your stay. To the graduating class of 2016 we offer our congratulations and best wishes in all your future endeavors.

If you have any questions, please contact the Leasing Department at 212-854-9300 or email uah-vacancies@columbia.edu.
ED LAUTH RECOGNIZED WITH PUBLIC SAFETY AWARD

Ed Lauth, director for commercial operations, was presented with an award from the Columbia University Department of Public Safety in recognition of his career-long dedication and support for helping to make Columbia a safer university. Lauth and his team are responsible for the operations of Columbia’s commercial properties and buildings, and included within this portfolio are the Studebaker and Nash buildings, the first two administrative buildings in Manhattanville.

“Ed has been an incredible ally and great resource for our department since joining Columbia in 2000, from his work leading renovations at the President’s House to more recently being a go-to person for all things Manhattanville,” said Jim McShane, vice president of Public Safety. “Ed can be counted on to provide assistance to our team in helping to make Columbia a safe and secure environment.”

Of the award, Lauth said, “It has been my honor and privilege to be able to serve Columbia University for the past 15 years and assist Public Safety in their endeavors to keep the campus community safe and secure.” Related to the new Manhattanville campus, Lauth said that he is proud to have been a part of the project since the beginning, and looks forward to the opening of the Jerome L. Greene Science Center, where he “has no doubt that Columbia University will achieve extraordinary breakthroughs in science and medicine.”

Please join us in sharing our congratulations and thanks to Ed!

CELEBRATING SERVICE: THE RETIREMENTS OF SUPERINTENDENTS MARCIAL MALDONADO AND JIMMY LAKE

When Marcial Maldonado and Jimmy Lake retired earlier this year, they left not only with proud memories of work and the relationships they built with residents, but also with a combined 81 years of service between them.

42 of those years belonged to Marcial, who spent his entire career at 421 West 118th Street. He started as a porter in April 1973 and two years later became a superintendent. Reflecting upon his years of service, he loved most working with the tenants and getting to know them and their families.

For Jimmy Lake, after spending 39 years at Columbia, one would think the university was somewhere he always wanted to be. But his arrival in New York and Columbia was anything but that.

Born and raised in Mississippi, he was against living in New York because of the cold winters. His brother, about to graduate from the university, had a contact with a job opportunity for Jimmy. Jimmy interviewed and was offered the job, but told himself he would stay for only six months until winter came. Almost 40 years later, he’s retiring and staying in the city.

Jimmy’s first position was a night security doorman at Butler Hall. He then held several other positions at Butler for 21 years before becoming a superintendent in 1998. He was a super for five buildings when he retired.

Jimmy has 3 sons and 2 grandsons, and he is looking forward to enjoying life with friends and family in retirement.

SUMMER CONSTRUCTION

The spring and summer months are the busiest time for renovations in most of our buildings. Because of the warmer weather, temperature-sensitive exterior projects (e.g., roof replacements, concrete repairs, etc.) and mechanical upgrades are usually completed at this time. You may notice an increase in exterior construction activity as building owners perform mandated façade repairs to comply with New York City’s stringent Local Law 11 (NYC Local Law 11/1998). This law requires owners to inspect and repair all buildings over 6-stories high to ensure public safety.

During this period, work in University buildings will usually take place Monday through Friday from 8 am to 5 pm and occasionally on Saturdays. We understand that this work can be disruptive and apologize for this unavoidable disturbance. We will make every effort to ensure that the contractor is considerate of residents in neighboring apartments and buildings, minimizing inconveniences and maintaining noise control. If you experience any problems while construction work is being done in your building, please call your superintendent or Director for Residential Services.

SMOKE DETECTOR INSTALLATION AND REPLACEMENT

Over the course of the next six months, Columbia University Residential Operations will be updating the smoke/carbon monoxide detectors in many of your apartments. As the date gets closer for your building, the superintendents will post more information about when to expect the updates.
On the south side of West 125th Street stands a four-story, century-old building whose façade is sheathed in milky white terracotta. Members of the Columbia community know it as Prentis Hall, which houses parts of the School of the Arts. But when it was built in 1909, at the same time that the Morningside Heights campus was taking shape a few blocks down Broadway, it was a state-of-the-art bottling plant for Sheffield Farms, one of the many dairy companies that thrived in the industrial neighborhood of Manhattanville.

This spring, that slice of history is the focus of an interpretive exhibition, “Sheffield Farms, the Milk Industry, and the Public Good,” created by Columbia University Libraries and University Facilities and Operations to explain Manhattanville as a New York nexus, and to fulfill part of Columbia’s commitments to New York City and State in building the Manhattanville campus.

“We really wanted to bring this unique history to life,” said La-Verna Fountain, project sponsor and vice president for Construction Business Services and Communications. “Who better to do that than our very own Carole Ann Fabian? The team that she put together created an exhibit that went far beyond what we could have imagined.”

To get at the heart of the area’s history, Fabian, director of Avery Architectural & Fine Arts Library, enlisted faculty and administrators from across the University, including historian Eric K. Washington, a Columbia Community Scholar and author of Manhattanville: Old Heart of West Harlem. Historical photographs, artifacts and a short documentary offer a panorama of a diverse rural village as it transitioned to an industrial part of a growing New York. Central to this history are the local children who often fell ill due to tainted milk.

“People who learn about this history will not be able to look in their grocery store the same way again,” said exhibition curator Thai Jones, the Herbert H. Lehman Curator for U.S. History at the Rare Book & Manuscript Library.

Farming was commonplace in Upper Manhattan in the 1800s. Livestock grazed on town greens, so fresh milk was close at hand. As the city expanded north, milk production was pushed further uptown. Cows were housed adjacent to breweries and tanneries that spewed fumes and polluted rivers and streams. Increasingly, farming and industry became intertwined in ways that threatened public health.

“Much of the milk produced for New York was this city milk, which they called swill milk,” said Fabian.

New York’s milk was blue and thin, a product of sickly cows feeding on factory runoff, such as the barley mash from nearby breweries. To give milk a wholesome appearance, producers added chalk to give it a whiter color, and dirt or plaster to add thickness.

Country milk was hauled in on trains, but it was not pure either. Refrigeration was not yet common, so milk would sit on open train cars or in vats in grocery stores, where people ladled it into an open bucket and carried it home.

Not surprisingly, milk-borne diseases led to soaring infant mortality rates. From 1901 to 1905, nearly two in every 10 children died before their first birthday.

“Most people don’t give a moment’s thought to that basic household need. But 100 years ago that decision was a matter of life and death,” said Jones.

To combat this public health emergency, scientists including Columbia chemistry professor Charles F. Chandler joined forces with local leaders and business owners to advance milk science, educate the community and create regulations to make the milk supply safe.

Fabian drew a parallel between the uses of science for the public good then and now, as the University prepares to open the Jerome L. Green Science Center, the first building of the new Manhattanville campus. Where Sheffield Farms once housed its fleet of delivery horses, Nobel prize-winning neuroscientists will gather with a diversity of scholars in search of new insights on the human brain.

“Our goal at Columbia is serving the public good, using all our capacity to solve real world problems through our research efforts, our involvement with the community and our advocacy,” said Fabian. “I don’t think any of us knew when we started our research how relevant the Sheffield Farms story was to how we think about our University now.”

The Sheffield Farms exhibition opened in April. For more information, visit the exhibition website at manhattanville.columbia.edu/interpretive-exhibit.
Sustainability News

RECYCLING CLOTHING AND TEXTILES
Re-fashionNYC clothing reuse bins are available in 19 University Apartment Housing buildings. Residents can deposit clothes and other textiles for recycling in these bins, including towels, blankets, curtains, shoes, handbags, belts and other apparel. The Re-fashionNYC program then donates the clothing to charitable organizations, which helps New Yorkers in need and also reduces useable waste that would otherwise go to landfills. Since the program began at Columbia, over 174,700 pounds of textiles have been recycled.

COMPOSTING PILOT PROGRAM HAS EXPANDED
After launching a composting program at 560 Riverside Drive in late 2014, Columbia University Residential Operations has expanded the program to 17 additional buildings. The composting program is conducted in partnership with GrowNYC and the New York City Department of Sanitation. Composting collection is also available at the greenmarket held every Sunday and Thursday on Broadway between 114th and 116th Streets.

ELECTRONICS RECYCLING
Recycling electronic equipment keeps harmful materials out of the waste stream and the environment. This includes televisions, computers and peripherals, and portable electronic equipment. Several University Apartment Housing buildings have electronic recycling bins available for use. The program, called E-cycle, is in partnership with the New York City Department of Sanitation and Electronics Recyclers International. Electronics recycling is also available during Columbia’s “Clean and Go Green” event in July (see story below) and at citywide events this summer held by the Department of Sanitation, including June 26 on 120th Street between Broadway and Amsterdam (http://www1.nyc.gov/assets/dsny/zerowaste/residents/safe-disposal-events.shtml).

For a complete list of UAH buildings with Re-fashionNYC, composting, and E-cycle programs, please visit http://facilities.columbia.edu/housing/tenant-information#RECYCLING.

COLUMBIA LAUNCHES BIKE SHARE PROGRAM THROUGH ZAGSTER
Columbia University students, faculty and staff can ride around campus and beyond on brand new cruiser bikes as part of a new bike-share program through Zagster, Inc. The program is piloting with 14 Zagster cruiser bikes at three Morningside campus locations. Through Columbia’s recruitment of Zagster to campus, a bike-share program is now open to the entire University community.

For more information about bike rack locations, membership levels and more, please visit zagster.com/columbia.

The bike-share expansion to the entire Columbia community is one of several bicycle-friendly initiatives Columbia is leading, including a new bicycle parking enclosure near Wien Hall, workshops on bicycle traffic safety and more. Find more bicycle-related information on the Columbia Transportation website at transportation.columbia.edu/bike-services-columbia. Send questions to environment@columbia.edu.

CLEAN AND GO GREEN – JULY 13 TO 15
With the semester coming to an end, it is the perfect time to...clean! Cleaning your office or living space creates more space and will help kick-start your summer. Columbia University Facilities and Operations and our partners across campus want to help. As part of our award-winning “Clean + Go Green” program, we will make large bins available across campus, at no cost to you, for the recycling, reuse or proper disposal of large unwanted items. Best of all, Facilities will separate and recycle your items. That way, when you clean, you “go green.”

“Clean + Go Green” will occur 8 a.m. to 4 p.m. beginning Wednesday July 13 through Friday July 15. Visit facilities.columbia.edu/clean-go-green for information about locations, what can be recycled and more.