CONTACT INFORMATION:

- Emergencies only – call 911.
- For security and lock out issues, please call Lafayette College Public Safety (610-330-5330 non-emergency and 610-330-4444 emergency).
- For all building operations and maintenance issues, please call Keystone Property Management & Maintenance (610-419-6101). They are also available via e-mail: kpmmbethlehem@rentchasers.biz.
- Tony Rossi will be the building on-site manager. He will be in during the week to clean common spaces (elevator, hallways, etc.) and attend to any apartment needs. He or his partner at Keystone will be onsite for emergency building maintenance concerns.

CLEANING: All tenants are responsible for cleaning their own apartments. Vacuums, mops, brooms and cleaning supplies are not provided.

ROOM INSPECTION FORMS: When you checked out your key with Residence Life you received a room and common room inspection form. Please make sure you fill these out and return them to Residence Life before Friday September 9th.

USE OF APPLIANCES: Please be sure to use only detergent designated for use in dishwashers and be sure to avoid any metallic containers/utensils in the microwave. Your kitchen sink does NOT have a garbage disposal. Please do not attempt to wash solids down the drain. Never leave a stove or oven unattended.

TV MOUNTS: Your apartment is equipped with a television stand for mounting a flat screen TV. The mounting brackets and installation instructions for all types of flat screens are included. You do not need to supply your own TV. Keystone Property Management & Maintenance will collect the unused mounting hardware for storage. PLEASE DO NOT DISCARD THE EXCESS MOUNTING HARDWARE. To avoid move-out charges, please be sure to remove the mounting hardware from your TV upon move-out.

CABLE: Cable jacks for TV/internet service are located in the living room. However service must be privately arranged and paid with an outside company. Contact KPMM to coordinate access to the building and hook-up in the basement.

WINDOWS: Please note that the bottom sashes are fixed closed and the upper sashes of the windows are fully operable. Open for ventilation from the top only. Do not attempt to unscrew the bottom sash or remove the top sash. The windows are secured with special pins for safety and security. If you are having trouble opening or closing the top sash, please call Keystone Property for assistance. Do not force the windows. Any window tampering will be fined.

SECURITY: The facility is monitored by Public Safety. Tampering with the door locking mechanisms or propping the doors open in any way is strictly prohibited. Public Safety will respond to any door that is propped open. Also remember to always lock your apartment and bedroom doors when leaving the facility. You are responsible for securing your possessions.
PROP ALARMS: The alarmed doors in Apts. 101 and 102 are for emergency exit only and should not be used for regular egress. Do not tamper with or attempt to disarm the alarm. If it is beeping call Tony Rossi and he will replace the battery.

ROOM KEY USE: The inside push button is used only while in the room for security and/or privacy. Simply push the button in to lock outside lever. Do not depend on the button to lock the door when you exit the room or area!

Please lock the door with your key by turning the key counter-clockwise until it stops. Check the outside lever to see that it’s rigid (locked) before leaving the area.

The lock will remain in a locked state until the key is turned clock-wise until it stops unlocking it! You can keep the lock locked and still get it by turning the key counter-clockwise until the latch retracts, then push / pull door to open.

PARKING: Please park as you have been assigned. Any questions about parking please be in touch with Bruce Hill in Public Safety hillbh@lafayette.edu

SMOKE DETECTORS: This is a smoke-free facility. Covering or tampering with the smoke detectors in any way is strictly prohibited.

THERMOSTATS: Your apartment is climate controlled. In compliance with Lafayette’s energy efficient recommendations, all thermostats should be set between 68 and 70 degrees in the heating season (Heat – sun symbol) and between 76 and 78 in the cooling season (A/C- snowflake symbol) . Please note that the “raindrop” symbol is for dehumidification only and does not provide any heat/cooling to the unit.

TRASH/RECYCLING: 512 March Street is serviced by Swint: Monday (trash, recycling) Wednesday (trash) Friday (trash). Trash collection is for regular household trash ONLY, not electronics (TVs, computers) or bulk items. Trash and recycling containers are located through the back door (left off the elevator) and around the corner. Please take your checkpoint with you to get back into the building.

LAUNDRY FACILITIES: Laundry facilities are located in the basement and are for the use of 512 March Street tenants only. Please be sure to use only detergent designated for residential washing machines, to leave the washing machine doors open after use to avoid mildew growth, and be sure to empty the lint trap on the dryers after each use. If you find a problem with the washers or dryers please contact Caleco Laundry Service at 1-800-662-7444 or email reslife@lafayette.edu with the specific concerns of the machine.

BIKE RACKS: For your convenience, bike racks are available in the basement to the right of the elevator.

PETS: Pets are not permitted on the premises.