



Icahn
School of
Medicine at
**Mount
Sinai**

JANE B. ARON HALL GENERAL POLICIES



**50 East 98th Street
New York, NY 10029**



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GENERAL POLICIES

Welcome to the Jane B. Aron Hall at Icahn School of Medicine at Mount Sinai! This document outlines many important general policies for Aron Hall occupants and serves as a supplement to the Occupancy Agreement signed by all tenants. If you have any questions about these general policies, please contact the Mount Sinai Health System's Real Estate Services housing office by phone at (212) 659-9630, by email at housing@mountsinai.org or in person at the following address:

MSHS REAL ESTATE SERVICES
1249 Park Avenue (at 97th Street)
Monday through Friday - 9:00AM to 5:00PM

GENERAL CONDUCT AND RULES

Aron Hall occupants are expected to conduct themselves in a respectful manner and display behavior that is consistent with the mission and values of the Mount Sinai Health System (MSHS). Occupants must comply with all laws and ordinances affecting the use and occupancy of Aron Hall and adhere to the general policies outlined in this document. Occupants are responsible for the oversight of their guests, including their guests' compliance with housing policies. Behavior that jeopardizes the health and safety of Aron Hall occupants, guests or building staff, or that poses a risk to Mount Sinai, may result in disciplinary action or other penalties, including but not limited to termination of the Occupancy Agreement.

BALCONIES

Suites 11A and 14B have private balconies. Suites 11B, 11C, 11D, 11E, 11F, 11I, 11J, 11K and 11L have balconies that are only available for use by the occupants of that particular unit. The maximum number of people permitted on the balconies in Suites 11A and 14B is the number of occupants in the suite multiplied by two (i.e., 11A and 14B are six-person suites and may have a maximum of 12 people on the balcony).

Outside furniture may be used on the balconies of Suites 11A and 14B. However, for your safety and in compliance with the New York City Fire Safety code, the use or storage of propane gas equipment (e.g., BBQ grills) or flammable liquid of any kind is prohibited. Balconies and egress areas may not be used for storing personal belongings, including indoor furniture.

To ensure compliance with these important balcony policies, Aron Hall Property Management and Real Estate Services staff reserve the right to inspect balconies and remove any prohibited items. Moving furniture onto balconies, smoking on balconies, throwing items off balconies, and storing food is strictly prohibited.

BEDBUG AWARENESS AND PREVENTION

MSSH Real Estate Services is committed to preventing bedbugs and effectively responding to any occupants who suspect the presence of bedbugs. Bedbug prevention is the reason external furniture is not allowed in the building. If you believe there are bedbugs in any area of Aron Hall, please notify the Aron Hall superintendent right away. The superintendent will alert the Property Management staff who will investigate the bedbug report, arrange to treat any confirmed cases and take all precautions to prevent the bedbugs from impacting other areas of the building. Occupants may also request extermination services for their suite by contacting the building's front desk staff. A Disclosure of Bedbug Infestation History will be included in all new Occupancy Agreements. For more information, please refer to the Bedbug Guidelines and Preparation Information available on *BuildingLink*.

BICYCLES

Aron Hall has storage capacity for 38 bicycles indoors and 25 bicycles outdoors. All bicycles must be registered and require tags issued by the Real Estate Services housing office. In order to properly maintain the bicycle storage areas, any bicycle without a tag will be removed. For more information, please refer to the Bicycle Policy forms on *BuildingLink*.

COMMON AREAS

The lounges, quiet-study room, gym, lobbies, hallways, elevators, entryways, courtyard, stairwells, 1st floor corridor bathrooms, and the laundry room in Aron Hall are considered common areas. They are not open to the general public and are maintained by the Property Management staff.

Aron Hall occupants are responsible for the condition of the common areas. Please respect your fellow occupants by keeping the common areas clean and orderly. Furniture may not be removed from any common area. Decorating common areas requires the approval of the MSSH Real Estate Services and Property Management staff and must comply with all Fire Safety codes. Any damages to or items stolen from the common areas will be investigated by MSSH Real Estate Services and MSSH Security.

To reserve common areas for special events, please contact the Real Estate Services office who will provide you with guidelines for these events. The occupants sponsoring a special event are responsible for cleaning up and returning the common area to its original state after the event. All special events should be respectful of the other building occupants, guests and staff. Any damages that occur during a special event are the responsibility of the occupants sponsoring the event.

BUILDINGLINK

All occupants are given access to the *BuildingLink* system when they move in to Aron Hall. If you do not receive an email notification to register with *BuildingLink*, please contact the Real Estate Services housing office by phone at (212) 659-9630 or by email at housing@mountsinai.org.

DELIVERIES: USPS Mail, FedEx, DHL, UPS Package and Food Delivery

All incoming USPS mail and small envelope packages are delivered to your mailbox by the Mount Sinai Health System's mailroom staff.

PACKAGE DELIVERY

The majority of packages delivered by FedEx, DHL, UPS and/or vendors will be logged into *BuildingLink* and a notification email will be sent to the recipient. Please note that larger packages delivered by USPS will be delivered to the MSHS mailroom first and then brought over to Aron Hall, which may take a few days. External furniture is not allowed in Aron Hall and should not be delivered to the building. Remember to notify your correspondents and subscription providers of your new address, including your suite number.

NOTE: When you move out of Aron Hall, remember to provide USPS with a forwarding address. Also, please include your forwarding address on the Vacate Notice that you submit to the Real Estate Services housing office at 1249 Park Avenue.

FOOD DELIVERY

Food deliveries may be picked up in the Aron Hall lobby. For the safety of all occupants, no food delivery staff will be permitted beyond the front desk.

DONATION DRIVES

The MSHS Real Estate Services and Property Management staff can assist occupants with hosting a safe and productive donation drive. Any occupants interested in conducting a donation drive must register the event with the MSHS Real Estate Services housing office.

FIRE SAFETY

In accordance with New York City law, each Aron Hall apartment has smoke detectors. Please notify the Property Management staff if you have any concerns with the functioning of your smoke detectors. It is against the law to disable smoke detectors. To ensure fire safety, halogen lamps/fixtures and space heaters are not permitted in Aron Hall. For the safety of everyone in the building, hallways and stairways must remain unobstructed.

Cooking is a leading cause of triggering smoke detectors and false fire alarms. If your smoke detector activates and there is no fire, simply open a window to remove the smoke and advise the Aron Hall superintendent. Do not open your apartment door to let the smoke enter the hallway, as this may trigger the fire alarm system for the entire building. All occupants should strive to minimize the frequency of smoke detector activations and false fire alarms to prevent other building occupants from growing complacent and ensure they respond appropriately during actual fire emergencies.

FIREWORKS

Fireworks are strictly prohibited in Aron Hall. Any occupant using or storing fireworks will be reported to ISMMS leadership.

FURNITURE & APPLIANCES

All suites and bedrooms in Aron Hall are fully furnished. These furnishings may not be removed or stored outside the suite. To prevent building code violations and reduce the risk of bedbugs, external furniture such as mattresses and couches may not be used in Aron Hall. Full-size or smaller apartment-size refrigerators (greater than 4.5 cubic feet), BBQ grills and propane tanks are not permitted. Bookshelves may be allowed at the discretion of the Property Management staff. Real Estate Services and Property Management reserve the right to remove prohibited items and refuse their delivery to the building.

Mini-refrigerators (from 1.5 to 4.5 cubic feet) are permitted and must be kept in the occupant's bedroom and not in the common areas of the suite. Occupants are responsible for cleaning their refrigerators. Please contact the building superintendent for assistance with defrosting your refrigerator. Occupants cannot make any alterations/installations to their living space and will be charged for unauthorized alterations. Such alterations/installations include, but are not limited to, the installation of any major appliances or other electrical equipment, flooring, carpeting, wall coverings and moldings, or the removal of smoke detector covers.

GYM

Located on the 1st floor of Aron Hall, the gym is available to all Medical and Graduate students. Medical and Graduate students living outside of Aron Hall must present their ID card and sign-in at the front desk. While using the gym, occupants are expected to wear appropriate attire and athletic footwear. Food and beverages except water are not allowed in the gym.

The Student Athletic Committee, in partnership with Real Estate Services and ISMMS leadership, ensures that the gym equipment is properly maintained and upgraded.

KEYS OR ID REPLACEMENT

Please remember to lock your apartment door when you leave and keep track of your keys and ID card. The following replacement fees apply:

1. Replacement Key: \$10
2. Replacement Cylinder: \$110 (cost may be divided among suitemates)
3. Replacement ID Card: \$15 (issued at the MSHS Security office located at 1468 Madison Ave.)

For the safety of all Aron Hall occupants, please do not lend your ID badge to anyone.

LAUNDRY ROOM

Laundry machines are located on the first floor of Aron Hall. The laundry machines are operated using a laundry card which may be purchased in the laundry room. Occupants should alert the front desk staff and/or the building superintendent if a laundry machine is not working properly. The laundry room may be used by Aron Hall occupants and other students living in Mount Sinai housing if they do not have laundry facilities in their building.

MAINTENANCE OF SUITES

All suites in Aron Hall are cleaned and painted before the arrival of new occupants. Occupants are responsible for maintaining a clean environment in their suite. Common areas (e.g., kitchens, living rooms, bathrooms) are cleaned annually during a building-wide summer cleaning project. Each year, we recommend that all personal items be removed from the common areas by May 31st and throughout the summer during this cleaning project (please tag items that should not be removed). This will allow us to provide a more thorough cleaning service. If you feel that the common areas require paint or other maintenance, please notify the front desk or create a *BuildingLink* maintenance request. All corridor and stairwell areas must be kept free of clutter. Painting suite walls is not permitted. Occupants are responsible for any costs associated with returning the suite to its required condition.

PEST CONTROL/EXTERMINATION SERVICES

Bathrooms, kitchens, countertops, refrigerators, and stoves should be kept clean and dry. All food should be tightly packaged and stored in cabinets or refrigerators. Trash should be bagged and taken out daily. Please place garbage down the garbage chute, not on the floor of the compactor rooms.

Occupants may use pest control products (e.g., Combat). Please contact the front desk or create a *BuildingLink* maintenance request for professional pest control service if you experience any pest control issues. Please maintain a clean environment in your suite to prevent such occurrences.

We encourage students to regularly have their apartments exterminated. The exterminator visits the premises on a weekly basis on Fridays between 1:00pm and 3:00pm. All requests can be made at the front desk Log Book. Please add your name on the extermination list for routine visits.

PETS

Pets are not allowed in Aron Hall except for service animals. If pets are found in the building, the occupant(s) will have up to 48 hours to remove their pet(s) from the building.

REPAIR REQUESTS

Repair requests are entered in *BuildingLink* as a maintenance request or reported to the front desk in the lobby. If you do not receive a response within 48 hours, please contact the front desk. Emergency repairs and heating repairs will be addressed before other repair requests. Please email housing@mountsinai.org if you have any questions or concerns about a repair request.

ROOF and 15TH FLOOR ACCESS

Access to or use of **the roof** and 15th floor is prohibited except during a fire or other emergency. Each 15th floor suite has an exit door leading to the roof. **Note:** These exit doors are a means of egress as required by

the NYC Fire Safety Code, and must not be used as a storage area. Door contacts have been installed to alert the Aron Hall front desk when these doors are opened.

For your safety, no one is permitted to use the roof or the areas of egress for storage.

SECURITY

All occupants must show their Mount Sinai ID card to enter Aron Hall. Guests must register at the front desk before they are announced and permitted to enter the building. Remember:

- The main entrance door and all perimeter doors will be locked daily – **24 hours a day**.
- All occupants must use the Proximity Reader to enter the building **AT ALL TIMES**.

To ensure your safety, security cameras are installed on each floor of Aron Hall as well as the 15th floor roof and the rooftop access areas. In addition, Mount Sinai Security Officers are stationed in the Aron Hall lobby and by the entrance door 24 hours a day. Security Officers are also stationed at the corner of 98th Street and Park Avenue and patrol the blocks of 97th and 98th Streets during the day and night. **However, even with this investment in your safety, occupants are strongly encouraged to lock their apartment doors upon exiting.**

As an additional safety measure, Aron Hall occupants may request a Security Escort between Aron Hall and the main campus at any time. To request a Security Escort, please call MSHS Security at (212) 241-6068 or (212) 241-6069 at least 15 minutes prior to the desired departure time.

For more information, please refer to the Aron Hall Security Policy on *BuildingLink*.

SMOKING (cigarettes, e-cigarettes, pipes, cigars, hookahs and possession of paraphernalia)

Aron Hall and all Mount Sinai Health System residential buildings are SMOKE-FREE and DRUG-FREE environments. Maintaining a smoke-free environment is imperative to protect the health and safety of Mount Sinai's students, trainees, faculty, staff and guests. Smoking is prohibited in and around Aron Hall, including the suites, restrooms, student lounge, laundry room, gym, courtyard, balconies and roof. To enforce this important policy for our community, any violation of the smoke-free policy will result in:

- First smoking offense: "Violation Warning" from Real Estate Services
- Second smoking offense: "Violation" notice and vacate Aron Hall housing

SUBLETS

Occupants may sublet their bedroom for the summer or while they are away for electives to an individual who will be affiliated with Mount Sinai during the sublet period. **All sublets must be approved by MSHS Real Estate Services at least three business days before the sublet period is to begin.** Please email the Real Estate Services housing office (housing@mountsinai.org) to request the Sublet Policy and Sublet Agreement form.

The maximum sublet period is three months per semester. Occupants must submit a completed Subletting Agreement Form, which includes the written acknowledgement from each of their suitemates, to the Real Estate Services housing office. Occupants must also provide documentation that the sublessee will be affiliated with Mount Sinai during the sublet period.

Occupants will continue to be billed for housing and are responsible for their occupancy fee payments during the sublet period. The sublessee must pay equal fees to you and pay the proper share of the suite's utility bill. Charging more than the occupancy fee amount is prohibited. Occupants are responsible for providing the sublessee with keys as well as ensuring the sublessee pays the proper share of the utility bill and returns the keys at the end of the sublet period. The cost to replace lost keys and/or change locks will be charged to the occupant.

The Sublet Agreement form is also available on *BuildingLink* and at the Aron Hall front desk. The completed Subletting Agreement form must include the signatures of all suitemates. Sublets must adhere to all Mount Sinai Housing policies. Occupant of record is responsible for any damages or violations during the sublet term.

TERMINATION OF HOUSING AGREEMENTS

Occupancy Agreements are written for the expected duration of the student's enrollment at Mount Sinai. **Students who wish to terminate their Occupancy Agreement prior to graduation may only do so on June 30.** Graduating students are asked to vacate Aron Hall on or before the weekend following graduation in order to prepare the building for future occupants.

Non-graduating students are similarly responsible for fulfilling the terms of their Occupancy Agreement. Non-graduating students who wish to vacate Aron Hall may be released from their Occupancy Agreement as of June 30 by submitting a Vacate Notice to the Real Estate Services housing office on or before April 30. Non-graduating students who vacate Aron Hall prior to June 30, or vacate the building without giving proper notice, will be responsible for their occupancy fee until June 30.

ROOM TRANSFER POLICY

The Aron Hall Transfer Policy was created and implemented by the Student Council. The Transfer Policy is only in effect during the second Monday in January through April 30 of each year. Transfers are approved on the basis of room turnover schedule, availability, invitation, group size and seniority and date of request. Please refer to the detailed Aron Hall Transfer Policy on *BuildingLink*.

TRASH REMOVAL/RECYCLING/DISPOSAL OF SHARPS

1. TRASH REMOVAL/RECYCLING

All occupants are responsible for placing trash in the proper recycling receptacles in and outside of Aron Hall. Aron Hall participates in the NYC recycling program and occupants are expected to follow MSHS disposal guidelines. Dumpsters are available for the disposal of personal items during the summer turnover. If you have any questions regarding these procedures, please contact the building superintendent.

2. HOUSECLEANING

At various times of the year Real Estate Service / Property Management will place a New York City dumpster outside of Aron Hall for your housecleaning needs.

3. DISPOSAL OF SHARPS

There are strict regulatory requirements for the disposal of sharps. Sharps should not be removed from the clinical or research areas of Mount Sinai. Any sharps which are inadvertently removed from these areas must be returned and disposed of properly in the appropriate container. **Do not place sharps in household trash, throw them down trash chutes or leave them in building garbage receptacles.** Sharps should be put in an empty glass bottle and sealed with tape around the cap. Please contact the Real Estate Services housing office if you have any questions about the disposal of sharps.

PLEASE DO NOT THROW SHARPS DOWN TRASH CHUTES OR PLACE THEM IN GARBAGE RECEPTACLES

VISITORS, OVERNIGHT GUESTS AND MINORS:

- All visitors must present a valid photo ID (e.g., driver's license, passport) upon entering Aron Hall.
- Visitors must register in the Lobby and be accompanied by a building resident at all times.
- If you are expecting a visitor and will be temporarily away from the building, the visitor's information must be registered in *BuildingLink* prior to their arrival:
 - Log in to *BuildingLink* > Click on "My Front Desk Instructions" > Click on "Add New Instruction". Choose if the guest is a visitor or if the guest will be staying overnight (Note: overnight guests are permitted for a maximum of 10 days within any consecutive 30-day period).
 - The visitor must bring a valid photo ID with the name on the ID matching the name in the *BuildingLink* request.
 - Building occupants are allowed to have one overnight guest at a time. Overnight guests may stay for a maximum of 10 days within any consecutive 30-day period.
 - Building occupants are expected to obtain approval from their roommates before inviting a guest to their apartment.
 - The overnight guest must have a valid photo ID upon each entry to Aron Hall for verification purposes. Your overnight guest will be registered in *BuildingLink* for the requested timeframe, which will expire after 10 days. Requests for guests to stay beyond the

maximum allotted days due to extenuating circumstances must be reviewed and approved in advance by the Real Estate Services housing office.

- Guests between the ages of 11 and 17 (“minors”) must register at the Lobby and be accompanied by a building occupant at all times. Minors are not permitted as overnight guests and are not permitted in Aron Hall after 10:00 P.M.
- In compliance with NYC Department of Health regulations for Window Guards, children age 10 and under may not visit Aron Hall above the 1st floor.
- All building occupants, whether they are present within the entire premises of Aron Hall or not, are responsible and may be held accountable for the behavior of their guest(s).
- The policy for Visitors, Overnight Guests and Minors may be subject to change.

IMPORTANT PHONE NUMBERS

ARON HALL FRONT DESK	(212) 241-6440
MOUNT SINAI SECURITY	(212) 241-6068
MSHS REAL ESTATE SERVICES	(212) 659-9630
BUILDING MANAGEMENT EMERGENCY	(800) 862-1674

ADDITIONAL RESOURCES THROUGH *BUILDINGLINK*

Aron Hall FAQs
Alcohol Policy
Bedbug Information
Bike Policy
Events Form
Fire Safety and Fire Alarm Protocol
Smoking Policy
Sublet Policy and Contract
Transfer Policy
Vacate Notice