### Suitemate Agreement

The following contract is meant to *supplement* the Residence Community Living Standards and the Community Agreement as agreed upon by you and your suitemate. Please consult the student handbook while filling out this contract to ensure that you are not in violation of SHS policy. If you need support filling out your agreement, please connect with your Residence Advisor (RA).

**Quiet Hours**

What is our definition of noise? When is it okay to make appropriate levels of noise? Is silence important for sleep and/or study? When do we like to sleep?

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**Religious & Cultural Needs**

Do we have any dietary restrictions to be mindful of? Are there times during the day/night needed for religious/cultural practices? Are there any other religious/cultural needs that are important for the other person to be informed about?

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**Cleanliness**

How will we ensure that the common areas (bathroom, kitchen and living room) remain clean? Will we have a cleaning schedule? *If yes, please review the chores chart resource on page 4.* What is our definition of cleanliness? How will we provide the cleaning products and equipment?

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**Garbage/Recycling Disposal**

How will we ensure that the garbage and recycling does not overflow or smell? Will we have a trash schedule? How often will we take out the trash? Who will get new plastic bags?

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**Safety and Security**

How will we keep things safe in our suite? How will we ensure that the exterior doors always remain locked? Who will be responsible if something breaks? What will we do if something goes missing?
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**Guests**

How will we inform each other of guests coming over? How frequent can we have guests over? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bathroom Etiquette**

Where should we leave our items? Will we share shampoo or other toiletries? What times do we shower?

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**Kitchen Etiquette**

How will we keep dirty dishes from piling up? Do we have a schedule? Is it okay to borrow one another’s dishes/appliances? Is food something that should be shared or kept separate? How will we know who owns what food?

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**Approachability**

How will we approach one another if we have concerns or problems? How will you know when I am ready to talk? Can we call suite meetings if necessary?

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**Other Additional Points**

Are there any other areas we need to chat about? How are we going to handle a situation in which a suitemate doesn’t follow through with this agreement? How are we going to make changes to this contract if need be? Are there any concerns we have regarding Covid-19?

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**I have read, discussed, and agreed to abide by the standards set out in this agreement. I understand that it is important to share my concerns, listen and communicate effectively when needed to resolve any issues that arise.**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Townhouse/Suite Number: \_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Chore Schedule

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| **CHORE SCHEDULE** |
|   | Kitchen | Common Area (Living Room & Dining Table) | Garbage &Recycling \*East Village (Mon/Thurs) | 2nd & 3rd Floor Toilet (2 names) | 2nd & 3rd Floor Shower (2 names) |
| Week #1 |   |   |   |   |   |
| Week #2 |   |   |   |   |   |
| Week #3 |   |   |   |   |   |
| Week #4 |   |   |   |   |   |
| Week #5 |   |   |   |   |   |
| Week #6 |   |   |   |   |   |
| Week #7 |   |   |   |   |   |
| Week #8 |   |   |   |   |   |
| Week #9 |   |   |   |   |   |
| Week #10 |   |   |   |   |   |
| Week #11 |   |   |   |   |   |
| Week #12 |   |   |   |   |  |
| Week #13 |  |  |  |  |  |
| Week #14 |  |  |  |  |  |

Students can assign themselves for each consecutive week depending on how many students live in their Townhouse or Suite.

Ex. A townhouse of 4 students: Student A – Week #1, Student B – Week #2, Student C – Week #3, Student D – Week #4 and repeat

Chore Chart

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| **CHORE CHECKLIST** |
| **Garbage/Recycling** | **Common Area** | **Kitchen** | **Toilet** | **Shower** |
| ○ Take out garbage and recycling ○ Replace with new bag○ Get more plastic bags from the Desk/Street Level○ Other:  | ○ Wipe Table Surfaces○ Dust Surfaces○ Sweep and/or Vacuum Floors○ Organize clutter and tidy up ○ Other: | ○ Clean Stovetop○ Clean Dishrack○ Clean Sink and Faucet○ Wipe Counters○ Wipe Handles (Fridge, Oven, Cupboard, Drawers, etc.)○ Sweep Floors○ Empty Garbage/Recycling Bin (if needed)○ Other:  | ○ Scrub Toilet○ Wipe Sink○ Wipe Mirror○ Empty Garbage Bin (if needed)○ Sweep Floors○ Other: | ○ Clean Bathtub, Walls, Curtain and Faucet○ Sweep Floors○ Clean Bathmat○ Other: |