

# Residence Handbook 2025-2026

Campus1 MTL  
- 420 Sherbrooke West



**McGill**

Student Housing and  
Hospitality Services

Service de logement  
étudiant et d'hôtellerie



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## Connect with us

*Follow us on Instagram:*

 [/mcgillresidences](https://www.instagram.com/mcgillresidences)

 [/residencelifemcgill](https://www.instagram.com/residencelifemcgill)

 [/mcgillfood](https://www.instagram.com/mcgillfood)

### *Residence Life Office*

[residence.life@mcgill.ca](mailto:residence.life@mcgill.ca)

514-398-2929

3465 Durocher

Montreal, Quebec H2X 2C6

### *Student Housing and Dining Service Centre*

[housing.residences@mcgill.ca](mailto:housing.residences@mcgill.ca)

514-398-6368

3465 Durocher

Montreal, Quebec H2X 2C6

## Land Acknowledgement

McGill University is on land which has long served as a site of meeting and exchange amongst Indigenous Peoples, including the Haudenosaunee and Anishinabeg nations. McGill honours, recognizes and respects these nations as the traditional stewards of the lands and waters on which we are located. For information about some of the Indigenous initiatives at McGill please visit the website for the [Office of Indigenous Initiatives](#).



# Welcome to McGill Residence



## We're so excited to welcome you!

Your time here promises to be filled with amazing new experiences, triumphs, and memories to last a lifetime. You'll meet people from different walks of life, get involved in a new community and learn more about yourself and your capabilities.

To help you achieve the best year possible both personally and academically, our team at [Student Housing and Hospitality Services](#) (SHHS) is working hard to foster a welcoming, safe and nurturing environment for you and your peers. The Residence Life team is here to help bring together a community that is enriching and that supports every one of you.

We encourage you to come with an open mind and a positive attitude. Introduce yourself to as many people as you can; you never know who will turn into a lifelong friend!

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## Our Philosophy

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### Foundation of Respect

McGill's SHHS operates under a philosophy of respect as the foundation of our community. The rules and expectations we have for our residents all stem from this philosophy, and it is something we hope you carry with you beyond your time in residence.

We choose respect to be our core belief because it's comprehensive and versatile; respect can be showing respect for yourself, acting respectfully towards your fellow residents, respecting the staff in your building and the work they do, respect for the buildings themselves, and so much more.

From our side, we work to respect your autonomy as young adults, while understanding that your first year in university is a tremendous learning experience; and sometimes, learning means making mistakes. When people are disrespectful, we put an emphasis on caring for the community, and restoring respect among those affected. Beyond that, students who choose to behave in a manner contrary to our philosophy, policies and procedures will be held accountable through the [McGill Code of Student Conduct](#) and the Community Living Standards described in this document.



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## Mission & Values

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### ■ Mission

To deliver exceptional student experience and service, by ensuring best practices in housing, food, protection and student life.

### ■ Our Vision

McGill's Student Housing and Hospitality Services is committed to providing accessible, equitable, sustainable services to McGill communities focusing on supporting student quality of life and achieving excellence.

### ■ Our Core Values

**Integrity:** We are authentic, honest and respectful and inspire trust amongst students, faculty and staff.

**Compassion:** We are genuinely concerned about our students and staff and are committed to supporting their intellectual, physical, and emotional wellbeing.

**Creativity:** We encourage innovation. We are open to new ideas and ways of doing things.

**Bold:** We do not shy away from questioning our most basic and long held assumptions.

**Diversity:** We strongly believe that differences amongst people, ideas, and cultures enrich the students experience. We are committed to providing programs and services, which are inclusive and reflective of McGill's diverse community.

**Responsiveness:** We anticipate the needs of students, staff and faculty. We are committed to respond in a timely manner, while taking the necessary time to offer a thorough, positive response.



# Get the most out of living in Residence



## ■ Be mindful:

Make sure to respect yourself, those around you, and this place. Ask for help when you need it.

Breathe – take it easy on yourself, this may be your first time living on your own!

## ■ Get to know your new home:

Introduce yourself and get to know the Residence Life team and the dining and housing staff. Familiarize yourself with your professors, and the McGill resources.

Explore Montreal! It's a beautiful city!

## ■ Make friends:

Step out of your comfort zone, participate in community events, meet your Residence Life Facilitators, Residence Life Managers and engage with your residence community; your new best friend could be around the corner.

## ■ Have fun:

Through it all, make sure to enjoy yourself.

## ■ Have an open mind:

Try all kinds of new activities; you might discover new talents and passions! Get involved with the many clubs, student initiatives, councils, etc. in residence and on campus.

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# Tips for Getting Along with Your Roommate

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In the first week of living together, roommates are expected to allocate a minimum of 30 minutes to completing the [roommate agreement](#) which is mandatory and becomes a binding document between roommates. This document helps to guide conversations about sharing space and is an investment into your living space and roommate relationship.



## ■ Start off on the right foot

It's important that you and your roommate respect each other from the moment you enter your new shared living space. You don't have to become best friends, but it's important that you respect each other's space, time, and belongings. Come in with an open mind and a good attitude.

Tell your roommate some things that you would appreciate (such as cleaning up after themselves, giving a heads up if guests are coming, etc.) and tell them to do the same. That way you're both starting out with a better knowledge of the other person's likes and dislikes.

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## ■ Give yourself time

It can take time to get used to living with someone; especially someone you've never met before! Be patient with yourself and the other person. Give yourself some time to settle in and get accustomed to their habits. If after just one week you've decided that you cannot live with this person, you haven't fully given it a fair chance. Know that there will be bumps in the road and times that you will get frustrated, but as long as you are fair and direct, most issues should get resolved.



## ■ Talk it out

Before going to your Residence Life Manager, students are strongly encouraged to talk about their issues with their roommate first. It is common for roommates to be unaware that what they are doing is bothersome to you. If a complaint is raised in a non-confrontational way, people often respond positively. Should a discussion not lead to a compromise, students are then encouraged to consult with a member of their Residence staff.



# Roommate Agreement Contract

**INSTRUCTIONS:** Complete Section A independently. If you have a different answer than what is listed, write your own response. After completing Section A, sit down with your roommate to discuss your responses and then complete the roommate contract, Section B, together.

## ■ Section A

### 1. I prefer to go to bed:

- a. Around 10:00 pm
- b. Around midnight
- c. Around 2:00 am
- d.

### 2. I prefer to wake up:

- a. Around 6:00 am
- b. Around 8:00 am
- c. Around 10:00 am
- d.

### 3. I sleep best when the room is:

- a. Completely dark
- b. Cool
- c. Warm
- d. It doesn't matter-nothing really bothers me when I am sleeping
- e.

### 4. I prefer to study:

- a. During the morning
- b. During the afternoon
- c. During the evening
- d. Late at night
- e.

### 5. When I study I like:

- a. Complete silence
- b. The stereo/TV on
- c. To be with others
- d. To be alone
- e. To be outside of the room
- f.

### 6. Regarding personal property (computer, clothes, TV, fridge, money, food, etc.), I would prefer:

- a. To share or borrow with my roommate
- b. To allow my roommate to use certain things without my permission
- c. To allow my roommate to use my things only if they ask for permission first
- d. Not to share or borrow anything

### 7. I prefer the room to be:

- a. Always orderly and clean
- b. Sometimes orderly and clean
- c. Never orderly and clean
- d.

### 8. When cleaning the room, I feel that:

- a. My roommate and I should take turns cleaning the entire room
- b. My roommate and I should clean our own sides whenever we see fit to do so
- c. My roommate and I should clean the room together
- d.

### 9. I would prefer that there are not visitors in our room:

- a. After 8:00 pm
- b. After 10:00 pm
- c. It depends, we should talk about it on an individual basis
- d. It depends if they are floor mates or visitors from outside the building or another floor
- e. It depends on their gender.

### 10. For safety and security reasons, I would prefer that the room:

- a. Always be locked
- b. Be locked only when we are not in the room or sleeping
- c. Be locked only when I am not on the floor
- d. Be locked only when we go to bed or are asleep
- e.

## ■ Section A (continued)

**11. If someone should come to the room and ask to use something of mine, I would prefer my roommate:**

- a. Lend it to the person
- b. Never lend out anything of mine
- c. Loan it to the person only if I have previously stated that it is okay to do so
- d.

**12. How regularly should I and my roommate(s) have guests?**

- a. Never
- b. Weekly
- c. Multiple days per week
- d.

**13. Maximum number of guests we can have in our room at a time?**

**14. I believe guests or visitors:**

- a. Should never be left alone in the room
- b. Can be left alone in the room for a short period of time
- c. Should be able to stay in the room without my roommate or myself present
- d.

**15. I would like to have private time alone in the room**

- a. A few hours a day
- b. A few hours each week

**16. If I were going to be gone for a long period of time, I would:**

- a. Let my roommate know I would return
- b. Wait to see if it is a big deal or not
- c. Prefer to not worry about letting my roommate know

**17. If my roommate is angry with me. I would want them to:**

- a. Tell me right away and talk about it with me
- b. Wait to see if it's really a big deal or not
- c. Not be so sensitive and demanding

**18. When I am upset, I need:**

- a. To talk things out
- b. Space and time to deal with it on my own
- c. To blow off steam, then I am okay
- d.

**19. When it comes to trust:**

- a. I tend to trust until someone proves they are untrustworthy
- b. I don't trust very easily
- c. Someone has to work hard to earn my trust
- d.

**20. When I do poorly on an exam or task, I generally like to:**

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**21. I feel I have a really good friend when:**

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**22. The type of relationship I am looking for from my roommate is:**

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# Roommate Agreement Contract

## ■ Section B

You and your roommate are individuals with particular interests, goals, likes, and dislikes. You may not find it necessary to share every aspect of university life with your roommate. Learning to accept each other's differences without infringing upon one another's freedom is a valuable part of your total education. Learning how to be part of a community is an essential life skill.

If conflicts arise, speak with your roommate first. Talk the problem through before it becomes a major issue. Communication is the key before, during, and after conflicts or situations come up. If this step is not successful, then contact your Resident Life Manager (RLM). Your RLM's is experienced in dealing with problems that arise and should be able to assist you in conflict resolution.

Remember that you owe your roommate the courtesy of speaking to them first before seeking help from the Residence Life Staff. Spending the time now to thoroughly discuss these and other issues will prevent problems from occurring throughout the year.

This is a tool for you and your roommate to use throughout the year. Feel free to attach additional sheets and add other rights, responsibilities, and agreements as necessary. Contact your RLM with questions.

ROOMMATES: \_\_\_\_\_

BUILDING: \_\_\_\_\_

ROOM: \_\_\_\_\_

PHONE: \_\_\_\_\_

### The basic rights of a roommate included, but are not limited to:

#### **1. The right to study free from undue interference (noise, music, guests, etc.)**

a. The following times will be reserved for quiet study: (list times)

#### **2. The right to sleep without undue disturbance from noise, guests, roommate(s), etc.**

a. Conditions should be appropriate for sleep during the following times (list times)

#### **3. The right to expect that roommates will respect each other's personal belongings** (ex: hair straightener, video games):

a. The following items may not be borrowed/used:

b. The following items may be borrowed/used after asking the roommate first:

c. The following items may be borrowed/used without needing to ask first:

d. The following cost will be shared and how (cleaning supplies, food, etc.):

#### **4. The right to a clean environment in which to live:**

a. The room will be cleaned (times, days):

b. Room cleaning responsibilities are as follows:

**5. The right to free access to one’s room and facilities without pressure from roommates.**

**6. The right to personal privacy**

**7. The right to host guests based on agreed upon times. Guests are to respect the right of the host’s roommate(s) and other residents. Furthermore guests must be acceptable to all roommates.**

- a. Men are allowed until:
- b. Women are allowed until:
- c. Two-Spirit, trans, non-binary, and other gender nonconforming people are allowed until:
- d. Guests’ access to my (side of the) room:
- e. Other arrangements made by roommates involving visitation:

**8. The right to reasonable cooperation in use of room telephone.**

**9. The right to expect that the roommate will not violate McGill and Residence Life policies in the room.**

**10. The right to expect that any and all disagreements will be discussed in an atmosphere of openness and mutual respect, and that it is acceptable to confront the roommate when they are not fulfilling mutual agreements.**

(Residence Life Staff members are available for assistance in settling conflicts, but roommates should attempt to work out issues among themselves first.)

**11. The right to be free from harassment and discrimination.**

**12. The right to any additional agreements made by mutual consent.**

- a. Other agreements are as follows

NOTE: If my roommate or I have any concerns with the rights and agreements stated above or regarding our roommate relationship, we will:

- 1. First, talk with each other and try to work the problems out between us, or
- 2. Second, Re-establish the terms in the Roommate Agreement to create a conducive environment to our well-beings.
- 3. Third, consult with our RLM to work with us on a resolution of our problems.

Ultimately, each roommate needs to be a responsible individual who is respectful of the rights and preferences of those around them. A little courtesy goes a long way-expect to both give and receive it. Community living, especially in one you may not have chosen, is an essential life skill.

**We, the undersigned, agree to the above stated rights and behavior decisions. Additionally, we agree that specific stipulations may be adjusted by the mutual agreement of all roommates.**

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date



# Important Dates



## Fall 2025

August 23	Move-in starts
August 24	Residence Welcome Day
August 25	Discover McGill
August 27	Classes start
August 29 - September 1	Frosh
September 9	Add/Drop deadline
October 14-17	Fall Reading Break
December 3	Classes end
December 5	Exams begin
December 19	Exams end

## Winter 2026

January 5	Classes begin
January 20	Add/drop deadline
March 2-6	Winter Reading Week
April 14	Classes end
April 16	Exams begin
April 30	Exams end
April 30	Meal Plan ends
May 3	Residence lease ends



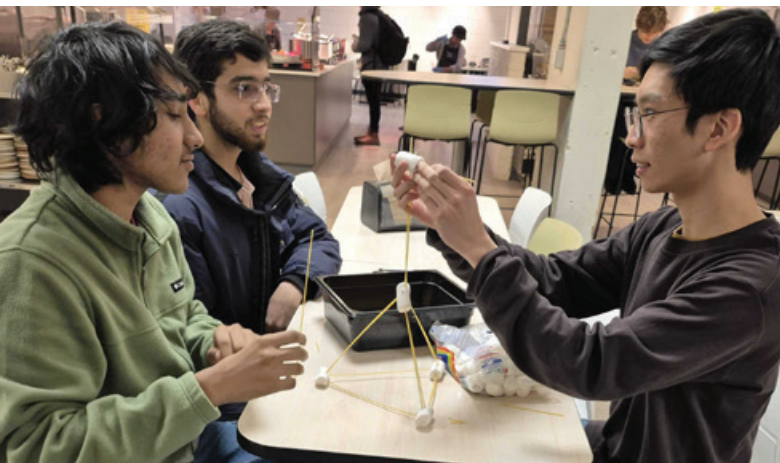
# Residence Life



Living in a Residence community is a one-of-a-kind (and often once in a lifetime) opportunity, and we are here to help make your Residence experience as enriching and memorable as it can be. We are committed to providing safe, inclusive, and respectful communities where students can grow and flourish personally, socially and academically.

Your participation, engagement, and communication with and in Residence Life are key to ensuring that you make the most of your experience. Our dedicated Residence Life staff help you to transition smoothly into Residences and campus life by creating student-centered communities and quality programming.

We welcome you to our community and look forward to meeting you!





# In Residence Support

## Residence Life Managers

Residence Life Managers (RLMs) are full-time professionals who are responsible for the overall management of our residence communities. They provide a supportive environment for resident students as they adjust to university life and help direct them to health and academic services.

They are also responsible for facilitating conflict resolution, educational programming and training. They work with the residence programming facilitator teams to facilitate community building in each residence.

## The Nest



To help you navigate your first year in residence, The Nest is a collection of on-campus resources, easily accessible, all in one place.

### Find resources for:

#### ■ Residence Life Events

Register for events.

#### ■ Health & Wellness:

##### Student Wellness Hub

514-398-6017

The Student Wellness Hub is where students have access to general practitioners, nurses, psychiatrists, counsellors, social workers, and dietitians.

##### Office for Sexual Violence Response, Support and Education

514.398.3954 Email: [osvrse@mcgill.ca](mailto:osvrse@mcgill.ca)

Confidential, non-judgmental, and non-directional support and education to students, faculty and staff of all genders who have been impacted by sexual violence.

#### ■ Peer Support

##### McGill Students' Nightline

514-398-6426

McGill Students' Nightline is a confidential, anonymous and non-judgmental listening service, run by McGill students, offering a variety of support from information to crisis management to referrals.

##### The Peer Support Center

The PSC provides a welcoming space where students can share their experiences, feel truly listened to, and find ways to resolve the things students are experiencing.

##### SACOMSS

514-398-8500

The Sexual Assault Centre of the McGill Students' Society (SACOMSS) is a volunteer-run organization committed to supporting survivors of sexual assault and their allies through direct support, advocacy, and outreach.

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# Local Wellness Advisor

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The Local Wellness Advisor (LWAs) is a trained mental health clinician assigned specifically to work with students living in McGill Residences.

They meet individually with students living in residence and help connect them with the appropriate support resources, either on campus or elsewhere within the Montréal community. Much like a counsellor, a LWA explores with students how to support their mental health and wellbeing. The LWA also acts as mental health resource to the entire Residence Life team.

Students can [book one-on-one appointments directly](#) with the LWA through the online booking system. Students can also reach out to [other LWAs](#) from other faculties, or specific to community groups, as well as other clinicians at the Student Wellness Hub.



## Margot Nossal

3465 Rue Durocher, Room #103

[margot.nossal@mcgill.ca](mailto:margot.nossal@mcgill.ca)

Margot is a licensed social worker who works at Durocher with the Residence Life team. She also serves the Two-Spirit and LGBTQIA+ communities at McGill, both within Residences and across the entire university. Her previous work includes working with young adults, children, and families in various mental health and community settings.

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## Meet our Dietitian

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Do you have food allergies, special dietary requirements or simply wish to ask food and nutrition related questions? Please contact Anna at [askadietitian.shhs@mcgill.ca](mailto:askadietitian.shhs@mcgill.ca)



## Anna Gottheil

Anna Gottheil is a Registered Dietitian and Certified Intuitive Eating Counsellor who provides nutrition counselling services for students living in residence. She is passionate about supporting residence students during their academic journey through nourishing, flexible and engaging nutrition interventions.

Anna has experience in clinical settings, private practice, and food service and as such, plays an important role in making sure menus are nutritionally balanced and meet the needs of our diverse residence community.



# Support Staff

## ■ McGill Student Housing and Dining Service Centre

The [Student Housing and Dining Service Centre](#) responds to questions, problems and issues relating to residence admissions and assignments, off-campus housing, meal plans and oneCard. They can be reached at [housing.residences@mcgill.ca](mailto:residences@mcgill.ca)

## ■ McGill Residence Life Team

In addition to the Residence Life Manager, other key roles in residence are:

### *Residence Life Senior Advisor*

The Residence Life Senior Advisor oversees the quality of programming in residence, helping navigate wellness pathways for escalated concerns, and supports communities in upholding the Community Living Standards.

### *Residence Life Advisor*

The Residence Life Advisor is responsible for residence-wide programming that enhances the educational and social experience of residence students. The Residence Life Advisor supervises a team of programming facilitators called Residence Life Facilitators.

### *Residence Life Facilitators*

Residence Life Facilitators are upper-year McGill students who plan Residence Orientation events throughout the year, and mentor the residence councils and committees.

## Campus1 MTL Team

## ■ Dining Hall Staff

The Dining Hall staff are always on hand to welcome you in our dining halls. Feel free to approach them with feedback or any questions relating to the menu.

Students with food allergies, dietary restrictions and preferences can meet with our registered dietitian, [Anna Gottheil](#).

## ■ Front Desk Assistant/Receptionist

The front desk is a busy place where you will go to collect packages, sign out equipment and much more. The Front Desk Assistant (FDA) / Receptionist can answer questions, give directions, and connect you with the right people.

## ■ Maintenance Staff

The maintenance team ensures that your maintenance/repair requests are addressed in a timely manner. To report repairs in a room or in residence common rooms, please inform the office immediately via phone, visiting the office, or submitting a Work Order on your resident portal online or via the app.

## ■ Campus1 MTL Residence Life Team

### *Residence Life Coordinator*

The Residence Life Coordinator aims to build community, manage on-going training and projects

focused on improving the resident experience for all students. The RLC is responsible for supervising our Community Assistants and the establishment of a healthy and engaging environment for all residents.

### *Senior Community Assistant (SCA)*

Our Senior Community Assistant supports the community assistants and helps facilitate House and building programming.

### *Community Assistant (CA)*

The Community Assistant is a full-time student living at Campus1 MTL. Your CA acts as your contact for building information, events, programming, lockouts, maintenance issues, roommate issues, neighbour issues, and emergency assistance. The CAs play an integral part in our daily operations. They are charged with responsibility for maintaining community standards and safety, performing administrative tasks, working as a team player, and developing a sense of community.

Additional information about the Community Assistant(s) responsible for your house or community will be placed throughout your House and the property.

## ■ Security Team

Campus1 MTL has a 24-hour security service. They can be reached at 514-264-1773. There are numerous security cameras around and inside the building's common spaces, including, but not limited to: corridors, common areas, stairwells, and elevators.

# Residence Community Events



Our programming and events encourage diversity, education, community building, and personal development. Our Residence Life staff are excited to provide you with engaging programming such as field trips, museum visits, cooking events, therapy dog wellness events, study sessions, trivia nights, scavenger hunts, movie nights, sustainability and equity initiatives and workshops, and much more.

Learn more about the exciting events happening in your [Residence community on our LinkTree](#) or our [Instagram](#)



# Community Living Standards



The Community Living Standards (CLS) are designed to build an environment that is conducive to safety, respect, and learning. It is a framework that creates opportunities for reflection and growth when a student's actions or behaviours do not abide by the CLS.

Every resident student is responsible to read, understand, and abide by the CLS as referenced in the terms and additional clauses of the educational lease.

The Residence Life team retains the right to meet with and provide sanctions to any resident who has violated any of the CLS.

## Behavioural Expectations

The Residence Community Living Standards and Student Code of Conduct set out clear expectations and guidelines within the Residence and McGill community. Residents who deviate from the CLS will be dealt with in a manner that is in accordance with the guidelines set out in the Community Living Standards and potentially the Student Code of Conduct taking into account the proportional to the gravity of the offence.

If you compromise your personal safety, you may be asked to pursue counselling or emergency medical services. Where behaviour or health issues are of serious concern, McGill Administrative Staff reserve the right to notify your emergency contact. When this type of conduct disrupts the peaceful enjoyment of their community, disciplinary intervention may occur.

## Complaints

Part of belonging to such a broad and diverse community means that from time to time you may face issues that need to be addressed (e.g. noise). As we encourage "good neighbour" behaviour and civic responsibility, we would also encourage students to address issues with their fellow community members directly. It is hoped that the residents themselves through informal means will solve most minor problems. When necessary, the Residence Life Staff is available to assist in mediating resolutions



# Community Living Standards - In Residences

The conduct status a student can receive is based on a case-by-case evaluation reviewed a Professional Residence Life Staff Member and then discussed with the student in question.

## ■ Overall Community Expectations

As a member of the Residence community there are certain expectations, outlined below, that ensure everyone can have a safe and positive residence experience. You are expected to familiarize yourself with these expectations to ensure you understand how to be a positive member of your community. Please also review the Building Care section of the Handbook.

- Misrepresenting oneself is not allowed and will result in sanctions under the Contract.
- Dishonesty, collusion or deliberate attempts to cover up the facts are considered violations of the Residence Contract. You are expected to cooperate with Housing Staff during fact finding and not work with others to deliberately cover up facts and evidence.
- Participating in sport or sport related activities in residence is not permitted. This includes, but is not limited to, throwing a ball or frisbee, rollerblading, using a slip and slide, bicycling, wrestling, rough and boisterous play and chasing people. Some buildings have designated recreation areas where games and sports may be played.
- Pranks and other disrespectful behaviour are unacceptable in residence. Pranking staff or other residents or participating in other disruptive activities intended to fool, scare or intentionally/ unintentionally negatively impact others is not permitted.
- Hosting or promoting parties in residence is not permitted. This includes advertising parties, whether through posters or on social media as well as promotion of, or participating in, events that promote excessive consumption of cannabis. It also includes the promotion of, or participating in, mass alcohol consumption events such as drinking games and floor/building crawls.
- Gambling, defined as playing games of chance for money, in any form is prohibited in Residence.
- You (or any guest) should never throw or allow any object(s) to drop from a window, balcony, rooftop or stairwell. Do not throw anything at a residence building.

## 1.0 Alcohol

### *1.1 Responsible Alcohol Consumption*

Residents who choose to consume alcohol must do so in a respectful and safe manner. All residents and their accompanied guests must abide by the provincial laws regarding alcohol consumption. Alcohol intoxication, regardless of age, is never an excuse for inappropriate behaviour. It is your responsibility to manage your health and well-being regarding your alcohol intake and act respectfully and appropriately while under the influence. Repeated behaviour or serious incidents involving alcohol may trigger more severe disciplinary sanctions. The following standards are in place to promote safe alcohol consumption:

#### *Responsible Drinking:*

- Possession and consumption of alcohol in McGill Residence must conform to the provincial laws of Québec. **Individuals must be 18 years of age or older to legally consume and purchase alcohol.**
- The sale of alcohol to minors is against provincial laws.
- Making wine, beer, or any other alcoholic beverage production is prohibited within residences.

#### *Consumption Locations:*

- Students of legal age are allowed to consume alcohol in their private rooms or apartment.
- Open containers of alcohol are prohibited everywhere except a student's private living space (room/ apartment). Any open containers found outside these designated areas will be confiscated and disposed of.

## 1.0 Alcohol

- As per Quebec's provincial laws, alcohol may be transported outside a private area if it is factory sealed.
- Drinking alcohol outside of any residence property (including patios) is not permitted.

### *Mass Consumption:*

- Any type of activity or accessory that promotes mass consumption or rapid/binge drinking is strictly prohibited in residence. This includes but is not limited to drinking games (e.g., beer pong, water pong, flip cup) or the use of drinking devices (e.g., funnels) or other high-risk consumption devices.
  - It is expected that residents will not participate, encourage, promote, or be a spectator to any type of drinking game. Drinking games are defined as an activity, game, or contest where the consumption of alcoholic beverages is a primary focus or used as a penalty or a result of an action.
  - Kegs are not allowed at any time in the residence community. The term "keg" refers to a container capable of holding 6.0 litres or more of alcohol, which requires tapping and/or cannot be resealed.
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## 2.0 Behaviour & Respect

### *2.1 Cleanliness and Trash Removal*

All garbage, refuse and other types of waste must be disposed of inside the assigned bins in the garbage room on each floor. No trash or other waste may be disposed of or stored on the grounds of the property, kept by an entrance door/hallway, or placed in improper containers anywhere in the community. Trash should be disposed of promptly and properly. Oversized refuse will require a work order.

Each Resident is responsible for cleaning and keeping the assigned unit and all furnishings in a clean, safe, and sanitary condition always. If excessive garbage or unsanitary conditions are found during unit inspections (i.e., move out, room transfer, quarterly), Residents will be notified and given time to rectify the issue. If the issue remains, Residents will be charged an excessive garbage removal fee.

### *2.2 Consent*

Consent is direct, active, voluntary and a conscious choice. Consent cannot be assumed and must be given freely. Asking for consent and respecting the response you receive ensures everyone involved feels safe and wants to proceed. You must obtain consent before initiating and continuing with intimate and/or sexual activity.

Consent is not:

- Given by a third party.
- Obtained through pressure, abuse of power, abuse of trust or abuse of authority.
- Obtained through coercion, force or threat of force.
- Obtained if the person is unaware, unconscious, sleeping or significantly impaired by drugs or alcohol.
- Obtained if the person does not say yes, says no or through words or behaviour that indicate no
- Obtained when the person changes their mind and chooses to no longer engage in sexual activity; consent can be revoked at any time. Consenting to one kind of sexual activity does not mean that consent is given for another sexual activity.
- Read more about [Consent](#)

### *2.3 Cooperation with staff*

- Ignoring, arguing, fighting, verbal/physical harassment, or being dismissive of any McGill staff member is strictly prohibited. Students are expected to comply with Campus1 MTL, McGill staff and security at all times.

## 2.0 Behaviour & Respect

- Residents and their guest(s) are expected to provide identification when asked by any staff member.
- Failure to attend a meeting or respond to correspondence with Residence Life Staff, without reasonable cause.
- Failure to comply or complete the sanction(s) outlined in the disciplinary process by a Residence Life Staff.

### *2.4 Dangerous Behaviour, Activities and/or Materials*

- Residents engaging in activities that are deemed dangerous to themselves and others is prohibited. This includes combat sports, such as boxing, mixed martial arts, etc. Dangerous materials such as (but not limited to) fireworks, propane canisters, BBQs, dynamite, gasoline, are not permitted in residence.

### *2.5 Damage to Property or Vandalism*

- Damage to a resident's personal property, Campus1 MTL and McGill University property is strictly prohibited. Malicious intent to damage property or failure to uphold a reasonable standard of cleanliness will not be tolerated.
- During winter, residents are expected to keep any windows closed when they are not present in their room to avoid damage to building infrastructure (e.g. frozen pipes causing water damage, etc.).
- Students are not to remove or tamper with Protection Services NFC tokens that are affixed to the walls.

#### *Furniture Misplacement*

##### *In the Building*

- Campus1 MTL Amenities are equipped with premium furniture for all resident's enjoyment. This furniture that includes but is not limited to tables, couches, bean bags, weights, yoga mats and chairs must remain in its original lounge and at no point residents are able take it into their personal units.

##### *In your Unit:*

- Furniture must remain within the unit. If you would like a furniture piece removed, residents must request approval from management, tenants should not place suite furniture in common areas, doing so will result in replacement charges at the end of the year, as the furniture will be considered lost.

### *2.6 Gambling*

- Any form of gambling on Campus1 MTL/McGill University property or involving University functions, including but not limited to athletic events and other extracurricular activities, is prohibited. Gambling is defined as playing a game for money or property or otherwise placing a bet on an uncertain outcome.

### *2.7 Harassment*

- Every individual has the right to live and operate in a community that focuses on mutual respect, free from any form of harassment.
- As per McGill's Policy on Harassment, Sexual Harassment and Discrimination Prohibited by Law, harassment means "any vexatious behaviour by one Member of the University Community towards another Member of the University Community in the form of repeated hostile or unwanted conduct, verbal comments, actions or gestures, that affect the dignity or psychological or physical integrity of a Member of the University Community and that result in a harmful environment for such an individual."
- This includes all forms of communication, direct or indirect, including social media. Any incidences of harassment should be reported immediately.

### *2.8 Inappropriate/Illegal Entry*

- Entering another resident's room or disturbing another resident's property is not permitted. Residents who are locked out can request support from the Front Desk. Manipulating the lock, door, or window to



## 2.0 Behaviour & Respect

gain entry into a building or room is strictly prohibited. Entering or exiting through unauthorized doors is not allowed, nor is propping a door open.

- Some residences have security features such as turnstiles. Bypassing these systems without providing the necessary access can result in fines and other sanctions.
- In cases of emergency, Campus1 MTL and McGill staff reserve the right to enter a residents' rooms, without prior authorization.

### 2.9 Noise

- Residents must ensure they are being mindful of the amount of noise they make while living in residence. Noise that can be heard outside of a room or from the hallways negatively impacts a community and will not be permitted.
- Specific Sound Equipment Regulations: Subwoofers are not permitted; amps are permitted with the use of headphones.
- Residents must respect quiet hours: **Sunday - Thursday: 11 pm - 8 am & Friday - Saturday: 1 am - 9 am.**

#### Consideration Hours:

- When quiet hours are not in effect, every resident must ensure the noise they are emitting is not negatively affecting the surrounding community. This includes yelling, singing, or playing music loudly. Consideration hours are in effect 24 hours a day, every day of the week. When students are creating an excessive amount of noise, they are in violation of this community standard.

#### Exam Quiet Hours:

- Exam Quiet Hours are in effect **24 hours a day in December and April.**
- Excessive noise past the designated quiet hours may result in fines and other sanctions.

### 2.10 Noxious & Offensive Odor Policy

- A noxious odor is ANY smell of such an intensity that it becomes apparent and/or offensive to others. Any odor can become noxious or offensive when it is too strong. Some examples are cigarette, cigar, or pipe smoke; incense; perfume; poor personal hygiene; air freshening spray; excess amounts of garbage; large amounts of dirty laundry and cannabis smell. Furthermore, because incense and candles present themselves as a fire hazard as well as a source of potentially noxious odor, it is prohibited always at Campus1 MTL.

### 2.11 Pranks

- Involvement in any form of prank in residence is strictly prohibited. This can include actions that target, harass, disrupt, or jeopardize the safety of a resident or staff member. Pranks can include but are not limited to water fights, raids, removal of residence property, or illegal entry into a resident's room.

### 2.12 Prohibited Areas

- Residents are not permitted to access prohibited areas, including but not limited to rooftops, unauthorized access to a resident's room, and other administrative spaces.

### 2.13 Social Gatherings

- If the number of people in one unit is larger than 10 additional people in the unit, Campus1 MTL staff reserves the right to disperse the group.
- \*At all times fire code regulations must be adhered to.

### 2.14 Use of Amenities

- Campus1 MTL's amenities located through the Ground to the 19th floor are open 24/7 for the resident's

## 2.0 Behaviour & Respect

enjoyment. Each resident is responsible for:

- Cleaning after themselves (trash must be disposed in the garbage can)
- Taking all personal belongings back to their Units
- Campus1 MTL reserves the right to investigate miss-use of any amenity space. This includes excessive garbage, missing furniture, damage, graffiti, inappropriate images, or miss-use of the amenity of any kind.

### 2.15 Violence

- Violence, intimidation, or physical aggression of any type towards other students or university staff will not be tolerated. This also includes sexual violence, doxing and violence towards oneself.

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## 3.0 Commercial use of Property

- Solicitation and using a residence space or room for commercial purposes is strictly prohibited. Your room cannot be assigned a 'sublet' or rented out to anyone.

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## 4.0 Drugs

- Possession, trafficking, production, or involvement with any type of illegal drug is prohibited. Possession of drug-related paraphernalia that is associated with trafficking, or consumption of an illegal drug or non-prescribed medication will result in residence sanctions.

### 4.1 Drug Paraphernalia

- Possession and storage of drug paraphernalia in residence is prohibited. This includes bongs, pipes, vaporizers, and any other device associated with the consumption and usage of drugs.

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## 5.0 Fire

### 5.1 Appliances & Cooking

- Appliances with open heating elements such as hot plates, toasters, toaster ovens, kettles, and electric heaters are not permitted in residence. Students are only allowed to cook in the designated kitchens with the supplied cooking devices.

### 5.2 Fire Equipment

- Tampering with any type of fire safety equipment and triggering an alarm without cause will result in an immediate fine of up to \$300 and a disciplinary action issued by your Residence Life Manager. Tampering includes activating a fire alarm, covering or tampering with a smoke detector, emergency lighting, breaker switches, sprinkler heads, pull stations, activating a fire extinguisher or fire hose, or exiting through a designated fire exit.
- **Students will be financially responsible for the \$5000 fine issued by the by the City of Montreal Fire Services.**

## 5.0 Fire

### 5.2.1 Sprinklers

- The residences are equipped with sophisticated sprinkler systems.
- Refrain from hanging anything from the sprinkler heads or cages, and from throwing or kicking objects (footballs, frisbees) in the corridors as this could trigger the sprinklers to go off. Residents will be held financially responsible for any damages that occur as a result of careless use or vandalism of the sprinkler system including damage to the carpet and furniture.

### 5.3 Fire Safety

- Students must do their best to keep themselves and their community safe, which includes avoiding risky behaviour that may hinder the evacuation process during a fire alarm.
- When a fire alarm goes off, everyone in the building must evacuate to their closest assembly point or stand outside, away from the building. Failure to cooperate during a fire alarm or drill will result in an educational sanction and/or fine.

Keep hallways clear of:

- furniture
- sports equipment/shoes/shoe racks/boots
- garbage bags
- door mats
- decorations placed on the floor or dorm door
- items in front of the door to a residence room

The following items are **not permitted** in any of the residence buildings since they are known to cause fires and any resident found using them will receive a fine, educational sanction, and conduct status:

- incense
- cigarettes
- e-cigarettes
- candles
- hookahs
- any open element appliances (toaster oven, hot plate, wok)

### What to Do When the Fire Alarm Sounds In Your Building

1. Leave the room and close the door behind you.
2. Evacuate the building immediately, using the safest and closest exit. Do not take the elevators.
3. Move away from the building to a distance of at least 100 meters and make your way to the assembly point.
4. Follow the instructions from Exit Monitors and any of the Emergency Response Personnel including Fire, Ambulance and Police.

**If you suspect there is a fire in your building use the pull station and call the Montreal Fire Department at 9-1-1.**

Residence students are required to view the 'Evacuation Procedure during Fire Alarm', available through [myCourses](#).



## 5.0 Fire

### 5.4 Open Flames & Incense

- Open flames such as candles, hookahs, and incense are not permitted in residence. Residents who are found using any of these items in their rooms may face a fine up to \$250 as well as receive additional sanctions.
  - Evidence of burning such as ashes, smell of smoke and smell or sight of burnt candles are examples of having had an open flame and can be considered a violation. Please consult with your Residence Life Manager if you wish to use candles, an open flame or smoke for religious, ceremonial or cultural purposes.
- 

## 6.0 Guests & Visitors

- A maximum of five (5) visitors are permitted per resident at any given time. Students are responsible for their guests at all times; guests are expected to abide by the Residence Community Living Standards. Residents are responsible for the actions of their guests.
  - If the number of people in one unit is larger than 10 additional people in the unit, Campus1 MTL staff reserves the right to disperse the group.
  - Students must always sign in their guests and always escort their guests.
  - Students who wish to host overnight guests must first discuss with their roommate and gain their roommate's consent.
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## 7.0 Pets

- Pets are not allowed in residence. The [Service Animal Policy in Residence](#) applies to those who have obtained authorization from [Student Accessibility and Achievement](#).
- 

## 8.0 Privacy

- You must show respect for the privacy, property and wellbeing of fellow residents and their right to quiet enjoyment of private and public spaces.
  - Recording individuals in any format without their knowledge, even within your private personal space, is unacceptable behaviour and you may be sanctioned.
  - Public display of private or confidential information, whether it be yours or belong to others, is not allowed.
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## 9.0 Smoking and Cannabis

The term "Smoking" applies to vaping, loose tobacco, Dokha, shisha, cigars, clove cigarettes, cannabis, and any other form of smoking and/or tobacco use in Residence.

## 9.0 Smoking and Cannabis

### 9.1 Smoking

- Signs of smoking or vaping in Residence, including ashes, scent, sight of smoke or cigarette butts, will be considered evidence of smoking/vaping in residence and a violation of the Residence Contract.
- Residents wishing to smoke tobacco products or e-cigarettes must do so in a designated smoking area. Residents who are found smoking in their room or in non-designated smoking areas will face a fine of \$250 and may receive additional sanctions.

### 9.2 Cannabis

- Smoking and inhaling of cannabis is prohibited in residence.
  - Consumption and possession of cannabis is **prohibited for students under 21 years of age**. More details can be found in [McGill's Policy Concerning Alcohol, Cannabis and Other Drugs](#).
  - Possession and/or cultivation of cannabis plants or cannabis related products is not allowed in residence.
  - Cooking/baking with cannabis is not permitted in residence due to the potential community impacts.
  - Possessing in excess of 30 grams of cannabis is not allowed.
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## 10.0 Unauthorized signage

- Exhibiting or affixing any unauthorized sign, poster, advertisement, notice or other lettering, flags or banners that are inscribed, painted, or affixed to any part of the outside of a building or the inside of the building that may be viewed outside of one's room.
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## 11.0 Weapons

- Possession of real or replica guns in residence including but not limited to paintball guns, airsoft guns, swords, knives, slingshots, and archery equipment is strictly prohibited. You must advise your RLM if you are part of the fencing or archery clubs and require storage of your sporting equipment.
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## Community Living Standards - In the Campus1 MTL Cafeteria

- Residents are to always follow the cafeteria policies which states clearly that the food is NOT to be taken outside the cafeteria premises except for 'lunch to go' and fruit during the specified Lunch-To-Go Hours of operation. Failure to comply with this policy will result in the resident being charged the cost of a meal at the time of the incident. Exchange cards are provided during move-in and are required to utilize the lunch-to-go program, if you lose your exchange card a new card can be purchased in the cafeteria for \$10 (+ tax), no student should have more than one exchange card. Loss of sustainer container will result in a charge.
- Residents are responsible for the actions of their guests at all times. A guest is defined as any non-Campus1 MTL resident. All guests are required to pay a "guest meal fee" prior to entry to the cafeteria to enjoy services. A guest who does not pay will cause the charge to be passed to the tenant that they are visiting; guest privileges would also be revoked indefinitely.



# Community Living Standards - In the McGill Dining Halls

## Alcohol Policy

Alcohol consumption is strictly forbidden on premises. Individuals who appear intoxicated will be asked to leave the premises.

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## Audio Devices

Use headphones when using audio devices to avoid disturbing others.

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## Behavior

Respectful behaviour is required; any form of aggression, verbal or physical, will not be tolerated.

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## Composting

Scrape your plates in the compost bins before returning them to the dish bins

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## Containers

Outside containers are not permitted

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## Dishware

- Please return your dishes, cutlery, glasses, and cups to the designated area for cleaning.
  - Only the provided dishware is permitted for use to minimize our environmental footprint and uphold cleanliness standards.
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## Emergency Exits

Emergency exits should only be used in case of emergencies to ensure everyone's safety.

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## Food

### Consumption

Take only what you can eat to reduce waste; feel free to come back for as many servings as you need to satiate yourself.

### Food Handling

Food from the dining hall can not be taken outside.

### Outside Food

Outside food is not allowed in the dining halls

## **ID Usage**

Your McGill ID is essential for entry. Please keep it with you and refrain from lending it to others, as this is considered stealing and will result in disciplinary action.

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## **Personal Belongings**

Do not leave your personal belongings unattended to prevent theft. Please keep your bags and jackets in your room whenever possible to avoid clutter.

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## **Respect**

Please show respect to our employees who are here to provide you with the best service.

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## **Restricted Activities**

Taking glasses, cups, dishware, or cutlery outside the dining hall is prohibited. Additionally, “lending” your ID to others is considered stealing and will result in disciplinary action.

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## **Sharing Space**

Seating is limited, so please be considerate and share tables during busy times.

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## **Sleeping**

Sleeping in the dining halls is not permitted.

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## **Smoking and Vaping**

Smoking and vaping are not permitted in the dining hall or university grounds.

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## **Surveillance**

Smile you're on camera! A surveillance system is in place to ensure safety and security.

# Disciplinary Measures

When an incident has occurred, the situation in question will be documented and then followed up by someone from the Residence Life team. The information below illustrates the process for when a resident is found in violation of the Community Living Standards.



## Conduct Status

The conduct status that a student can receive is based on a case-by-case evaluation, conducted by the Residence Life Manager and then discussed with the student in question. Depending on the severity of the incident, the conduct status **may not follow a linear pathway as is displayed below.**

- **Verbal Warning**

The student's conduct is considered minor and in the preliminary stages of concern. The student's actions have impacted the community and are in violation of the Community Living Standards.
- **Written Warning**

The student's conduct and behaviour has negatively impacted the community or has gone against the Community Living Standards. With the application of a written warning, a Residence Life Manager may also assign an educational sanction.
- **Residence Probation**

A student may be placed on Residence Probation for the following reasons:

  - a. The student's conduct has had a significant and negative impact on the community or on themselves.
  - b. The student continues to engage in negative behaviour that goes against the Community Living Standards.

Once a student is placed on Residence Probation, further violations of the Community Living Standards could result in an escalation of the disciplinary case.
- **Notice of Trespass**

Residence Life reserves the right to restrict access to any residence and their grounds when a situation arises where the health and safety of an individual or the community are of concern.
- **Interim Measures**

When a situation arises where the health and safety of an individual or the community are of concern, interim measures may be issued as a temporary resolution. Interim measures may be issued at any time during the fact-finding and adjudication process and will not be considered a finding of violation. Residence Life may review interim measure to ensure measures remain necessary and appropriate to the circumstances.



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# Disciplinary Measures

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When a Residence Life Manager receives an Incident Report, they will reach out directly to the student(s) in question through the students' McGill email. It is imperative that students regularly check their McGill email to maintain open lines of communication. Failure to receive and respond to communication in a timely manner could result in sanctions with the student absent from the decision-making process. The Residence Life Manager will send a maximum of two (2) meeting invitations before a decision is made in the student's absence.

Conversations between both the Residence Life Manager and the student(s) are designed to create opportunities of learning and growth for the student, and to address their actions in question. McGill employees recognize the various challenges that come with living in residence, which is why a follow-up approach to behaviour that is centralized around learning has been developed. When a student is assigned a Conduct status, they may also receive an educational sanction to invoke reflection and repair the harms that have occurred to the community.

Below is a list of educational sanctions that a student may receive:

## ■ Community Repair

If a student's actions have negatively impacted the greater community, the Residence Life Manager will work with the student in question to repair the harm that was done to the community. This may include: apology letters to those impacted, promotional materials to raise awareness, or volunteer work on the weekend or during the evening.

types of sanctions include: educational posters or community service.

## ■ Self Awareness Sanction

These sanctions are designed to involve the student(s) in question and provide them with an opportunity to pause and reflect on the incident. This reflection is meant to allow the student to recognize how their actions impacted the community and the steps they can take to ensure a similar event does not happen in the future. This may include the following: reflection journals, video journals, or a reflection assignment.

## ■ Educational Sanction

These sanctions are designed to educate both the student and all parties involved. The intent of this sanction is to provide additional information concerning the situation in question to help the student(s) make better informed decisions moving forward. These

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In addition to educational sanctions, Residence Life Managers may choose to issue the following sanctions, based on a student's behaviour and cooperation:

## ■ Discretionary Sanctions

Residence Life staff reserve the right to issue sanctions in the case of a serious violation of the Community Living Standards, or a continuation of negative behavior. This could include the following: room reallocation, access restrictions, restitution damages, or monetary fines.

## ■ Relocation

A student may be transferred to another room, or building, if their behaviour is found to have negatively impacted their community. This move is mandatory and will take place once an available room has been identified. Once a student receives their notice to move, they will need to comply with the prescribed timeline accordingly. The intent of the move is to allow the student another opportunity and to have a fresh start. Once a student has been moved, they will not be allowed to enter their former residence building, or be allowed to move again, without prior approval from the Residence Life Manager. Residents are responsible for transporting all of their belongings to their new room or building.

# Disciplinary Measures

## Community Living Standards Appeal Process

1. Students have the right to appeal penalties and/or administrative decisions taken against them by SHHS through its enforcement and application of the Community Living Standards. A resident who is the subject of such a penalty or administrative decision may appeal by forwarding their written statement of appeal to the Associate Director, Residence Life, or designate, no later than five (5) business days from the date on which the penalty was assessed or administrative action taken. If necessary, a meeting between the Associate Director, Residence Life, or designate, and the resident may be arranged to discuss and clarify the points of the appeal.
  2. If the student chooses to have assistance with their appeal, the student may be accompanied by an advisor. The decision of an appeal heard by the Associate Director, Residence Life will be final, and the appeal must be made on at least one of the following grounds:
    - a) Relevant evidence that emerges that was not available at the time of the original decision;
    - b) The severity of the sanction imposed exceeds the nature of the offence for reasons identified by the student.
- Appeals are never to be submitted frivolously. A submitted appeal that is not based on any of the above grounds will not be heard.
- “Advisor” means someone holding office under the University Charter and Statutes, someone appointed by or holding regular employment with the University or registered at the University in a degree program for two consecutive terms, excluding the summer term, who has agreed to act in an advisory capacity and who is not paid for their services.
3. When a student wishes to appeal a decision, they must do so electronically, in writing, within five (5) business days of the Residence Life Manager’s decision. The Associate Director, or designate, then reviews the appeal letter to determine if there are substantial grounds for the appeal.
  4. The student will be notified electronically, in writing, of the decision if there are grounds for appeal. If there are grounds, the Associate Director notifies the resident and schedules a meeting within one (1) week at a mutually agreeable time. If the Associate Director notifies the resident that there are no grounds for appeal, then the appeal process is complete.
  5. In the case where the Associate Director approves an appeal meeting, the Associate Director may call the student or any other individual related to the case for subsequent questioning or clarification. Once the questioning has concluded, the Associate Director, or designate, may find the resident in violation or not in violation of the alleged incident. The Associate Director, or designate, can impose a new sanction, sustain the original sanction, or reduce the sanction made by the Residence Life Manager. The Associate Director will notify the student electronically in writing of the outcome within five (5) business days of the last meeting. Whatever decision the Associate Director comes to is final and will not be open for further appeal.

## McGill Code Of Student Conduct

Every McGill student, including those living in residence, is required to abide by the McGill Code of Student Conduct at all times. The Residence Life professional team reserves the right, at any time as they see fit, to refer to or escalate a resident’s conduct case to be managed under the [McGill Code of Student Conduct and Disciplinary Procedures](#).

Under the Code, a Disciplinary Officer reserves the right to dispense dispositions outlined, including but not limited to:

- short-term exclusion from residence as described in [Section II: Administration of Discipline Article 21](#). Such short-term exclusion is an interim order and does not result in and of itself in a disciplinary offence.

# Safety and Security

## In case of emergency

If a student or community member is in immediate danger:

**Call 911** (Montreal emergency services) for an emergency requiring ambulance, fire or police.

## For incidents at Campus1 MTL

**Call Campus1 MTL Services team at 514-264-1773/ 514-248-0115**

## For incidents on McGill campus

**Call McGill Security Services at 514-398-3000**

## Personal Safety Tips

### While Inside Your Unit

- **Always lock your main doors** with the deadbolt locks.
- When answering the door, look through the peephole first to determine who is there. If the person is unknown, talk to them without opening the door.
- If the person says they work for Campus1 MTL please feel free to call the office to confirm it's an employee.
- Do not give or lend your keys/key fob, your ID, or mailbox key to anyone.
- Do not put markings on your key ring to identify your name, address, or phone number. This includes your unit/room number.
- If you are concerned because you have lost your key or because someone you distrust has a key, ask to have your locks changed. You have a statutory right to do so, provided you pay the cost of the lock change in advance. Lost keys/key fobs should be reported immediately to the Campus1 MTL desk staff.
- Do not ask the food delivery drivers to come up to your room. Instead meet them in the lobby.

### While Outside Your Unit

- **Ensure your bedroom door/main door is locked every time you leave your apartment** regardless how long you will be away even if when your roommate is in the apartment and not expected to leave.
- Tell your roommate where you are going and when you will be back.
- When walking at night, please walk with another person.

- Do not prop open emergency doors and residence hall doors that are supposed to be closed.
- **Please only use emergency exits in emergencies;** otherwise, someone could enter from outside undetected.
- Do not go up onto the roof. This is taken very seriously as we don't want anyone to get hurt. If you are caught on the roof, you will be subject to a \$250 fine and discipline under the McGill Student Code of Conduct.

### Around the Community

- **Never leave your belongings unattended** in the dining halls, library, lobbies etc.
- Be aware of your surroundings by getting to know the other residents and reporting any suspicious person(s) to management staff.
- Campus1 MTL does not allow soliciting. Please report those individuals to the office.
- Please remember there is no such thing as a completely safe system. Even the most elaborate of safety precautions are not guarantees against crime. You should always proceed as if such systems do not exist. All systems are subject to mechanical malfunctions, tampering, human error, and personnel absenteeism. Campus1 MTL makes no expressed or implied guaranty of security. The best safety measures you can take are the ones you yourself can perform as a matter of common sense and habit.
- Campus1 MTL is not responsible for any personal damages or thefts. We highly recommend that you obtain renter's insurance.



# Building Care

## ■ Amenities

There are several common areas throughout Campus1 MTL available to residents. Residents are not permitted to remove any furniture or decoration from any amenity space. Some communal area amenities and study rooms may be reserved at the office for a maximum of 3 hours. For bookings, please connect with the management office.

3rd Floor: Study Space  
5th Floor: Video Game Room  
7th Floor: Study Space  
9th Floor: Movie Room  
11th Floor: Study Space  
15th Floor: Inspiration Lounge  
17th Floor: Study Space  
19th Floor: Common Kitchen, Chalet, SkyLounge and Conference Room

## ■ Cleanliness and Trash Removal

Cleaning inside your leased space is your responsibility. All garbage, refuse and other types of waste must be disposed of inside the assigned bins in the garbage room on each floor. No trash or other waste may be disposed of or stored on the grounds of the property, kept by an entrance door/hallway, or placed in improper containers anywhere in the community. Trash should be disposed of promptly and properly. Oversized refuse will require a work order.

If excessive garbage or unsanitary conditions are found during unit inspections (i.e., move out, room transfer, quarterly), you will be notified and given time to rectify the issue. If the issue remains, you will be charged an excessive garbage removal fee.

## ■ Common Kitchen

While you are on a mandatory meal plan, there is a community kitchen on the 19th floor.

Never leave your cooking or baking food unattended. When cooking, residents must abide by all appropriate safety protocols, including but not limited to attending cooking food, using proper ventilation, etc. Please respect the communal kitchen properly labelling and storing all food in the refrigerator, and cleaning up surfaces after use. Items that have decomposed or present themselves biohazardous, have otherwise expired or are left unlabelled will be thrown out.

The storing of personal cooking items in the common kitchens is at your own risk. Campus1 MTL is not responsible for any lost or stolen items, food and or supplies.

## ■ Decorating

Stickers, adhesive tape, nails, screws, or hooks may not be used on floors, walls, woodwork, or doors. Thumbtacks, pushpins, and non-marking adhesive materials are permitted in moderation.

## ■ Equipment Sign Outs

Campus1 MTL has a variety of items available to sign out at the front desk with an approved ID. These include various video game consoles, video games, board games, gym equipment and more. These items are available at first-come first-served basis between 9:00 am to 11:00 pm. Equipment is signed out for a 2-hour period, renewable if another resident isn't waiting. All equipment must be returned to the front desk before 1:00 am.

Residents are responsible for loss or damage (other than wear and tear) for the contents of their sign-out equipment kit. Failure to comply with signed-out guidelines, abuse of equipment or failure to return signed-out equipment will result in immediate loss of equipment sign out privileges and or rectification costs. Campus1 MTL does not accept passports, credit cards or health cards as an approved form of ID for equipment sign out. National identification cards, Drivers licenses, or student cards are accepted.

# Building Care

## ■ Keys/Access Cards & Locks

Always keep your access card/FOB/bedroom key in your possession. If found to be in someone else's possession, they will be confiscated. Residents shall not alter the locking system on any door giving entry to the premises/leased premises, during the term of the lease. In the event Campus1 MTL believes your safety is compromised, a lock change may be completed immediately. It is not permitted to make copies of keys to the premises/leased premises or to lend keys to any other person.

All keys issued at move-in shall be returned to Campus1 MTL upon lease termination: Key Card/FOB, Bedroom Key, Mailbox Key. You will be held responsible for the cost of all replacement keys/cards/FOB including bedroom keys, mailbox keys, laundry cards, and/or access cards. Access cards/FOB/keys should not be altered in anyway (i.e., Please do not punch a hole in the access card).

### LOST OR DAMAGED FEES:

- \$34.49 includes QST/GST for Replacement Fee for Bedroom Key / Mailbox Key / Access Card / FOB
- \$11.50 includes QST/GST for Replacement Fee for Laundry Card / Lunch-to-go Card

### LOCKOUTS:

If you get locked out of their Unit/Bedroom, please see the Front Desk for assistance. A piece of official ID will be required to confirm your identity. The room entry is intended to be a support services and should not be an ongoing concern. Always care for your unit key(s).

## ■ Pest Control & Fumigation

Furniture, furnishings, and personal effects brought to the premises/leased premises are subject to inspection by Campus1 MTL and may require you to fumigate some or all these items.

If you notice a pest issue, you must report it to the office immediately so that we may help to remedy the situation. Residents must also comply with recommendations from the pest control company and prepare for treatments as required. Treatments cannot be refused and you will be responsible for any associated fees. Some pests are attracted to rotting garbage, open food, and unclean environment. We encourage everyone to take care of their living space to avoid unplanned pest habitation.

## ■ Mail Room

The mailboxes are located on the Ground Floor, by the entrance. When oversized mail/packages arrive, Campus1 MTL staff will sign for the item and contact the recipient for pick-up at the front desk. Oversized mail/packages will be stored for five business days before they are sent back.

An email notification will be sent to the resident when courier packages have arrived for them. Courier packages will be processed at the Service Desk in the Lobby.

All mail should be addressed to:

Resident Name  
Unit Number and Bedroom Letter  
420 Sherbrooke Street West  
Montreal QC H3A 1B2

# Building Care

## ■ Wellness Facilities

Students will be able to maintain a healthy and active lifestyle by accessing our wellness facilities:

**Fitness Centre:** Located on the Mezzanine (M) floor, the Fitness Centre is Campus1 MTL's biggest wellness amenity. The Fitness Centre is equipped with strength training and cardio equipment. The Fitness Centre is also home to two other wellness studios and the Basketball Court.

**Cardio Room:** The cardio room is located on the upper floor of the Fitness Centre and is home to our treadmills and elliptical machines.

**Yoga & Fitness Studio:** The Yoga and Fitness studio is also located on the upper floor of the Fitness Centre and is a perfect spot to unwind and meditate. The studio is equipped with mats and mirrors for you to have the perfect yoga or fitness session.

**Basketball Court:** Located next to our weight area on the lower floor of the Fitness Centre, the Half Basketball Court provides an excellent space to exercise and practice your basketball skills. Note that the Campus1 MTL Basketball Court may be subject to opening hours depending on Exam Seasons and volume of use.

Proper attire must be always worn while using the wellness facilities, including the use of closed-toed shoes.

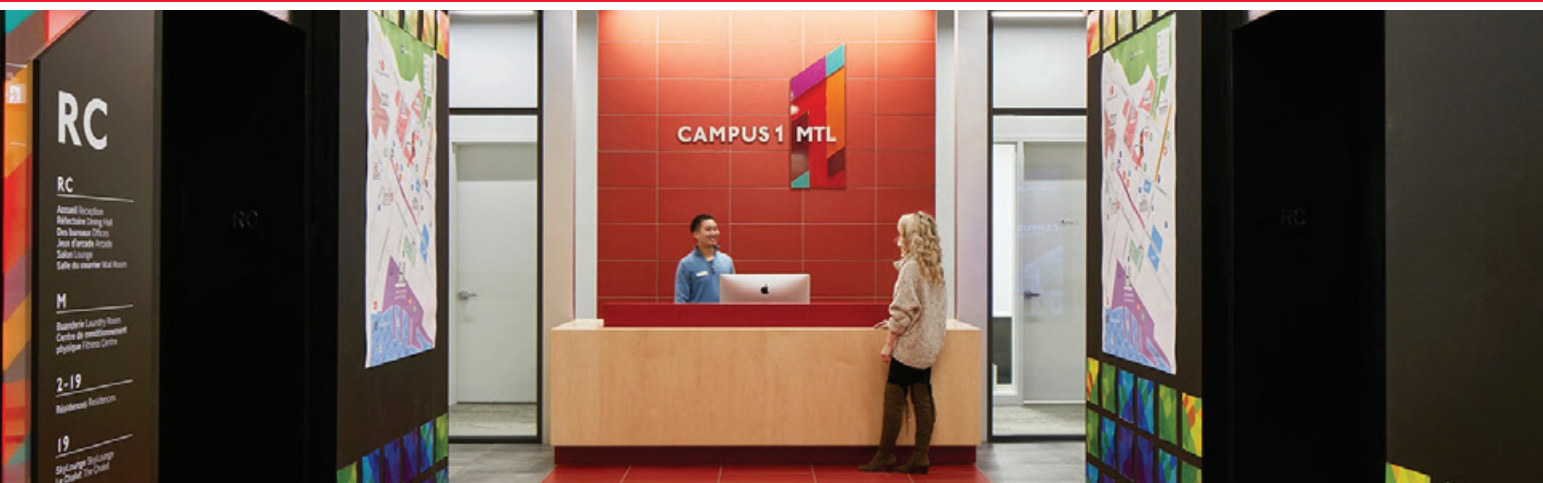
## ■ Work Orders

In the event of needed repair, residents are required to inform the office immediately via phone, visiting the office, or submitting a Work Order on your resident portal online or via the app. Work Orders are completed in priority sequence. Failure to report items in need of repair may result in the resident being held financially responsible for the necessary repairs and/or subsequent damages. After-hours emergency repairs (i.e., leaks) must be reported immediately to the duty staff and/or security. Please note that work orders submitted after 3:00 pm will not be addressed until the next business day.

Except for normal wear and tear, residents are responsible for all repairs/replacements in the premises/leased premises. Residents are responsible for all repairs/replacements in the common areas of the premises/leased premises. Should a resident cause damage to another resident's belongings (knowingly or unknowingly), the perpetrator will be held responsible. Prior to arranging any repairs, you must obtain approval from Campus1 MTL. Repairs will be made by Campus1 MTL or by a Campus1 MTL approved and/or selected tradesperson. When vacating the premises/leased premises, you shall leave it in good, clean condition.



# Maintenance Q&A



## Q: How do I put in a work order request for maintenance?

A: Work Orders can be made directly from our website at [campus1mtl.ca](http://campus1mtl.ca) by scrolling down from the main menu and clicking on "Submit a work order".

## Q: How do I use my thermostat?

A: On the red wall inside your unit, you will find a Honeywell branded thermostat controller from which you can adjust the Heating (in winter) or Cooling (in Summer) by rotating the gear located under the controller.

## Q: How long will it take for my work order to be resolved?

A: We strive to complete within 48 hours yet at times we may require additional parts, supplies, or 3rd party repair personnel.

## Q: How will I know if my work order has been completed?

A: A signed off maintenance report will be left in your unit.

## Q: If I have a maintenance emergency after hours, who do I call?

A: The Community Assistant on Duty at (514) 248-0115 or Security at (514) 264-1773.

## Q: Where do I put my trash? Recycling?

A: Trash goes in the black bins in the Garbage room on every floor. Recycling goes in the green bins located in Garbage room on every floor. Residents should make a work order for oversized refuse.

## Q: What do I do if I lose power to my whole apartment?

A: Contact the Management Office during business hours and the Community Assistant on Duty at (514) 248-0115 after hours.

## Q: What do I do if I lose power to just part of the apartment?

A: Contact the Management Office during business hours and the Community Assistant on Duty at (514) 248-0115 after hours.

## Q: What do I do about insects in the apartment?

A: Contact Campus1 MTL management immediately and place a work order.

## Q: What do I do if my toilet is clogged?

A: We strongly recommend owning your own plunger, which can be purchased at most local stores. If plunging the toilet doesn't work, please make a work order.

# Laundry

Campus1 MTL features a card & app-operated laundry facility, located on the Mezzanine (M) floor. All students share in keeping the laundry facilities clean and operational by following all posted instructions. At move-in, all students are provided with a laundry card. This card can be reloaded with cash, debit, or credit cards at the Mezzanine laundry room. If the card is damage, lost or stolen, you will be responsible for the replacement cost.

Students will also be able to sign-up for our laundry app powered by Coinamatic. This app allows you to pay and reload laundry funds, find an available washer and dryer, and receive notifications once the load cycle has been completed.

## Washing Instructions

1. Check garment tags for specific instructions.
2. Separate clothing by colour and fabric type:  
whites | colours | dark colours
3. Empty all pockets.
4. Load clothes loosely into the washing machine for them to be properly washed . Do not stuff the machine.
  - When washing bulky items (such as jackets or blankets) keep the load small as these items will fill up the washing basin.
5. Add detergent (and bleach and fabric softener if desired in the reserved areas).
  - Only liquid and powder soap can be used in the soap dispenser drawer. Pods are not recommended for the type of machines available in residence and are not to be put in the dispenser. Please refrain from using them.
6. Select your cycle and allow it to complete without opening the machine.
  - The door is locked and opening the door will damage the machine.
  - Removing clothes before the spin cycle is complete will result in clothes dripping with water. These cannot be placed in the dryer this way.
7. After using the machine, leave the lid/front-load door open to help the drum dry quickly.



Using cold water is a more sustainable option and it will also keep your colors looking vibrant.

## Drying instructions

1. Clean lint screen before and after each use.
2. Check garment tags for specific drying instructions.
3. One washer load = one dryer load.
  - Overloading the dryer will prevent clothes from drying properly. Clothes dripping wet with water cannot be put in the dryer. This is an indication that the washer load was too large or the spin cycle did not complete.
4. Do not dry wool, rubber, or plastic items.

Consider drying your clothes on a clothing rack for a more sustainable option. Never hang anything on sprinklers or pipes.



Using the dryer may cause clothing to shrink and will, over time, damage fabrics.

## Laundry etiquette

- Remove clothes from the washer/dryer once cycle is complete.
- Leave the front-load door open to help the drum dry quickly.
- Be gentle when closing the doors of the washer and dryer. Slamming the doors will require equipment repairs.
- Wipe detergent spills.

# Meal Plans



## Campus1 MTL Mandatory Meal Plan

### All You Care to Eat

The [All you Care to Eat Mandatory Meal Plan](#) gives you unlimited access to the Campus1 MTL dining hall, with no restrictions on how often you enter, or what you eat.

The Mandatory Meal Plan applies to all residents living in residence at Campus1 MTL and will be administered and managed by Campus1 MTL, not McGill dining services.

### ■ Fees and Payment

The Mandatory Meal Plan fees are payable in two installments and are **payable directly to Campus1 (ECV Montreal LP)**:

- \$3,000.00 due prior to move-in
- \$3,000.00 due by December 31, 2025



# oneCard Flex Account



## oneCard Flex Account

### Mandatory for students on the All You Care To Eat Meal Plan

This is a declining balance account linked to your McGill ID card that allows you to purchase food and beverages on campus. oneCard Flex dollars are also accepted at the McGill Campus Store.

- The account is automatically activated with \$500 oneCard Flex dollars at move-in (August).
- The charge appears on your Student Fee Account in September.
- Top up anytime via the [oneCard Portal](#).
- Expires on April 30, 2026.
- **Unused funds are nonrefundable and nontransferable.** (Exception: top-up funds are fully refundable.)

### ■ [Where can you use](#) oneCard and oneCard Flex dollars?

- At 15+ on-campus food locations
- At the McGill All You Care To Eat Dining Halls
- At the McGill Campus Store (course materials, McGill merch, books, etc.)
- At Mac Market (Macdonald Campus)

Need to Top Up - add funds on the [oneCard Portal](#)

# Sustainability



We are committed to helping students adopt and develop lifelong sustainable practices through our various sustainability initiatives. Please dispose of your waste on a regular basis to avoid odour or pest issues in your room.

## Quick guide to sorting waste

### Recycling - glass, plastic, metal

#### Glass bottles, jars, & containers

#### Empty hard plastics:

- shampoo bottles
- laundry detergent
- yogurt containers

#### Soft plastics:

- grocery bags
- plastic bags
- bread bags
- plastic wrap/cling film

#### Paper & cardboard :

- Newspapers, flyers & magazines
- Paper
- Envelopes, even with film/plastic windows
- Cardboard boxes (flattened)
- Cardboard tubes, rolls, etc. (paper towel, toilet paper rolls)
- File folders
- Paper bags
- Books

#### Metal and aluminum:

- tin cans & lids
- hangers
- soda/drink cans
- pie tins
- foil

### Garbage

- Any plastic item #6
- Styrofoam
- Paper or plastic items lined with wax (coffee cup & creamer, pastry bags)
- Laminated paper that is soiled with food (take out containers)
- Broken glass
- Plastic straws

### Compost

#### Things you can compost

- Food waste
- Used napkins/paper towels
- Tea bags/coffee grounds
- Unlaminated paper food containers (ex: pizza boxes, paper plates)
- Wooden utensils (chopsticks, stir sticks)
- Compostable plastic labelled #7PLA

#### Do not compost:

- Laminated & waxed paper
- Inorganic material
- Non-compostable plastic
- Liquids
- Chemical products (including paper towel soiled with chemical products)
- Recyclable materials (metal, glass, plastic)





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## Tips to save energy in residence

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### ■ Leaving your room

- Turn off the lights
- Turn down the heat or air conditioner
- Unplug appliances not in use to avoid phantom power

### ■ Doing laundry

- Wash clothes in full loads
- Washing with cold water will save 90% of the washing energy, while preventing your clothes from bleeding colors

### ■ On the go

- Test your fitness: if you're able to, take the stairs instead of the elevator
- Get a Bixi pass (or a bike) for the warmer months!
- STM offers a student deal for unlimited bus and metro with the OPUS card

### ■ In your hall

- Keep windows closed in winter to avoid heat loss
- Take shorter showers

### ■ Studying

- Turn off your computer after you are finished using it
- Avoid buying new textbooks; try to find used or online versions. If you buy a new textbook, sell it when you are done using it
- Opt for digital copies rather than print-outs

### ■ Shopping

- Purchase products with minimal packaging, try bulk purchases
- Bring personal reusable bags when grocery shopping

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## Want to be learn more?

The Office of Sustainability offers amazing short workshops that will cover in more details sustainability topics of interest. Check out their [website](#) and register for one or more courses this semester.



# Contact

**Montreal First Responders: 911**

**Campus 1 MTL Security (24-hours):  
514-264-1773**

**McGill Security: 514-398-3000**

## *Student Housing and Dining Service Centre*

housing.residences@mcgill.ca | 514-398-6368  
3465 Durocher, Montreal, Quebec H2X 2C6

## *Residence Life head office*

residence.life@mcgill.ca | 514-398-2929  
3465 Durocher, Montreal, Quebec H2X 2C6

## *Campus1 MTL*

420 Sherbrooke West, Montreal, Quebec, H3A 1B2  
514-273-7626

**Management Office (514) 273-7626**  
Monday-Friday, 9 AM-5 PM

**Community Assistant On-Duty (514) 248-0115**  
9 PM - 9 AM

**Front Desk : 514-273-7626 ext. 114**  
9 AM- 9 PM

