



MOVE-IN MEMO 2024

LAIRD HALL • ECORESIDENCE

Student Housing and Hospitality Services would like to extend a warm welcome to all residence students! This memo will help you plan your move into Macdonald Campus residences and provide important information about your building.

GETTING READY FOR MOVE-IN

RESERVE YOUR MOVE-IN DAY

[Book a date & time now](#) for move-in on August 17, 2024 from 9h-18h. The form will close on August 12, 2024. There are no early move-ins. You must arrive on the move-in day. For late move-ins, you can come to the Residence Office (Laird Hall 107) between 9h30- 16h30 on weekdays only. We do NOT provide keys outside of these days or hours.

WHAT TO PACK:

[View this list](#) to see which items we suggest you pack. Keep in mind that many items can be purchased here in Montreal upon arrival. Appliances such as microwaves, toasters, electric oven, rice cooker, coffee maker are not permitted in residence rooms.

MCGILL ID CARD- Submit your photo by August 9

Your student ID card gives you access to essential services on campus and in residences.

1. [Submit your photo](#) before **August 9** to Service Point for approval.
2. Once your photo is approved, you will receive a confirmation email. **Please DO NOT make an appointment with Service Point.**
3. Instead, pick up your ID card from the Residence Office in Laird Hall.

CONTACT INFO

RESIDENCE OFFICE :

514-398-7716 | Laird Hall, room 107

The Residence Office is your first point of contact; they are available to assist you and act as a liaison with the various departments of the building.

FOLLOW US ON SOCIAL MEDIA

 [@maccampusresidence](#)

STUDENT HOUSING AND DINING SERVICE CENTRE:

514-398-6368 | housing.residences@mcgill.ca

Hours: 9h00- 16h00

3465 Durocher, Montréal, QC H2X 2C6

For questions regarding residence admissions, hall and room changes, meal plans and off-campus housing.

SAFETY & 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.
- Then, **CALL MCGILL SECURITY SERVICES AT 514-398-7777** who will coordinate with emergency responders.

FOR NON EMERGENCIES :

If you see people in your residence who do not belong there (including people handing out flyers in the hallways), or notice any vandalism, please report it to a staff member as soon as possible.

CALL 514-398-7770 OR VISIT LAIRD HALL ROOM 101; 24 HOURS A DAY, 7 DAYS A WEEK.

ROOM INFORMATION

CLEANING YOUR ROOM/APARTMENT

Cleaning inside your leased space is your responsibility. Areas you should clean regularly are:

- Regular brooming and mopping of floors.
- Dusting of furniture.
- Removal of garbage, recycling and compost into the appropriate bins.

Laird Hall shared bathrooms, kitchens, common rooms and laundry facilities have housekeeping staff who clean these areas regularly. Surfaces must be free of clutter and personal belongings so the staff may clean them properly.

EcoResidence - in addition to the list above you must also clean:

- Bathroom surfaces (sink, toilet, shower).
- Kitchen areas: sink, fridge, stove, counters.

DECORATING

Only non-marking adhesives are permitted for securing decorations. **Pushpins, hooks, nails, duct tape, double sided tape, are not permitted.**

FURNITURE

Your room is fully furnished with:

- **Laird Hall:** twin bed, mattress, desk, chair, mini-fridge, dresser and closet
- **Ecoresidence:** twin bed, mattress, desk, chair, dresser and closet

GRAFFITI

Any graffiti on your room door is your responsibility. You will be given a notice and deadline to remove it. If it is not removed by that date, we will clean and paint the door/frame and you will be charged. No further notice will be issued.

HEATING UNITS

Always close your windows during cold weather if you are leaving for an extended period of time. Any damages caused by leaving your windows open will result in extra fees.

Heating will be turned on after Thanksgiving in October. Please notify the Residence Office if there are problems with the radiator in your room. Before concluding that your unit is in need of repair, make sure it is free of any obstructions that may affect the distribution of air.

For EcoResidence students, please do not surpass 24 degrees in your units.

MINI FRIDGE IN LAIRD HALL

Each room is equipped with a small fridge. Make sure it is working correctly, as you will be held responsible for any damage to the unit during your stay.

Regular defrosting of the freezer can ensure that your fridge works its best!

PEST CONTROL

If you suspect the invasion of any critter, including bed bugs, please report it to the Residence Office immediately. This is **VERY important** as to avoid contamination. A protocol is in place to avoid the spread of the bugs.

- **Used furniture is not permitted to be brought into residences.** Although seemingly in good condition, it may be infested.
- Store food properly and keep any dishes or cups in your room clean.

ROOM KEY

Upon arrival, you will be given residence room key(s).

If keys are lost or misplaced your lock will be changed, which can cost anywhere between \$250 - \$500. If you have roommates, you will also have to pay to replace their keys, at a cost of \$50 each.

Carry your key with you at all times. If you accidentally lock yourself out of your room, either the Residence Office, or the housekeeping staff can help you get in depending on your residence. Outside of office hours, you can go to Security located in Laird Hall. Please note that you will be charged a lock out fee of \$5, payable in cash to the Security Office.

WINDOWS

Always keep your windows closed during the cold winter months to prevent any chance of pipes bursting. Any damage caused by leaving your windows open will result in extra fees.

BUILDING INFORMATION

BATHROOMS IN LAIRD HALL

- Personal items may not be left in the shower or washroom areas.
- **Items found by the cleaning staff will be removed.**

CORRIDORS AND STAIRWELLS

The City of Montreal Fire Prevention department requires that corridors be **free of clutter** at all times for obvious safety reasons. **In winter, please keep all boots inside your room.**

DELIVERIES (FOOD, GROCERY)

To ensure your ongoing safety and security, persons making deliveries (pizza, Uber Eats, groceries, etc.) are not permitted to enter the building past the lobby.

- **Be sure to provide your phone number to the delivery person so they may contact you when they arrive and you can meet them in the lobby.**
- The Residence Office cannot accept food deliveries of any kind on your behalf.

BUILDING INFORMATION

GARBAGE, RECYCLING AND COMPOST

Your room has a black garbage bin and blue recycling bin. These bins are the property of the residence and must remain in the room at the end of the year.

- Please use the bins for indicated materials only.

It is essential that you rinse out all containers, cans, etc. before placing them in recycling.

Please also empty your room garbage on a regular basis to avoid odour or pest issues in your room.

GARBAGE

- **Laird Hall:** Empty your garbage bin in the room beside the bathroom.
- **EcoResidence:** Empty your garbage bin in the blue bins in the north parking lot.

RECYCLING

- **Laird Hall:** Empty your recycling bin in the kitchen
- **EcoResidence:** Empty your recycling bin in the laundry rooms.

COMPOST

You may ask the Residence Office for compost bins for you to directly dispose of your organic food waste. You are responsible for emptying them on a regular basis to avoid odour and pest issues

- **Laird Hall:** Tie up your compost bag and place it in the brown bins outside the building.
- **EcoResidence:** Tie up your compost bag and place it in the brown bins in the parking lots.

KITCHEN

The kitchen is for everyone's use, so please be considerate towards your fellow students.

- Keep the kitchen clean after each use.
- Remove your Tupperware, dishes and leftover food from the kitchen after each use.
- Do not leave food or dirty dishes in the cupboards in order to avoid pest problems.
- All electrical appliances (i.e. toasters, blenders, etc.) must be used in the kitchen areas only.

LAUNDRY ROOMS

Located on all floors in Laird Hall, except floor 5

Two laundry rooms at the Ecoresidence

- **The use of washers and dryers in the residence buildings are available 24/7 at no additional charge.**
- **Do not put laundry pods in the dispenser drawer meant for liquid detergent; this can damage the machine.** Please read the laundry instructions carefully.
- Do not overstuff the machines.

MAIL & PACKAGES

The address for all buildings on Macdonald Campus are the same. The Laird Hall Post Office accepts residence packages.

Your postal address while living in residence is:

YOUR NAME & ROOM NUMBER
YOUR HALL: Laird Hall /Ecoresidence
21111 Lakeshore Drive
Sainte-Anne-de-Bellevue, Quebec
H9X3V9

- If the **name and room number** are not clearly indicated on the item it may be returned to sender.
- You will be notified by email when you receive a package. There is also a post office (Uniprix) in the city of Sainte-Anne-de-Bellevue for Canada Post parcels.
- For letter mail, each student has a file in the Residence Office. Please come to the office if you are expecting letters, as we cannot email everyone.

QUIET ROOM

- The quiet room is located in room 182, use this space as a place of reflection, meditation, and calmness.

REPAIRS

- Fill out the [Maintenance Repair Request](#) to report repairs in your room or building.
- If you require assistance filling out the form please see the Residence Office.
- **In the event of a building maintenance emergency** such as a toilet flooding or broken windows, **please contact the Residence Office or McGill Security at 514-398-7770.**

TRADES & HOUSEKEEPING STAFF

- The Housekeeping staff work diligently to ensure spaces are cleaned and sanitized to the highest possible standard including frequent sanitation of high traffic areas.

Macdonald Campus has full-time Trades staff on duty Monday through Friday and Housekeeping services are provided five days a week. If there is a problem in your room, common room, or **if you see something that needs fixing in the corridors, please report it on the [Maintenance Repair Request form](#).**

