

OLSON HERITAGE FARMHOUSE HOUSING MANUAL

Revised August 2023

**WSU Mount Vernon NWREC
16650 State Route 536
Mount Vernon, WA 98273
360-848-6120**

Your signature on the Rental Agreement indicates your intention to abide by the terms specified in that Agreement and to follow the guidelines included in this manual. Refer to the rental agreement for legal obligations.

Olson Heritage Farmhouse History

The Olson Heritage Farmhouse Olson House (referred to hereafter as the Olson House) has a special history. Originally built in 1913 by Anders Olof (Andrew) and Maria Olson, at a cost of \$2,000, the house and surrounding eight acres were purchased by the Skagit County Farm Bureau in 1999 as part of the "Land Security" project to ensure the future of research at our center. That year, Mr. Allan Osberg (Seattle), Olson's grandson, donated \$100,000 to *Skagitonians to Preserve Farmland* to renovate the house in memory of his grandparents. Congressional appropriation of HUD funds obtained with assistance from Senator Patty Murray's office in fiscal year 2000 allowed the property to be transferred to WSU in 2003. The farmhouse was remodeled to university standards for use as WSU graduate student and visiting scientist housing and officially opened in 2004.

CHECK-IN PROCEDURES

Notify the administration office as soon as possible but no later than 3 days in advance of your arrival and provide us your day and time of arrival. We will arrange for a WSU maintenance staff (during business hours) or the Olson House Liaison (after business hours) to meet you at the Olson House with your keys and to show you your room.

CHECK-OUT PROCEDURES

You must schedule a check-out appointment at least 3 days in advance of your departure by calling the front office (360-848-6120). Appointments are scheduled between 8:30 a.m. and 3:30 p.m. Monday – Friday.

Rooms and general use areas must be cleaned according to the procedures outlined in this manual. All trash and personal property must be removed. You will be assessed any costs incurred by WSU Mount Vernon NWREC for cleaning and removing personal property after you vacate the house. Damage and cleaning charges will be deducted from your damage deposit.

All keys must be returned to the maintenance office or administrative office during office hours. The costs for lost keys and re-keying will be billed to you.

When you depart, be sure to notify our administrative office of your forwarding address so that any mail or refunds due can be mailed to you.

You are responsible for contacting TV cable companies to discontinue any services you ordered, for making final payments of any associated bills.

Discontinue U.S. Postal service deliveries of your personal mail.

SECTION 1

INFORMATION & GUIDELINES

BATHROOM

Residents are to supply their own hand soap, personal toiletries, and cleaning supplies.

Toilets, sinks, and tubs should be cleaned regularly to prevent buildup of yellow rings. Use warm water, a liquid detergent, and scouring pads made of nylon, saran, or polyethylene (not containing abrasives). Wipe down the shower after each use as a courtesy to others. Shower curtains should be cleaned or replaced as needed by residents on a rotating basis.

Do not pour grease or caustic chemicals down drains or allow hair or other refuse to clog the sink or shower. Garbage, paper, or rags placed in the toilet bowl will cause stoppage of sewer lines under the building and sewage water to back up throughout the building. Do not flush personal hygiene items down the toilet as this will clog the sewer lines and/or damage the system. If it is necessary to provide service because of your negligence, misuse, or improper care of facilities, you must bear the cost. This includes clogged toilets and drains.

CARPET AND FLOOR CARE

Remove muddy shoes, boots, etc. at the door so as not to track dirt and mud through the house. Carpets should be vacuumed once weekly, or more often depending on spillage and the amount of soil carried in. The vacuuming should be done by residents on a rotating basis. WSU Mount Vernon NWREC provides a vacuum cleaner, and it is kept in the hall closet.

Spillage should be cleaned up immediately to prevent staining. Water should not be allowed to stand on either carpets or vinyl floors. This will damage the floor covering, and repair costs will be charged to the residents. The vinyl floor should be cleaned and mopped regularly, but does not require waxing. Do not use acrylic floor finishers and waxes containing solvents, as improper use of these products causes serious maintenance problems.

CLEANING

You are responsible for cleaning up after yourself. This includes your bedroom, bathroom, and all shared common spaces. Residents generally take turns cleaning shared spaces, however, you must pick-up after yourself after each use.

NWREC staff will inspect the house 3 times per year for cleanliness and damage: end of Spring, Summer and Fall semesters. Staff will provide a 2-week notice prior to inspection.

ENTERING/EXITING THE OLSON HOUSE DRIVEWAY

Please exercise extreme caution when entering or leaving the highway (State Route 536). Often there is high traffic volume at high speeds. Left turns, especially, into the Center/Olson House can be dangerous (watch your rear-view mirror)!

FAMILIES AND CHILDREN

Families and children are not allowed to reside in the Olson House.

FURNISHINGS

All items in the Olson House are WSU property, and are not to be removed without permission from the director.

The surface of upholstered furnishings and under cushions should be vacuumed by residents on a rotating basis whenever dusty or soiled. Tables, desks, and chairs should be washed down if badly soiled, sticky, etc., in addition to regular dusting and wiping by residents on a rotating basis. Residents requiring additional furnishing items must provide their own.

GARBAGE AND RECYCLING COLLECTION

Garbage and recycling collection from outside the Olson House is included in the rental charge. Empty all interior garbage cans and recycling bins into the outdoor garbage and recycling cans. The outdoor cans will be collected weekly by maintenance personnel on Tuesday, after 12:00 noon. It is the responsibility of Olson House residents to break down any boxes and place in recycling.

GATHERINGS

People holding gatherings must follow these procedures:

- (1) All residents must agree to hosting the gathering and accept responsibility in the case of accidents or mishaps.
- (2) Any unusual incident that may occur, such as personal injury, severe illness, fighting, etc., must be reported to the WSU Mount Vernon NWREC Director in writing by persons hosting the function. Time, situation, circumstances, names and addresses of persons involved must be included in the report.
- (3) Any damages or clean-up charges will be charged to the host of the gathering.

If alcohol is to be served or allowed, note these additional guidelines:

- (1) The host is responsible for ensuring that alcohol is not made available to minors and that minors do not consume alcohol.
- (2) Individuals at the function as well as the host will be held responsible for their actions.

GUESTS OF RESIDENTS

Only people who have leased a room are allowed to use the Olson House. Residents must request permission from the director and provide written confirmation that other residents approve before inviting a guest to stay. Guests must follow all rules governing use of the Olson House.

HEAT

State and University policy mandates that all state buildings be supplied with heat up to 72 F. Maintenance personnel will not respond to calls to increase winter heating levels above that temperature. Requests for additional heat under special circumstances (such as illness) will be considered when possible. Maintenance personnel will do everything possible to obtain the maximum comfort temperature as long as you keep windows and doors closed.

HOURS OF ADMINISTRATIVE OFFICE

The WSU Mount Vernon NWREC administrative office is open 8:00 a.m. till 5:00 p.m., Monday to Friday.

INSURANCE ON PERSONAL POSSESSIONS

We recommend that you obtain "Renter's Insurance" covering your personal possessions from damage due to fire, water, burglary, vandalism, theft, or other causes, as WSU Mount Vernon NWREC shall not be liable for any such loss or damage.

INTERNET ACCESS

Residents may access the WIFI just as they would on the main WSU Mount Vernon NWREC campus. If you experience problems with setting up WIFI on your computer please contact CAHNRS IT (cit.support@wsu.edu).

KEYS (LOST/MISPLACED)

In order to ensure a high degree of security, the locks on the outside doors and your room door will be changed if you report your key lost or stolen. You will be issued a temporary replacement key until your lock is changed. The charge for replacement keys and a lock change is \$200.

If keys are just misplaced and you need to be let into your room, call Dan Gorton 360-770-9613 and he will provide you the code for the lock box at the Olson House front entrance where a set of extra keys is kept. The lock box code will be reset after each use to maintain resident privacy and security. There will be no charge for the first time, second time charge is \$50, and cost will be increased \$50 for each additional request from the same resident.

KITCHEN USE

Each bedroom has an assigned kitchen cupboard space and refrigerator space for food storage and cooking items. You may want to label your items since the kitchen is a shared space with the other residents. You are responsible for removing all personal food and kitchen items when you leave the Olson House.

Residents must coordinate with one another on use of the kitchen. Cooking is allowed in the kitchen only; no cooking or cooking appliances are allowed in the bedrooms.

Clean up after each use: make sure cupboards, table, and stove are wiped clean. Wash dishes, pans, silverware, etc., and put back in their proper place after each use. Make sure that any dishes, glasses, etc. taken to the living room, bedroom or bathroom, are returned to the kitchen and washed. **If you continually do not clean up after yourself, you may be asked to move out.**

Do not place hot cooking utensils onto the counter tops and do not use the counter tops as cutting surfaces. You will be charged for any damage caused by misuse.

There is no garbage disposal in the sink. Do not let food scraps or other waste go down the sink drain. Do not pour cooking oil, grease, or caustic chemicals down the drain. These will clog the plumbing and will require repairs, which will be charged to the residents.

Wipe the range top with a damp cloth and a mild detergent after each use. Clean the oven if any boil-over occurs during baking by using a nylon pad and detergent once the oven has cooled.

Refrigerator space is assigned to residents of each bedroom. Remove old or spoiled food items so as to prevent unhealthy smells and situations. Frost accumulates on the freezer compartment and should be removed when it becomes 1/4 to 1/2 inch thick. **Do not use a sharp-pointed or sharp-edged instrument, since this may damage the freezer liner**, and you will be charged the cost of replacement. Freezers may be defrosted by turning the temperature control to defrost, removing all food items from the refrigerator and freezer compartments and either allowing the unit to sit overnight or placing pans of hot water in the freezer to hasten the defrost process. Once the frost has melted into the chiller tray, dump the water and clean the tray. Wipe down the inside and outside of the freezer and refrigerator with hot soapy water.

LAUNDRY FACILITIES

A laundry room is provided. The laundry room is open between 8:00 am and 9:00 pm only. **Do not use the washer and dryer during the night because the noise may disturb others.** Residents are expected to provide their own laundry supplies. Residents are required to clean out the dryer lint trap after each use.

Please report mechanical problems to Dan Gorton (360-770-9613, dgorton@wsu.edu). Place a sign on the machine indicating that the machine is out of order and has been reported. Laundry facilities are only for the residents of the Olson House.

LAWNS AND GROUNDS

WSU Mount Vernon NWREC maintenance personnel maintain the lawn and grounds. Do not use the grounds in such a way as to damage them. Motor vehicle owners must refrain from driving vehicles on lawns and planted areas. No motor vehicles, including motorcycles and mopeds, will be permitted to park on the planted areas of university property. Please advise any moving van and delivery truck drivers not to drive their trucks on the sidewalks and lawns. If a van damages the sidewalks or lawns, please advise the administrative office of the name of the van line and date of the occurrence so that corrective action can be taken against the company or movers; otherwise, the resident who made the arrangements will be charged.

LINENS

When you arrive, there will be a set of sheets, blanket, cover, pillow, and towels in your room. All items except the pillow must be returned within the first month. Contact Dan Gorton (360-770-9613, dgorton@wsu.edu) to arrange for them to be picked up. Residents will provide their own bedding and towels thereafter.

LIGHTING

Notify Dan Gorton (360-770-9613, dgorton@wsu.edu) if light bulbs inside the Olson House need to be replaced. Outside lighting enhances personal safety; report inoperative outside lighting to Dan Gorton.

MAIL SERVICE

The Mount Vernon Post Office delivers mail to WSU Mount Vernon NWREC at 16650 State Route 536. Please initiate/discontinue your mail service at your arrival/departure.

MAINTENANCE

If your bedroom requires maintenance, call or email Dan Gorton (360-770-9613, dgorton@wsu.edu). You will be charged for any repairs that are made due to your neglect or failure to follow directions or exercise normal care. If there is an emergency maintenance issue after normal business hours, call Dan Gorton (cell 360-770-9613). Utilize this service **only in case of emergency**.

NOISE

Residents can expect to hear normal noise from people walking and perhaps television, radio, stereo or laundry between the hours of 7:00 a.m. and 9:00 p.m. Residents are encouraged to monitor both their own level of noise and the time of day when creating noise.

If you experience what you consider to be unreasonable noise from another resident, please talk to them personally. If the noise problem continues, you may wish to ask the center Director to help. The Director will assess the noise issue and speak to the residents to resolve the situation.

Noise problems of an unresolved or severe nature may result in the termination of the rental agreement.

PARKING

There is parking space at the house for one car per resident. Space may be available for a second car or small trailer upon request. **Any vehicle parked on the premises must be operable and have valid, current license plates. "Operable" means the vehicle must have air in the tires and have all major components intact and working, including the windows and windshield.** Vehicles may not be used to store items that are not allowed in university housing. Failure to obey any of the preceding will result in the towing of the vehicle at the expense of the vehicle owner or operator.

You may not store gasoline-powered vehicles in the house. There will be a \$50 charge for removal for violating this regulation. If a second violation occurs, you may be asked to move out.

PEST CONTROL

If a pest issue occurs in the Olson House, a date will be scheduled for treatment and residents will be notified in advance. WSU reserves the right to treat your bedroom if staff has determined that a problem requiring treatment exists. You must prepare your bedroom for the scheduled treatment. If a pest issue occurs in your bedroom due to your negligence or actions, the cost of the treatment will be charged to you.

PESTICIDES

Herbicides are applied once or twice a year to areas around the Olson House. Residents will be notified the day prior to and the day of the application. Baited traps for rodent control are placed outside the Olson House and are maintained by a contract pest control company. Do not touch traps.

WSU Mount Vernon NWREC is a working farm where pesticides are commonly applied. All experimental field trial plots will be posted when pesticides are applied, and an email notification will be sent to all NWREC

personnel the day prior to and the day of the pesticide application. Pay particular attention to notification regarding the two fields adjacent to the Olson House: Olson E and Olson W. All pesticide applications made on the farm are noted on a map in the south hall of the main building. Copies of Material Safety Data Sheets for all pesticides used on the farm are stored in a filing cabinet in the headhouse of the new greenhouse, building 4016 Room 101G.

PETS

No animal, bird, or reptile will be kept, fed, or harbored on or about the premises. Failure to follow this policy will result in a \$50 fee for the first violation. In addition, residents found to have a pet in the house will be given notice to remove the pet and provide evidence of removal within a 24-hr period, or vacate the premises in accordance with the rental agreement. Second violations of this policy will result in cancellation of your rental agreement and your eviction from the Olson House.

PLUMBING

Do not place any materials other than body waste and toilet paper into toilets. Do not let food scraps or other waste go down the kitchen sink drain. Do not pour cooking oil, grease, or caustic chemicals down any drains. The resident must pay for costs of opening and repairing plumbing and other repairs that arise due to clogging or stoppage by any material, substance or object placed in the plumbing.

PLUMBING WINTER FREEZING

Do not turn the heat off during the winter. Sufficient heat must be maintained through the night and during periods of absence to prevent the interior temperature from dropping below 55°F. During winter months, it may be helpful to **leave open the door of all bathrooms** and open all cupboard doors under the sink so heat can circulate around the pipes. If pipes freeze due to your negligence, the necessary thawing and repair costs will be charged to you.

RENT PAYMENTS

Rent payments are made to the administrative office at WSU Mount Vernon NWREC. Make checks payable to Washington State University. **Each month's rent is due by the end of the previous month, that is, November's rent is due the end of October.** If rent is not received by *midnight on the 10th of the month*, delinquent accounts will be charged a late penalty of ten percent (10%) for each month for which delinquency occurs, unless advance arrangements have been made with the administrative office. Overdue accounts may be subject to interest charges on the outstanding balance. You will be charged an additional ten percent (10%) handling fee if your check is returned because of insufficient funds. Rent will be charged for a full month when partial month occupancy occurs.

RENTAL AGREEMENT

Rental Agreements and rents commence on the month specified in the agreement. **Your signature on the Rental Agreement indicates your intention to abide by the terms specified in that Agreement and in this manual. Refer to the rental agreement for legal obligations.**

SAFETY INFORMATION

Safety regulations are based upon common causes of fires in residential structures. They provide you with information to make you and the house fire-safe. If you have questions on fire prevention or fire survival, please contact the Mount Vernon Fire Department at **360-336-6277**.

- 1) Portable space heaters are NOT permitted.
- 2) Heat producing appliances such as lamps, grow lights, or sun lamps, should not be operated in confined spaces or in close proximity to combustible material.
- 3) Electric cooking equipment such as hot plates, coffeepots and electric kettles must be placed on a non-combustible surface and may only be used in the kitchen area of the Olson House.
- 4) Do not burn candles near combustible material. Do not leave candles unattended.

- 5) All exits, hallways, doorways, stairways, landings, and walkways must be kept free of obstructions or impediments to allow quick exit at all times. WSU Mount Vernon NWREC reserves the right to remove items that create a hazard.
- 6) Bedrooms must be kept free from accumulation of rubbish and unwanted items.
- 7) Keep areas near electrical baseboard heaters clear of combustible materials at all times.
- 8) Kitchen stove vent hood, filter, ovens, and stove top must be cleaned regularly by residents and kept free of grease buildup.
- 9) Keep electrical cords in good condition.
- 10) Extension cords must be no less than 16 gauge. Extension cords used with grounded electrical systems must have three-wire, three-prong, ground protection.
- 11) Do not use extension cords as a substitute for fixed wiring. Do not run extension cords through walls, ceilings, floors, doorways, or windows. Extension cords should not be compressed, coiled, or constitute a tripping hazard.
- 12) Multiple outlet devices that plug directly into outlets are not permitted. Surge protectors that plug directly into outlets are allowed.
- 13) Electrical wires or fixtures must not be altered or modified.
- 14) Electrical faceplates must be replaced if damaged or missing.
- 15) Electrical breaker or fuse panels must be readily accessible and clearly marked. If they are not marked, notify Dan Gorton (360-770-9613, dgorton@wsu.edu).
- 16) Holiday decorations must be fireproof or non-combustible.
- 17) The fireplace has been reconstructed to serve as a place for an entertainment unit.

SECURITY

Always keep the outside doors locked. Leave your bedroom door locked when you are absent.

SMOKE DETECTORS

A smoke detector is installed in common rooms and each bedroom of the Olson House as an early warning fire detection device. State law requires a periodic check of the detector to ensure that it is working properly. Maintenance personnel change the batteries when necessary (usually once a year). If a smoke detector is beeping, please notify Dan Gorton (360-770-9613, dgorton@wsu.edu).

If the detector malfunctions for some reason other than a bad battery, please notify Dan Gorton. If you tamper with the smoke detector or remove the battery without notifying WSU Mount Vernon NWREC, you will be charged for repair and/or replacement of battery.

SMOKE-FREE POLICY

The Olson House, consistent with WSU and CAHNRS policy, is a tobacco, nicotine and marijuana-Free property. The WSU Pullman campus and its noncontiguous properties became tobacco-free through a student-led health initiative (WAC 504-38). The safety and health of our students, employees, and visitors are paramount. For more information, visit operations.cahnrs.wsu.edu/tobacco-free-properties.

Burning of incense is also not permitted inside the Olson House.

SNOW AND ICE

You are responsible for removing snow and ice from the steps to assure safety. A snow shovel is made available by WSU NWREC, placed by the outdoor trash cans. Residents will move cars from parking areas upon request if needed for snow removal by WSU NWREC staff. There will be a designated period of time for snow removal on the access road if ever necessary.

SOCIAL SERVICES AVAILABLE ON THE MAIN CAMPUS IN PULLMAN

Alternatives to Violence

Business hours: 509-332-0552; Crisis/Emergency: 509-332-4357

Alternatives to Violence (ATV) serves victims of sexual assault and domestic violence in Whitman and Latah Counties. Advocates are available 24 hours a day to help victims. Services are confidential and free.

Crisis Line

When you need to talk, call (509-332-1505). The crisis line offers 24-hours crisis service for callers who need to talk as well as a consultation and referral service that connects callers with appropriate university and community agencies.

Counseling Services

Counseling Services (509-335-4511) offers students the opportunity to explore many areas of concern -- personal, social, educational, substance abuse -- with a professional counselor. A variety of personal growth opportunities are available; these include counseling and support groups, psychological testing, and presentations and workshops that address academic, interpersonal and social issues. Crisis consultation is available on a 24-hour basis. The counseling process is confidential.

Office of University Ombudsman

The University Ombudsman (509-335-1195) is an independent, impartial observer appointed to help resolve problems that may arise in a large, bureaucratic organization like the University. Students, staff, or faculty members may contact the Ombudsman's Office for confidential assistance with a problem or a grievance, or with suggestions about how to make WSU procedures more equitable and sensitive to individual needs. The Ombudsman's Office is especially helpful with problems that have not been resolved through normal channels. The Ombudsman does not replace University appeal procedures but functions as a source of information and help concerning rules, regulations, and procedures of the University.

Re-Entry Program

The Re-Entry Program (509-335-1464) assists students who have been away from an educational setting by providing information, referrals, and other assistance. Our goal is to help students meet the challenge of their multiple roles of student, spouse, parent, employee, etc.

SOCIAL SERVICES AVAILABLE LOCALLY

Care Crisis Response Services	1-800-584-3578
Domestic Violence Hotline	1-800-562-6025
Suicide Prevention	1-800-584-3578

STORAGE AREAS

Personal belongings may not be stored next to buildings, on lawns, or in hallways or stairwells. Storage space is available in the Olson Barn milk-room. The milk-room is not temperature controlled so store items in this area as appropriate. **Students should not store research items in their bedroom, common areas, or the milk-room – these belong in the NWREC research facility.**

TELEPHONE

A WSU land-line phone is provided for emergency local calls only; phone is located next to desk in dining room, number is 360-848-6144. This phone uses the WSU dialing system: 7 + 10 digit number, or 7 + 911. All residents should obtain a personal cell phone for personal as well as work use.

WALLS

Residents are not permitted to paint their rooms. Painting is done by maintenance staff, on a scheduled basis. If walls are dirty, wash with mild detergent and a sponge. Do not use strong household cleaners or abrasives on painted surfaces. If you feel that the walls merit attention, please call or email Dan Gorton (360-770-9613, dgorton@wsu.edu).

Do not attach shelving, equipment or any item to walls, ceiling or floor. This is to avoid damage to the structure and appearance of rooms. Do not use tape to fasten pictures to the walls. Picture hooks, small nails and adhesive picture hanging strips may be used, but should be left in place when you move.

WATER BEDS

Water beds are not allowed at the Olson House.

WINDOWS AND DOORS

Wash windows with a mild window cleaning solution. If draperies become soiled, residents are responsible for cleaning or replacing.

Broken windows will be replaced and the charge will be assessed against the occupants of the bedroom in which the window was repaired. The only exceptions are breakage due to natural causes such as storms or earthquakes.

SECTION II

OLSON HOUSE LIAISON ROLE AND DUTIES

The Liaison serves as the conduit for information from the Olson House residents to WSU Mount Vernon NWREC personnel. All issues must be reported by the liaison in a timely manner and communicated clearly so as to enable appropriate action.

The primary person to contact for all issues unless noted within this manual is Dan Gorton.

Reporting during business hours: call cell phone 360-770-9613 or email dgorton@wsu.edu

Reporting after business hours: call cell phone 360-770-9613 – **do not text or email**

The Liaison will:

1. Monitor functionality of appliances and utilities in the house and inform Dan Gorton if there are any issues.
2. Be notified by Olson House residents if there is any issue in their bedroom and liaison will inform Dan Gorton.
3. For building emergency, liaison will contact Dan Gorton.
4. For health emergency or fire, resident or liaison will contact 911.
5. Have meeting with all Olson House residents together once per month or as needed to discuss household duties and any other issues that need attention.
6. Inform the WSU Mount Vernon NWREC Director if household duties are not being followed by a resident or if there are any issues among the Olson House residents that cannot be resolved by the residents.
7. Inform the WSU Mount Vernon NWREC Director if there are questions regarding the content of this manual.

SECTION III

OLSON HOUSE RESERVATIONS AND WAIT LIST POLICY

The purpose of the Olson House is to provide *need-based* and *transitional* housing options for Graduate Students. Visiting Scientists or Post-Doctorates may be accommodated if space is available but would be first to be asked to move out if a new student requests space. In recent years, Olson House occupancy has been 100% with multiple individuals on a waiting list.

1. The priority purpose of the Olson House is to address *need-based* housing, particularly during the initial transition of a student coming to work and study at WSU Mount Vernon NWREC. The policy and procedures for occupancy and reservations will be implemented with that intent in mind. The goal is to provide as equitable benefit as possible to the WSU Mount Vernon NWREC graduate student community.
2. Students are placed on a “wait list” by request of the PI or the student, and are given space when available on a first-come first-serve order. A position may be requested on the wait list as soon as the PI has identified a graduate student, and the position may be held if a different student is selected for the position. For example, if there is a hold on the waitlist and the expected student does not come but is then replaced by another student, the hold remains on the waitlist.
3. Students can stay in the Olson House for up to 1 year and then may be asked to move out if there is a request for a room and the house is full. The student who has been in the house the longest will be asked to move out. The student being asked to move out will be informed as soon as a new student has requested a room and at least 2 months in advance. Students may request the status of the wait list at any time from the front office. Thus, students should consider the Olson House a 1-year *transitional* living arrangement and should be aware they may need to find another housing option any time after their 1-year stay.
4. Students will be assigned to rooms by the WSU Mount Vernon NWREC Director consistent with the objective of need-based and transitional housing. This is to ensure appropriate accommodation of tenants.
5. Given the critical objective of need-based and transitional housing, whenever there is a conflict with the student housing, the issue will be presented to the faculty for a majority vote for resolving the conflict. If the conflict remains unresolved, it will be addressed by the WSU Mount Vernon NWREC Director.
6. There is a 3-working day window between the departure of a resident and the occupancy by a new resident to provide time for cleaning, maintenance, and repairs.