

**Welcome to Ashdown House!**  
**Ashdown's mailing address is:**  
**235 Albany St.**  
**Cambridge, MA 02139**

**Building Access / Security**

You must use your MIT ID card for building access. If you already have an MIT ID card, you must have the House Manager, Denise Lanfranchi, activate the card for you. Her office is located in the main corridor as you enter the building from the lobby. You can also email her ([dlan \[at\] mit.edu](mailto:dlan[at]mit.edu)) your full name and the card number and she will be able to activate it with this information as well. **DO NOT** hole-punch any MIT ID (you can ruin the chip inside and de-activate the card).

**Security:** Ashdown House takes the security of the building and the safety of its residents/employees very seriously. You play an important role in this regard, please be mindful when entering any door or gate of Ashdown, that you do not allow anyone else to piggyback your entry. This is how non-residents most easily gain entry and violate the building's security.

**Obtaining Your MIT ID Card**

Domestic Students: Card Office (ph. 617-253-3475) is located in the Stratton Student Center, 84 Massachusetts Ave (Bldg W20- Room 021). Directions: Walk up Albany St, at traffic light, take a right onto Massachusetts Ave, the student center is across from the building with the big, white pillars. **Hours:** M-F, 8:30am-4:30pm

International Students: You will have to go to the International Students office (ph. 617-253-3795). They will sign you up for an orientation meeting where you will get the necessary information. That office is located at 77 Massachusetts Ave, Bldg 5, Room 133. If you will have to wait an extended period of time to obtain your MIT ID, you can speak with the House Manager, Denise Lanfranchi, about receiving a temporary ID (see Building Access for location of her office). There is no problem with access as a desk worker will be able to allow you access as well. **DO NOT** hole-punch any MIT ID (you can ruin the chip inside and de-activate the card).

**Front Desk Coverage**

A desk worker is on-duty 7 days a week, 8am-midnight. **You must return and/or borrow items from the desk during those hours only.** After that time, a security guard covers the desk. The only time there may be nobody at the desk is when the security guard is doing her/his rounds of the building which can take 1-1.5 hours. If you find you are waiting longer than 1.5 hrs, you may call Facilities from the phone in the foyer of Ashdown (mounted to the white pole) at x31500 and they will be able to help you.

### **Locking Room**

The apartment doors are locked using a “button” on the inside of the door handle. You depress the button and turn to the right. This will ensure your door will be locked as you leave the room (or for when you are in the room and want the door locked). \*\*Test the door, from the outside, to make certain you have locked it properly (\*\*have your key with you!).

### **Borrowing Items from Front Desk**

The Ashdown website lists items available for check-out and also indicates if one is already checked-out. Ashdown’s website: <http://scripts.mit.edu/~ashdown/>

- Movies and Clothes Drying Racks must be returned within 48 hours. ***Please Note:*** With the drying racks, you will receive an email after 24 hours, but please disregard until 48 hours have transpired.
- Games and Sports Equipment are to be returned within 24 hours (ideally when done use).
- Vacuums and Moving Carts are to be returned immediately when done using. Vacuums should be cleaned/emptied of debris after every use.
- There are cots available at the front desk as well. We have the following options:
  - Cot (Roll-away with Mattress)- Cots are \$3.00 for the first night and \$1.00 for each subsequent night. The resident must pay cash (exact amount is ideal) for the cot at time of rental. The resident is responsible to return the bed the morning after done with use. If linens were provided, they must be pulled from the bed and placed on top when the bed is returned to the front desk.
  - Army-Type Cot- Canvas cots are available at no charge.
  - Air-Mattress- Available at no charge.

### **Mail**

Incoming Mail- Your room key will open your mailbox. Your mailbox number is your room number (including alpha if applicable). For items too large to fit in your mailbox, please see “Packages”.

Outgoing Mail- There is USPS mail pick-up Mon-Sat (time is variable). There is a drop-off in the lobby of Ashdown. Residents can also leave packages to be picked up at the desk for either return/send. The package would have to be ready for mailing (labeled) or you would have had to arrange for pick up (where the company picking up is bringing the label to Ashdown). The companies that come to Ashdown are: UPS, FedEx Ground, FedEx Express, DHL, and USPS. We cannot say your package will be picked up the same day as every carrier does not come every day.

Interoffice Mail- There is a drop-off for interoffice (on-campus) mail in the lobby of Ashdown.

**Packages** (anything too large to fit in your mailbox)

If you receive something too large for your mailbox, you will find a Package Notification Slip in your mailbox. You must present this to the front desk in order to retrieve your package(s). Please take note of the date the slip was written as you must find that date in the red binder, then find your name and sign to the right indicating you picked it up.

**Guest Policy**

Residents are responsible to maintain their own guest list on-line by going to the Ashdown website, under "View My Info". A resident can add up to 5 guests at one time. Each guest's name is automatically deleted after 30 days from date of entry. *Please let your guest know to carry a picture ID so the front desk can confirm their identity.*

If a visitor is NOT on the guest list, the resident **MUST** come to the lobby and escort the visitor into the building.

*No person will be allowed entry into the building without either being on the guest list (w/picture ID available) or with an escort by a resident.*

**Parking Permit**

The MIT Parking office (ph. 617-258-6510) is located in the Stratton Student Center, 84 Massachusetts Ave, Bldg W20, room 022 in the basement. You need an MIT sticker in order to do so, but Ashdown residents park at the Sidney-Pacific dorm's lot (entry is on Sidney St.).

**Issue/Problem with Room**

During regular work hours (Weekdays M-F), if you have a problem with your room (meaning a light is out, problem with the toilet, garbage disposal,...etc), you must complete an on-line form to request the help of the House Mechanic. The link is:

[http://web.mit.edu/sapweb/PS1/facilities\\_home.shtml](http://web.mit.edu/sapweb/PS1/facilities_home.shtml)

- 1) Select "Residence Halls"
- 2) Complete Form \*\*\*Enter "**Ashdown**" as your location, not NW35\*\*\*
- 3) Select "Submit"

If you have an emergency issue during off-hours (Evenings/Night/Weekends), please call Facilities at "FIXIT" 617-253-4948 or 617-253-1500 (or x31500 from one of Ashdown's hall/wall-mounted phones). Please provide your Room Number and a Description of the Problem.

### **Internet Access**

All of Ashdown House is configured for wireless access to the internet. If you want to use a cable connection, each new MIT student is allotted a single cable for internet access which can be requested by going to the IT office located at 400 Main St (Building E19).

In order to connect to the secure MIT network, residents should use their Kerberos username and password. However, if this does not provide access when you first arrive, it likely means IT has not completed the configuration process. In that case, you can sign on as an "MIT Guest".

For any problems with internet connectivity, you may call 617-258-9444 ( or x89444 from an Ashdown hall/wall-mounted phone).

### **Computer (Athena) Use and Print Capability within Ashdown**

There are three spots within Ashdown where an Athena computer(s) is available:

- 1) The Athena Cluster with print capability is located on the 2<sup>nd</sup> Floor, Building 4. If you enter the main corridor from the lobby and take the stairs facing you, you would take a right at the top of the stairs and directly in front of you is the computer lounge.
- 2) There is a single computer with printer located on the 2<sup>nd</sup> Floor, Building 2. If you enter the main corridor from the lobby and take the stairs facing you, you would take a left at the top and then a quick right and head straight down that hallway and you will come upon the equipment.
- 3) There is a single computer with no print capability located in the lobby.

**Printing Info-** You will need your MIT card in order to print (must swipe card). *At this time*, the situation is that there is no charge levied to your MIT ID card and there is a 3,000 page per academic year limit on the number of pages you can print,... **PLEASE NOTE**, these stipulations could change throughout the year, to avoid any surprises, refer to the following website for the most up-to-date information regarding cost and/or print limitations: <http://mit.edu/printing/pharos>

### **Proof of Residency**

If you need proof of residency for the Department of Motor Vehicles (DMV), you should go to the Graduate Housing Office (ph. 617-253-5148), 201 Vassar St, Bldg W59 Room 200 (2<sup>nd</sup> Fl). They will be able to provide a letter for you on MIT letterhead. You may want to ask them to include your date of birth as well.

To walk there: Go out front lobby door, cross street at cross-walk (towards The Warehouse, 230 Albany St), head down alley between The Warehouse and the loading dock facing you, walk across train tracks (with care!), through the parking lot facing you, take a right when you reach the next street (Vassar St.) and Housing is just there on your right. **Hours:** M-F, 9am-5pm

### **Cell Phone**

If you have a cell phone number, please provide your number to the front desk. If not, when you do have one, please provide to the front desk.

All of the following carriers can be found at the Cambridgeside Galleria Mall (see “Department Stores” for directions):

§ AT &T, Verizon, T-Mobile, Metro PCS

### **Phone in Room**

MIT does not provide phones or any phone service to residents. You can arrange a VOIP (voice over internet protocol) service with Vonage on your own accord. Their website is: <http://www.vonage.com/>

### **Notary Public**

Normally, any bank can help you. You can go to the Bank of America in the Stratton Student Center (W20, 84 Mass Ave, 1<sup>st</sup> Floor). You do not need an account in order to be helped. **Hours:** M-F, 9am-4pm, closed on Saturday and Sunday

### **Nearest Food/Coffee**

- (A) Supermarket- Star Market/Shaw’s (Hours: 7 Days, 7am-12am), directions are:
  - Head out front door of Ashdown, take Left
  - You will come to Lansdowne St., take Right
  - Go up ~ 3 blocks and you will come to a garage on your left
  - Enter garage and go to the 2nd Floor
  - The entry to Shaw's is on that floor
- (B) Pacific Street Café (Hours: M-F, 7am-6pm) , directions are:
  - Head out front door of Ashdown, take left
  - On next corner, you will find the Pacific Street Café
- (C) Thirsty Ear Pub- Ashdown House, 1<sup>st</sup> Fl, Building 5 (for menu/hours, see their website: <http://thirsty-ear.mit.edu/>)
- (D) Coffee Machine (Ashdown House)
  - In Ashdown’s main corridor as you enter building from the lobby, there is a coffee machine for resident’s use. You are encouraged to bring your own mug. A cup is \$0.50 (all coins accepted) and specialty drinks are \$1.00.

### **Department Stores for Home Goods** (bedding, kitchen,...etc)

(1) Cambridgeside Galleria Mall- One Cambridgeside Pl, Cambridge, MA  
At the mall, there is a Sears and a Macy’s that would carry bedroom and kitchen items. Sears would be less expensive.

Directions:

Mon-Fri, you can catch the shuttle right in front of Ashdown House and take that to Kendall Square. Once at Kendall Sq, you will cross the street to catch the Cambridgeside Galleria shuttle in front of the Legal Sea Foods. This will take you directly to the mall.

(2) Target- 180 Somerville Ave, Somerville, MA

Probably less expensive than the mall, but further away and more difficult to get to via public transportation is Target. You can also get there via a cab which will cost ~\$13.00 each way.

On the MBTA website, you can enter certain criteria to find out exactly which bus(es) you must catch in order to reach your destination (starting address, destination address and time you will be leaving). The website is:

<http://www.mbta.com/>

### **Bus Info - Campus**

The bus stops directly in front of Ashdown House. There is no weekend service.

Here is the link to the Easyride (shuttle) schedule:

<http://www.charlesrivertma.org/documents/EZRSch1-10-11.pdf>

Here is a link to NextBus, if you log on here and enter the correct information (i.e. time of day, stop), it will tell you the time of the next bus leaving Ashdown:

<http://www.nextbus.com/predictor/stopSelector.jsp?a=charles-river>

### **Laundry**

The laundry room is located on the 2nd Floor of Ashdown,...as you enter the main corridor there is a staircase facing you, at the top of the stairs is the laundry room. The laundry costs \$1.00 per wash/dry. You may use quarters or Tech-Cash (students can use their MIT Cards as cash on campus by adding funds on-line). Ashdown does not have a change machine. Ashdown also has clothes drying racks you can borrow from the desk (48 hr rental).

### **Vending Machines**

Vending machines are found on the 1<sup>st</sup> Floor of Building 4.

Refund info:

Coke Machine- email Mike Myers (Dining) at [myersm@mit.edu](mailto:myersm@mit.edu)

Snack Machine- call 1-800-343-6049

Ashdown's Coffee Machine- email Gwen Gettliffe at [gvg@mit.edu](mailto:gvg@mit.edu)

## **TV**

MIT Cable is provided for free. You do not have an option as far as obtaining any additional cable channels.

## **Spare Key**

Ashdown does provide a spare key if you have managed to lock your key inside your room. You should provide a picture ID and must return the key as soon as you have gained entry to your room. If that or any key provided to you by the Ashdown is lost, there is a \$25.00 Housing fee charged to your account.

## **Paying Your Rent**

Paying your rent is done on-line. The information will appear in the same place your tuition does.

## **Dry Cleaning Clothes**

There is a dry cleaner, Alpha Cleaners, located in the Stratton Student Center (84 Massachusetts Ave). They are willing to deliver your cleaned clothes to Ashdown, but you must let them know you would like this service when you drop your clothes off with them.

## **Bike Storage**- Locations to Secure Your Bike

It is highly recommended that you purchase and diligently use a good quality lock. Do not leave an unlocked bike unattended!

Outdoor Locations:

- § Inside the courtyard, between buildings 3 and 4 (between brick buildings on the Sidney-Pacific side of Ashdown)
- § Sidewalk stands are on Pacific St, out the front of Ashdown, to the left and at the rear of the building, outside the back courtyard gate on the left.

Indoor Location:

The bike room (1090) is located on the 1<sup>st</sup> Floor, building 4. You can enter the room from inside the building as well as from the courtyard (you will see silver door that has black key pad beside it).

## **Trash/Recycling**

Trash is collected daily by the housekeeping staff. You may leave the trash outside your suite door in the main hallway. Staff will leave new trash bags.

MIT's Single Stream Recycling: You may recycle the following materials together in the blue, recycle bin provided. Please rinse out the items that contained liquid/food. The recycle bin should also be left outside your suite door in the hallway for pickup:

- § Plastic Bottles (# 1-7)
- § Glass Bottles and Jars
- § Milk and Juice Cartons
- § Paper, Brown Paper Bags, Cardboard, and Paperboard
- § Metal Cans and Aluminum

Plastic Bags/Techno/Battery Recycling at Ashdown:

- § Plastic Bags- There are two green, containers located just inside the main corridor where you can recycle plastic bags.
- § Techno- There is a silver container in the lobby where you can recycle the following:
  - CDs
  - DVDs
  - Floppy & Zip Disks
  - Keyboards & Mice
  - Cell Phones & Pagers
  - External Drives
  - Cables
- § Battery- There is a 5-gallon, white bin on the front desk where you can place any type of used batteries. Please tape the ends prior to recycling.

**Scanning and Copying Documents**

Location	Address/Phone	Hours	Scanning Services
Main Campus	77 Mass Ave 11-004 617-253-2806	M-F, 8am-6pm Closed Weekends	Yes, any sized job.
Stratton Student Ctr.	84 Mass Ave W20-1 <sup>st</sup> Fl 617-258-0859	M-F, 9am-5pm Closed Weekends	N/A
East Campus (Sloan)	50 Memorial Dr. E52-045 617-253-5203	M-F, 8am-5pm Closed Weekends	Yes, jobs of size 8.5x11 or smaller <i>only.</i>

**Quiet Hours**

Ashdown has a quiet hours policy from 11:00PM (23:00)to 8:00AM (08:00). During that time TV's, music and conversation should be toned down so as not to disturb your neighbors. This includes hallways and common rooms.

If you are disturbed by noise at night you can contact the guard at the front desk at 617-253-2961 or call for the night manager at 617-253-1500.

### **Fire/Smoke Alarms**

If the Smoke Alarm in your room sounds, **DO NOT** open the door to the main hallway. Open your windows as much as you can and air the room out that way. If you open the door to the hallway and there is enough smoke, it will cause the building-wide fire alarm to go off, warrant an evacuation of the building and call the Fire Department to Ashdown.

If you hear the Fire Alarm sounding, listen carefully to the voice commands of the system. You only have to evacuate your building if the command stipulates to do so. Know your building number!

<b>Ashdown (NW35): Room # Range by Building</b>					
	<b>Building 1</b>	<b>Building 2</b>	<b>Building 3</b>	<b>Building 4</b>	<b>Building 5</b>
<b>Floor 1</b>	1009 - 1018	1021 - 1052	1080 - 1070	1109 - 1091	Thirsty, Kitchen, Hulsizer
<b>Floor 2</b>	2003 - 2018	2021 - 2052	2057 - 2084	2090 - 2109	2112 - 2121
<b>Floor 3</b>	3001 - 3018	3021 - 3054	3055 - 3084	3090 - 3109	3112 - 3121
<b>Floor 4</b>	4008 - 4014	4043 - 4054	4055 - 4084	4090 - 4109	4112 - 4121
<b>Floor 5</b>	5008 - 5014	5050 - 5054	5059 - 5084	5090 - 5109	5112 - 5121

**TechCASH**- Students can use their MIT ID card as a debit card at certain locations.

To do so, you must open a TechCash account by going to:  
<http://web.mit.edu/mitcard/techcash/openaccount.html>

Adding funds to your MIT ID card can be done on-line or by visiting the Card Office.

**On-line:** Each on-line deposit incurs a \$1.50 convenience fee. You may either:

- (1) Charge your Student Account (the bill from MIT for tuition, housing, medical, etc.).
- (2) Use a credit card (\$25 minimum deposit). TechCASH deposits made by credit card are classified as a purchase (not a cash advance).

**In-person:** Visit the Card Office (to avoid the convenience fee of \$1.50/deposit)

- (3) Request the Card Office (Stratton Ctr, 84 Mass Ave, W20-021) charge your Student Account. The Card Office does not accept cash, checks or make manual credit card transactions. They only charge your Student Account to apply funds to your card.

**Lost Card:** As soon as you realize your ID card is missing, you can instantly suspend the TechCASH feature of your card by using the on-line account management tool: <http://web.mit.edu/mitcard/techcash/onlinemgmt.html>.

If you find your ID card later, you can reactivate your TechCASH instantly on-line by using the account management tool as well.

For a full explanation, visit; <http://web.mit.edu/mitcard/faq.html>

For places that accept TechCASH, visit: <http://web.mit.edu/mitcard/techcash/locations.html?cid=51&>

## **Heat Ventilation Air Conditioning Systems (HVAC)**

### **Air Conditioning (AC)**

The AC automatically works when the outside temperature reaches 70F/21.1C and maintains it for four consecutive hours.

You can set your thermostat by ensuring the thermostat is set to “Auto” and then press the “Hand/Finger” button to reach your desired temperature.

If this does not produce the desired results, contact 617-253-4948 (3-FIXIT).

### **Heat**

The heat will automatically work when the outside temperature reaches 65F/18.3C for four consecutive hours.

If you are having problems with your heat, please review and select the appropriate action for your situation.

#### **(A) If you do NOT have the flame displayed on your thermostat, please follow these steps:**

1. Put on "ON" position.
2. Turn Heat to 40 degrees.
3. Wait approximately 10-15 minutes for the Snowflake symbol to switch to a Flame.
4. Once you have the Flame symbol, adjust heat to the desired temperature.
5. Switch to "AUTO" position.

#### **(B) If you already have the flame symbol, please follow:**

1. Press "Auto".
2. Adjust to desired temperature (will not go above 72-75 degrees F).
3. Press the "Hand/Finger" button.
4. Ensure the thermostat is set to "Auto".

If neither produces the desired results, contact 617-253-4948 (3-FIXIT).

The Flame symbol should remain as long as you are continuing to heat the room.