

## Building

## Rules - Independent Living

June 7, 1965

1. Those in independent living will have full off campus privileges during off duty time and direct approval of the technician or nurse is not required. However, you must sign out and sign in.
2. Do not plan to go off campus at a time when you have an appointment with any staff member (e.g. Doctor, Dentist, Social Worker, etc.) or have some other responsibility here.
3. Each patient will carry a card identifying him and whom to contact in an emergency.
4. Sign out book. There will be a book kept in the building office. Each time you leave the building, sign your name, the time, where you are going. When you return write down the time.
5. You should plan your spare time activities with the help of your social worker. You may attend one or two campus activities per week.
6. You may attend church services either on campus or in town.
7. If you go out in the evening, you should return before 10:00 p.m. unless approval is gotten ahead of time.
8. In case of illness, tell the charge technician.
9. State law prohibits anyone from bringing narcotics, intoxicating liquor, firearms, weapons, or explosives on to the institution grounds. The institution does not permit 3.2 beer to be brought on to the grounds.
10. Laundry. Each person in the independent living unit will have his own laundry bag. Put your soiled clothes in the laundry bag, write down each item on two laundry slips. One slip will go with the laundry. You should keep the other laundry slip to see that you get all your clothes back.

If you do some of your own laundry in the lavatory, it should be dried only in specified areas.

11. Once each week you will be given clean wash cloths, towels, pillow cases and sheets. On that day, take your used towels, pillowcases and sheets and put them in the laundry bag for bedding.
12. Meals. You should eat your meals in the employee's cafeteria with the exception of breakfast. The breakfast meal will be taken in the area indicated by the division supervisor. You will be responsible for getting to meals on time.
13. You will be expected to keep your room clean and orderly. Please make your bed when you get up.
14. Brooms and other cleaning material are provided for you in the hall closet.
15. After using the kitchen, sitting room or lavatory, you should leave it clean and in order.
16. Quiet hours will be from 10:30 at night to 6:00 in the morning.
17. Guests will be entertained only in the designated reception rooms.
18. Fire regulations require that hall and bathroom lights be kept on all night.
19. Flammable materials must be kept in tightly sealed containers and stored in the office downstairs.
20. You must have approval before remodeling or decorating your room or furnishings. Anything in need of repair must be reported to charge technician of the building.