

**Provided for you during your regional rotations:**

- Furnished apartment or house shared with other co-learner(s)
- Parking
- Completely stocked kitchen supplies toaster, coffee maker, kettle, dishes, cutlery, pots & pans, dishcloths, dishtowels, dishwashing liquid
- Linens (Towels, washcloths, bedding)
- Cleaning Supplies (liquid cleansers, vacuum cleaner, broom, mop, pail)
- Laundry facilities within the apartment building
- Phone Service, Wireless High Speed Internet, Cable TV, DVD, etc  
For long-distance calls you will need to arrange to use your long distance card or your own phone # and PIN arrangement.

You should expect your apartment/house to be neat and tidy when you arrive. If it is not please contact the Regional Education office right away.

Phone: (613) 533-6000 Ext. 78453 or

E-Mail: [regional@queensu.ca](mailto:regional@queensu.ca)

**You are responsible for:**

- Washing all linens you have used during your stay.  
(Please fold and place clean bedding on the foot of the bed)
- Cleaning the washroom
- Cleaning the kitchen (including the fridge)
- Taking out the garbage to designated areas

The next occupant will expect to find the apartment neat and tidy.

A staff member from the Regional Education office will be coming into the apartments/houses from time to time to ascertain whether supplies or repairs are needed. A small bulletin/white board at the entrance of each apartment/house will allow for messages to be posted.

Your travel reimbursement will be contingent on your acceptance of above responsibilities and your submission of "request for travel reimbursement". Please retain your expenditure receipts for travel.