

**BU Tanglewood  
Institute 45 West St,  
Lenox, MA 01240**



**Check-In Instructions** – Students who are scheduled to rotate at the Berkshire Medical Center for the second half of their rotations (weeks 5 through 8) should plan to arrive on Sunday afternoon. We will reach out a week before your arrival with specific times. Students who have Orientation in Boston should plan to leave after Orientation is over to arrive early evening for check-in. Please plan accordingly and if you have questions, email your coordinator in advance."

**Maintenance Contact:**

**Boston University Facilities  
(617) 358 - 4144**

**Please let the operator know that you  
are on the BUTI Lenox campus.**

**Parking** – There are three (3) designated parking spaces in the circular driveway in front of the building. Other parking areas are located at the east side rear of the building or in the main gravel lot. During the summer months cars should be parked in the gravel lot as the circle drive is for emergency and official BUTI vehicles only. Cars found in violation will be subject to tow.

**Trash and Recycling** – Dumpsters for trash and recycling are located outside at the east end of the building adjacent to the little red schoolhouse building. There are rolling totes for all recycling and large dumpsters for trash. **Residents will be responsible for taking out their own trash on a regular basis.**

**Snow Emergency** – Cars may remain in designated parking areas and will be plowed around. Maintenance staff will clear the snow on a regular basis.

must remain locked and

**Cleaning** - Regular cleaning is the responsibility of the tenants. Maintenance staff will clean common areas periodically as needed. If you would like your bedroom cleaned, please leave bedroom door open for them. Custodial will do cleaning on Saturday each week.

**Supplies** - The building is furnished and comes stocked with dishes, utensils, etc. Students should bring their own linens, including twin-long sheet set, pillows, and towels. Students will be responsible for their own consumables (toilet paper, paper towels, etc.)

**Heating** - No space heaters are permitted on the premises. Do not start fires in the open fireplaces.

**Piano** - There is a piano in the Groton Hall Library year-round. At all times it should be covered. No items including books, food, or drink should be set atop the piano.

**Keys** - Incoming residents should plan to meet a designated official on move-in day from Students should leave their keys and tap cards on the desk upon their departure. Please make sure the front door locks as you leave.

**Door Security**- Students should lock their doors at all times looked to prevent both purposeful and unintended entries to their spaces.

**Pets** - Pets are **not** allowed at housing used for clinical rotations.

**Alcohol and Illegal Drugs** -The presence and/or consumption of alcohol or illegal drugs on campus is not allowed.

**Guests**- No guests are allowed.

## **IN CASE OF EMERGENCY: DIAL 911**

For all housing needs, please call the BU Maintenance line at (617) 358 - 4144. Please let the operator know you are on the West Street Campus in Lenox MA.

For other inquiries or additional support, you may also contact Caroline Mulligan or Valerie Williams.

carolinm@bu.edu | (617) 358-7492

vrw@bu.edu | (617) 358-5177

For assistance with Internet or Wi-Fi coverage, contact BU IS&T at ithelp@bu.edu or (617) 353-4357