Welcome to 29 Garden Street

General information about living in Harvard University Housing can be found in your Welcome Booklet. This sheet provides specific details about your building. Please contact us with any questions.

Botanic Group Property Management Office
Rear entry of 28 Fernald Drive; Botanic Gardens
617-495-5534; huh_botanicgroup@harvard.edu

Mail

A mailbox for each apartment is located in the lobby. You are issued a mailbox key when you pick up your apartment keys. Please see your Welcome Booklet for more information about mail.

Laundry Facilities

Coin- and Crimson Cash-operated washers and dryers are available for use in the laundry room on the first floor next to the freight elevator. The main building elevator will not take you to the laundry room – you need to go to the second floor and walk towards apartment 218, then take the stairs or the rear elevator to the first floor.

We request that these facilities not be used outside of the hours of 8:00 AM—10:00 PM, as, in many instances, occupied apartments are located directly above the laundry area. Please be courteous and remove your laundry from machines promptly when washing or drying is complete. Note: Machines may not be able to accommodate certain items. Any problems with the machines should be reported to Mac-Gray Laundry at www.macgray.com or call 1-800-622-4729. To reduce your laundry’s environmental impact, Mac-Gray recommends only washing full loads on the cold water cycle. See www.cleanandgreenvision.com for more sustainable laundry tips.

Single Stream Recycling and Trash Disposal

Regularly empty your recycling bin/bag at the recycling stations located on the third, fourth, and sixth floors. Do not throw trash in with recyclable materials. Please see your Welcome Booklet for more information about Single Stream Recycling.

Regular household trash that cannot be recycled should be disposed of properly into the trash chutes located on the third, fourth, and sixth floors. All boxes should be collapsed and taken to the first-floor recycling area; your swipe card is required for access. This area is located through the side door, after the mailboxes, leading to the garage. Do not put boxes in the trash chute. Do not leave trash or disposable items in public hallways, basements, or on sidewalks. Proper disposal of trash helps us maintain a pest-free environment.

Storage

Storage space is not available at 29 Garden Street. Please search online for a list of local storage companies.
**Bicycle Storage**

Bicycle storage is available in the basement, on the lower-level garage areas, and in front of the building near the patio area. We require residents to register their bicycles with the Harvard University Police Department at [www.hupd.harvard.edu](http://www.hupd.harvard.edu).

**Disposals**

Your apartment is equipped with a garbage disposal. The disposal is activated by a switch on the wall. Disposals are not designed to process large amounts of food and should not be used for fibrous foods (i.e., celery, carrots, potatoes, and other types of foods with peels).

**Common Room**

Please see the Graduate Commons section of your Welcome Booklet for information on reserving the Common Room.

**Vending Machines**

Soda and snack vending machines are available in the Common Room, located on the first floor.