Information about your room and the apartment at Lewis and Clark Village

**Stove top and self cleaning oven** – special care and cleaning procedures – **do NOT use any abrasive cleaners or pads on the glass top** – any liquid cleaner sprayed on the top and allowed to set for a few minutes **after the cook top cools** will wipe off most messes. Use ONLY NON-ABRASIVE cleansers on the stove top. If you cannot get the stove top clean, we can have the custodial staff clean the stove top for you for a minimal fee. Scratches or other damages to the stove top will be charged to you. **DO NOT** use spray cleaners in the ovens. All ovens are self cleaning.

**The keyboard shelf in the desk** locks into place when pulled out. Two release tabs are located on either side. Simply push the tabs in to push the keyboard shelf back into the desk.

**Changing bed heights** – check out the special hammer at the office we also have instructions available.

**Electrical Outlets** – A light switch operates some of the outlets in your living room. Do not plug fish tanks or other important devices into these outlets. Maintenance personnel assume light switches can be turned off safely when they leave your apartment. Some of the outlets (in bathroom, and kitchen) have Ground Fault Interrupters (GFI) if this is tripped you will need to reset the outlet by pressing in the RESET button in the middle of the outlet until you hear a click.

**Laundry Facilities are available in each building for the residents of that building.** The doors are locked 24/7 and your Onity Card (apartment access card) will give you access to the laundry in your own building. The washers and dryers are swipe card operated and use UMoney only.

**Onity Cards will be used for access** to the outside door to your apartment, your storage unit and the laundry facility in your building. If you lose your Onity Card, a $25.00 fee will be assessed to your student account to replace it. Replacement for broken or non-working cards is free (but they must brought into the LC office broken or not.) We can let you into your apartment or bedroom any time of the day and a $10.00 lock out fee will be assessed to your CyberBear account.

**A Parking Decal is required to use the parking facilities at Lewis and Clark.** The decals are available at the Lewis and Clark Office at no charge. Parking at other campus parking lots requires a separate parking decal which can be purchased at the University of Montana Police Department. If you lose your parking decal, the decal will be reported as lost to UMPD and the new one will cost $10.00. New parking decals for Lewis and Clark Village are required every Fall semester beginning September 1 of each year. Notices will be posted when the new ones arrive.

**Plumbing issues** – clogged drains (sinks or toilet) – **DO NOT use liquid drain cleaners.** We have plungers available to check out for toilets or please **notify the office as soon as possible** and we will have the plumber remove the clog.

**Please notify the office of any maintenance issues as soon as possible by calling office 406.552.3409 or sending an email to cheryl.greely@mso.umt.edu for non-emergency maintenance requests.** For emergency requests clogged toilets, water leaks etc. contact the person on duty at 406.544.8724.

Our office phone is answered 8am – 8pm on week days and on the duty phone answered 24 hours 7 days a week (the on duty phone is for emergencies, lock outs, noise complaints etc.). Please call the office for regular maintenance requests and questions

If you wish to hang pictures, etc. on the walls please use small nails to secure items. **DO NOT** attempt to fill in the holes or repair them when moving out. **DO NOT** use putty or any other sort of patching material—this will result in damage charges! Our painters have matching patch and paint colors. If any damage is done to the plaster or there are excessive nail holes in a certain area, charges will also apply. There will not be a charge for minimal or small nail holes

**Additional drapery rods screwed into the walls are not allowed.** You will be charged for repair of any damages or holes caused to the walls.

**Telephone Connections** – If you want to sign up for telephone service with a carrier of your choice. Be prepared to provide: Your Apartment number, location, (for example B11 and the specific port you want to connect X, Y or Z for a bedroom or L for the living room). Tell the operator the jacks are already there and no wiring is needed.