

## FOR YOUR INFORMATION

**Laundry Facilities** are available on the ground floor in the center stairwell in each building for the residents of that building. The doors are locked 24/7 and the apartment access card will give access to the laundry room in that building. UMoney is required to operate washers and dryers. Fees: to wash \$1.50 per load and dry \$0.25 for 15 minutes dry time.

**Onity Cards are used for access to the outside door** of the apartment, apartment storage unit and the laundry facility in that building. A \$25.00 fee will be assessed to UM student account to replace any lost Onity Access Card. If the access card breaks or quits working it is replaced free of charge.

**Maintenance requests** – slow drains, burned out lights, interior doors not opening/closing properly, and other non-emergency requests can be completed on line at [umhousing.sa.umt.edu](http://umhousing.sa.umt.edu), or contact the Lewis and Clark Village (LCV) Office at 406.552.3409. If the maintenance request is an **emergency (clogged toilet, water leaks, broken windows, exterior doors etc.)** please **contact the staff person on duty at 406.544.8724**.

**Plumbing issues – clogged drains & toilets – DO NOT use liquid drain cleaners**. Please notify the LCV Office or VA as soon as possible so the plumber can be called to remove the clog. The toilets are water efficient toilets and use less water so please be cautious of paper going down which is too much or too thick. Do Not flush anything but toilet tissue (NO food, paper towel, feminine hygiene products, etc.).

**Dishwasher** – Please be sure to rinse dishes before washing in dishwasher. The dishwasher does not have a disposal in it and food chunks will build up in the bottom causing it to not clean properly. It also helps to run the hot water in the sink to get it hot before starting the dishwasher.

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

**Changing bed heights** – the bed height can be completed by the resident by checking out a special hammer at the office.

**Electrical Outlets** – *A light switch operates some of the outlets in the 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 the apartment after completing any requested work. Several outlets in the kitchen and bathroom have breakers built in and if overloaded will turn off. Other outlets in that room may be connected to these and the resident can **reset these outlets by pushing in the “Reset” button until it clicks**.

**Stove top and self cleaning oven** – special care and cleaning procedures – Do NOT use any abrasive cleaners on the glass top – any liquid cleaner sprayed on and allowed to set for a few minutes after the cook top cools will then wipe off most messes. Scratches or other damages to the stove top will be assessed to all students residing in the apartment.

**A Parking Decal is required to use the parking facilities at Lewis and Clark**. Enter or update vehicle information on the myHousingPortal prior to picking up the parking decal which are available in the LCV Office at no charge. Notices will be posted when the new ones arrive every July. (Parking decals expire August 31 of every year so new parking decals are required every fall semester). Vehicles without current parking decals could be ticketed. The loss of a parking decal will be reported as lost to UMPD and a new one will cost \$10.00. Parking at other UM campus parking lots requires a separate parking decal which can be purchased at University of Montana Police Department (UMPD).

Pictures or other decor can be hung on the walls but please use small nails to secure items. DO NOT attempt to fill in any holes or repair them by using putty or any other sort of patching materials when moving out—this will result in damage charges! Any damage done to the plaster, excessive nail holes, or attempt to patch or paint and it does not match, charges will be assessed. Additional drapery rods screwed into the walls are not allowed. Charges will be assessed for repair of any damages or holes caused to the walls.