

## University Housing Facilities Management **NEWS YOU CAN USE**

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### **Reporting Work Orders**

When reporting a problem on the UHFM Service Desk, remember to give as much detail as possible. Give your living unit number, the nature of the problem and the room where the problem is located. For example: if there is a leak in a faucet, UHFM would need to know if it was the kitchen sink, bathroom sink or tub/shower. This type of information enables the craftsman to gather materials or parts needed and saves time from looking for the problem. Work orders can be reported anytime by going online at [www.siu.edu/housing](http://www.siu.edu/housing). You will receive e-mail notification when it has been accepted and a work order created. You will also receive e-mail notification when it has been completed, along with a survey to complete regarding your service. We urge you to complete this survey to enable us to provide better service to you.

### **Use of E-Mail**

E-mail is the official form of communication of University Housing. All routine notices such as furnace filter changes and pest control notices will be made available by e-mail. E-mail notification may be via the UHFM e-newsletter, The News You can Use, or e-mail distribution to affected areas. Only notices of an emergency nature or isolated notification will be sent out on paper.

### **Pest Control Schedule**

#### **September 3**

Buildings 405-409  
Evergreen Hall Public Area's  
Bluff Hall Public Area's  
Commons Building

#### **September 10**

Buildings 410-414  
Prairie Hall Public Area's  
Woodland Hall Public Area's  
Alpha House

#### **September 17**

Buildings 415-419  
Evergreen Hall Public Area's  
Bluff Hall Public Area's  
Commons Building

**If you are having any kind of pest problem in your living unit, please enter your work order request online at [www.siu.edu/housing](http://www.siu.edu/housing).**

## Reminders

Please be reminded that washers and dryers are not permitted in Cougar Village apartments.

The smoke alarm system is centrally monitored. Do not attempt to alter or test the equipment in living units or hallways; this includes not removing or covering detectors. If you feel your system is malfunctioning, call the UHFM office at 3626. Please do not hang anything from sprinkler head covers. Both the smoke detectors and sprinkler heads are there for student's safety. Please do not tamper with any of these safety items.

Residents of Evergreen Hall who want their beds raised to the top position will need to have a brace to keep the bed ends from spreading. Submit a request online to ask for a brace for your bed if needed.

### **Below are detailed instructions to raise beds in Evergreen Hall:**

Welcome to our instructional detail that provides you with information to ensure the safe and effective use of your bed system. This will also enhance your creativity in flexible arrangements available with the system. Note that the steel spring can be inserted into the posts at residential height or at a higher height. The higher height will allow your items to be placed under the bed for space saving. Note that the spring has two hooks on each end that insert over the steel rods embedded in the wood end steel channel.

When changing your bed height or configuration, it is important to disengage both hooks on each end of the spring. If both ends are not disengaged, damage to your bed may occur. Note that lifting up on the spring while one foot is on the lower cross rail disengages the spring. Sometimes it requires an upward tapping under the corner connection to dislodge the spring hooks from the steel rods.

Residents of Bluff Hall, Prairie Hall and Woodland Hall need to be mindful of where their furniture is positioned. DO NOT block the return air vent on the unit ventilator. This needs to be unobstructed in order for you to get air/heat into your living unit.

New Residents of University Housing have the first two weeks of the semester to report any deficiencies in their living unit to make sure they get on the condition report so charges will not be applied upon move out. There are just a few more days to report anything for the condition report.

## Fire Extinguisher Instructions

Instructions on how to operate a fire extinguisher can be found [here](#).

## Student Maintenance Positions Available

University Housing Facilities Management has student maintenance worker positions available. The duties of these positions consist of sweeping and vacuuming hallways, both at Cougar Village and the residence halls, removing trash, cleaning breezeways, cleaning laundries and other related duties.

Requirements for the position include having preferred four (4) hour time blocks available for work. These hours would be available between 7:00 AM and 3:30 PM, Monday through Friday.

**If interested in applying for a student maintenance worker position, please call Winnie Kyro at extension 2070 for instructions and information about turning in an application.**