

Boss/McGill Tip Sheets

- **Heating controls:** Control knobs located inside the metal looking cabinet located under the windows of your room. Inside you will see a small knob that will either turn on or off the heat and control the degree of heat you and your roommates prefer. If not sure how to operate or think the heat is not working, please submit a maintenance request via the Housing Services Portal for action.



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- **Window Air Conditioners:** All bedrooms will be equipped with 1 window air conditioner. The controls are located on the front of the unit. The air conditioner is equipped with a air filter. The air filter located on the side of the air conditioner will pull out if the air filter light (usually red) is lit. sometimes a dirty air filter will decrease the amount of cold air output. The air filter can easily be cleaned yourself by either brushing off the air filter into your trash can or you can clean it using water (shower is best). Please do not operate the air conditioning when the outside weather conditions are 50 degrees or lower. Doing this could damage the air conditioner up to total failure. If you feel the air conditioner is still not operating, please submit a maintenance request via the Housing Services Portal for action.



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- **Window Air Conditioner Reset Button:** If the window unit stops working press the test button and then the reset button. The unit should go back on if it does not please submit a maintenance request via the Housing Services Portal for action.



If your water is continuously running or overflowing these are the steps to trouble shoot the issue on your own.

This is a photo what a toilet valve shut off looks like.

This valve is located under the toilet tank attached to the wall.



While showering, please keep the shower curtain within the shower so water does not run out onto floor and cause water to leak in the below room.



Blinds

There are different ways to change the angle of your blinds

You will either have a double rope or a wand:



Double Cord

When one rope is pulled it will cause the slats to angle up, and when the other rope is pulled it causes the slats to angle down



Wand

Twirling the wand to the left will angle the blinds up and twirling to the right will angle the blinds down

There are different ways to open and close the blinds

You will either have a rope or plastic support piece:



Cords

Opening: Raise the blinds by gently pulling the cord towards yourself and lift the blinds to the desired height. Then pull the cord to the left, locking them in place

Closing: Lower blinds by gently pulling the cord to the right at a 45 degree angle. Lessen your grip on the cord to bring the blinds down. Angle and pull the cord to the left to lock the blinds in place.

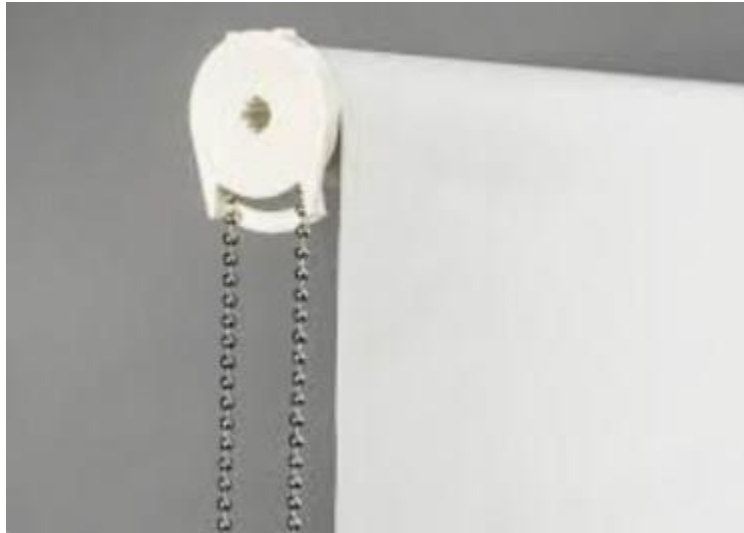


Cordless

Opening: Place both hands beneath the blinds and gently push them up to the desired height

Closing: Grip the plastic supports at the bottom of the blinds with one hand on each plastic grip, and gently pull the blinds down

The roller shades will not work properly if chain is pulled too hard to raise, they can flip making them not able to properly move when pulling the chain.



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Do Not Hang From Fire Sprinkler



Contact Will Cause Flooding



IMPORTANT NOTICE

**Please do not flush
any other product
apart from toilet
tissue down the toilet**

Thank you