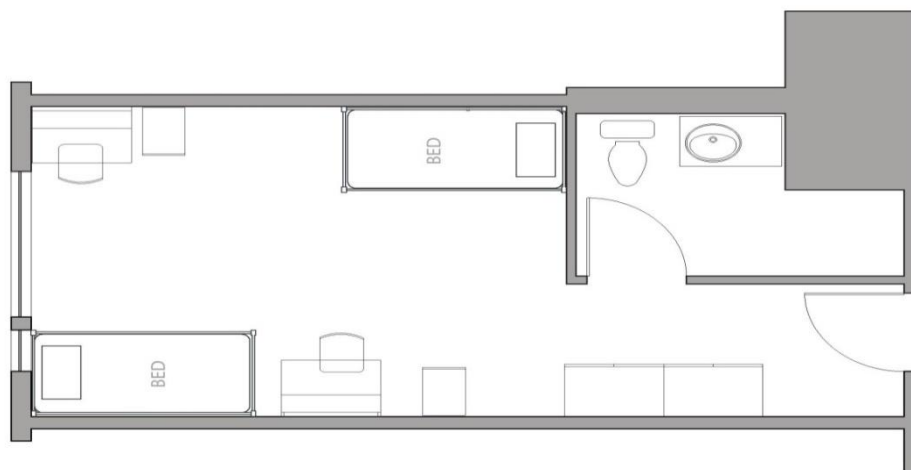


ALDER HALL: DOUBLE



At the time of your move-out, please make sure all furnishings are arranged according to this layout including resetting the original bed height to the second rung from the bottom (see instructions below).

You will be held responsible for any missing furnishings or failure to arrange the room as shown.

| Thermostat Instructions | Changing Bed Height | HFS Furnishings |
|--|---|---|
| <ul style="list-style-type: none"> The thermostat controls heating only. Do not adjust the thermostat for cooling/air conditioning. Push center button for two hours of high heat. Set your personal high-heat temperature between 68–74° F using the arrow buttons. After two hours of high heat, the thermostat will reset to 66° F. After 48 hours of no contact, the thermostat will automatically reset to 55° F (vacation mode). Push the center button for high heat as often as needed. After ten seconds following contact, the thermostat reads the actual room temperature. | <ul style="list-style-type: none"> Assembly of the bunk requires two people, one on each end. The bunk comes in two components. The ends of the bunk are closed, but they open easily by unfolding. Once the bunk is unfolded, extend the ends and open it up to a wide angle in order to place the bed deck inside. Remove the knobs from the deck hooks, and place the bed deck at the desired level with the bunk bed. Place the bed deck hooks over the headboard rails on both ends. Move the ends toward the center to position the deck. Set each hook by pushing against it, then insert and tighten the knob. | <ul style="list-style-type: none"> <input type="checkbox"/> Bathroom Hooks <input type="checkbox"/> Bed Frame <input type="checkbox"/> Bed Safety Rail <input type="checkbox"/> Desk <input type="checkbox"/> Desk Chair <input type="checkbox"/> Mattress <input type="checkbox"/> Mobile Pedestal <input type="checkbox"/> Removable Shelf (on desk) <input type="checkbox"/> Toilet Paper Holder <input type="checkbox"/> Trash Bin and Recycling Bin <input type="checkbox"/> Wardrobe |

Cleanliness Inspections

University of Washington staff will enter your room each quarter to conduct cleanliness inspections. Cleaning guidelines can be found online at <https://www.hfs.washington.edu/roominspect>. You will receive notification from your Resident Adviser regarding the dates and expectations of inspections.

Student custodial closets can be found on floors 3–7 of Alder Hall. These closets contain basic cleaning supplies for student use. Additional cleaning supplies can be purchased at the District Market.

Work Order Examples and Instructions

You may submit work orders for any damage or maintenance to your room at any point during your residency. Examples of items to submit a work order for include, but are not limited to, lightbulb replacement, drawer damage, broken showerhead, etc.

- To submit a work order, go to www.hfs.washington.edu.
- On the right side of the page, click *Fix It* to be guided through the work order submission process.
- A Facilities Services staff member will enter your room to complete the damage in a time frame appropriate to the urgency of your request.

Contact Information

Residential Life Office
103 Poplar Hall
206-543-3903

Student Services Office
210 Lander Hall
206-543-4059

HFS Website
www.hfs.washington.edu