Thermostat Instructions
- 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 68–74º F using the arrow buttons.
- After two hours of high heat, the thermostat will reset to 66º F.
- After 48 hours of no contact, the thermostat will automatically reset to 55º 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.

Furniture Placement
At the time of your move out, please make sure all furnishings are arranged according to the original layout of the room. You will be held responsible for any missing furnishings or failure to arrange the room to its original layout.
- Arrange the head of the bed against the wall
- Place the dresser in the closet area
- Arrange the desk against the wall where the Ethernet jack is located

HFS Furnishings
- [ ] Bathroom Hooks
- [ ] Bed Frame
- [ ] Desk
- [ ] Desk Chair
- [ ] Dresser
- [ ] Mattress
- [ ] Mobile Pedestal
- [ ] Removable Shelf (on desk)
- [ ] Toilet Paper Holder
- [ ] Wardrobe

Cleanliness Inspections
Annually University of Washington staff will enter apartments to conduct cleanliness inspections. Cleaning guidelines can be found online at https://www.hfs.washington.edu/aptinspect. You will receive notification from your Resident Adviser regarding dates and expectations of inspections.

Student custodial closets can be found the 3rd floor of Mercer Court buildings D and E. These closets contain basic cleaning supplies for student use. Additional cleaning supplies may be purchased from 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
A420 Mercer Court
206-543-3330

Student Services Office
210 Lander Hall
206-543-4059

HFS Website
www.hfs.washington.edu