**Thermostat Instructions**

- The thermostat controls **heating only**. Do not adjust the thermostat for cooling/air conditioning.
- Push the 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. You are in control of your energy use and CO₂.

**Changing Bed Height**

- 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.

**HFS Furnishings**

- Bathroom Hooks
- Bed Frame
- Bed Safety Rail
- Desk
- Desk Chair
- Mattress
- Mobile Pedestal
- Removable Shelf (on desk)
- Toilet Paper Holder
- Trash Bin and Recycling Bin
- Wardrobe

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**Cleanliness Inspections**

Housing & Food Services (HFS) staff will enter your room each quarter to conduct cleanliness inspections. Cleaning guidelines can be found online at [https://www.hfs.washington.edu/roominspect](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 each floor of Terry Hall. These closets contain basic cleaning supplies for student use. Additional cleaning supplies may be purchased at the District Market.

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**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](http://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.

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**Contact Information**

Residential Life Office
1035 NE Campus Parkway
206-685-3335

Student Services Office
210 Lander Hall
206-543-4059

HFS Website
[www.hfs.washington.edu](http://www.hfs.washington.edu)