Auxiliary Services Apartment Buildings
How to Use Your Apartment / Building Systems

Building: **Mountain Springs Apartments**

Heating: Gas forced hot air system located in each unit. - Thermostats are located in each unit.

Cooling: Swamp Coolers, Controls/ Fan Switches are located in each unit.

Swamp coolers are turned on in April and turned off in October, depending on weather conditions.

Swamp cooler (a.k.a. evaporative cooler) facts:
A window must be cracked (opened slightly) for the unit to work. If they have been off for a while or the pads have been changed recently – there may be an odor (kind of fishy) & it will dissipate within an hour. Swamp coolers only cool a maximum of 20-30° below outside temperatures, and the more humidity the less this gap closes. At 100° with 50% humidity the building will only cool about 10-15°. At 100° with 10% humidity you will get about 25° of cooling.

Electrical: There are Electrical breaker panels located in the unit.
Please check for any tripped circuit breakers, if you are having an electrical issue.

Kitchen and Bathroom outlets are GFCI protected. Check for a tripped GFCI outlet; push the reset button on the outlet to restore power in these rooms.

Plumbing: Your unit may be equipped with a garbage disposal at the kitchen sink. When using the garbage disposal, turn on faucet and run a lot of water in the sink with the disposal. **DO NOT** put these items in the garbage disposal or down the sink drains: *Rice, pasta & whole grains; Asparagus; Lettuce; Celery; Potato peels; Banana peels; Onion skins; Bones; Fruit Pits; Hard rinds; Coffee Grounds; Fatty meats; and especially Grease or Oils.*
Proper disposal of Grease & Oils is to place it in a can or container, allow it to harden, then throw it out in the trash.

If your toilet becomes clogged, please try plunging it first. Most clogs can be cleared this way.

Run exhaust fans in the bathrooms while showering to reduce moisture build up, which can lead to mold.

Gas hot water tank for your unit is located in the closet. FM will relight pilot light, if you have issues, contact Auxiliary Services immediately. **DO NOT** store items in the mechanical systems closet. This is a fire hazard.

When using your tub/shower keep shower curtain and water inside of tub. Only fill the tub 2/3 full to allow for the rise in water when you get into the tub. Excessive water splashed onto floor can cause leaks and damage to your floors and ceilings in the unit below. You will be held responsible for any damage caused by improper use of tub/shower.

Report all water leaks promptly. Water leaks, unaddressed, can cause major building damage.

Cleaning: You, and your roommates, are responsible for cleaning the kitchen and common areas in your unit.
Wipe down/clean kitchen counters, sinks, appliances & floors regularly. Food/debris left on counters & floors attracts unwanted pests.
You are responsible for cleaning your bedroom & bathroom regularly. Wipe down shower/tub after each use. Clean shower/tub, toilet and sink with a mold/mildew/soap scum cleaning product weekly.
You will be held responsible for neglected and excessively dirty rooms in the unit that require additional cleaning.

Minor issues will be handled during the Auxiliary Services/Facilities Management walk-thru at the end of the each semester.

What to do if there is a problem with your unit or building:

Students must contact the Office of Auxiliary Services by emailing apt-housing@nmt.edu. Include your building, room number, a description of the problem (pictures are appreciated, but not required), your name, and your contact information. Auxiliary Services is responsible for submitting a Work Request to Facilities Management if notified about the problem. Failure to notify Auxiliary Services may result in damage charges billed to the Students account upon Check-Out. If there is an after-hours emergency, call Campus Police at 575-835-5011. They will contact Facilities Management's emergency on-call team.