



Residential Life Buildings
How to Use Your Apartment / Building Systems

- Building: **Altamirano Apartments**
- Heating: Electric Heat Pump forced hot air.
Thermostats are located in the hallway of each unit
- Cooling: Refrigerated Air (A/C)
Thermostats that control the heat also control the cooling in the unit
- 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 is 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 out in the trash.

If your toilet becomes clogged, please try plunging it first. Most clogs can be cleared this way. If the plunger is missing from your bathroom, see the RA for a new one.

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

Report all water leaks promptly. Water leaks, unaddressed, can cause major building damage.
- Other Issues: Minor issues will be handled during the Res Life/Facilities Management Walk-thru at the end of the semesters.

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

The process for reporting any building issues is for the Student to contact Res Life by emailing Residential_Life@admin.nmt.edu, include your building, room number, a description of the problem, your name and contact number. Res Life may send the RA to check on the problem.
Res Life is responsible to submit a Work Request to Facilities Management.



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- Building: **Baca Hall**
- Heating: Electric baseboard units located in each room.
Thermostats are located in each room.
- Cooling: Swamp Coolers are building wide units, controlled by timer switches located in mechanical rooms.
Swamp coolers are turned on in April and turned off in October, depending on weather conditions.
- Electrical: There are Electrical breaker panels located in the building.
FM Electrical will check/reset any tripped circuit breakers, if you are having an electrical issue.

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: **DO NOT** put grease or oils down the sink drains.
Proper disposal of Grease & Oils is to place it in a can or container, allow it to harden then throw out in the trash.

If your toilet becomes clogged, please try plunging it first. Most clogs can be cleared this way. If the plunger is missing from your bathroom, see the RA for a new one.

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

Report all water leaks promptly. Water leaks, unaddressed, can cause major building damage.
- Other Issues: Minor issues will be handled during the Res Life/Facilities Management Walk-thru at the end of the semesters.

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Residential Life Buildings
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- Building: **Driscoll Hall**
- Heating: Electric fan unit located in each room.
3-speed fan (low/med/high) controls are located in each room.
- Cooling: Swamp Coolers are building wide units.
Controls/fan switches located in the hallways. Contact your RA to have it adjusted.
Swamp Coolers are turned on in April and turned off in October, depending on weather conditions.
- Electrical: There are Electrical breaker panels located in the building.
FM Electrical will check/reset 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: **DO NOT** put grease or oils down the sink drains.
Proper disposal of Grease & Oils is to place it in a can or container, allow it to harden then throw out in the trash.

If your toilet becomes clogged, please try plunging it first. Most clogs can be cleared this way. If the plunger is missing from your bathroom, see the RA for a new one.

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

Report all water leaks promptly. Water leaks, unaddressed, can cause major building damage.
- Other Issues: Minor issues will be handled during the Res Life/Facilities Management Walk-thru at the end of the semesters.

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- Building: **Desert Willow Apartments**
- Heating: Radiant Electric heat panels located above sheetrock ceilings.
Thermostats are located in each room
DO NOT mount anything or screw into ceilings. This could damage the heat panels
- Cooling: Swamp Coolers
Controls are located on 1st floor
Swamp Coolers are turned on in April and turned off in October, depending on weather conditions.
- 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 is 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 out in the trash.

If your toilet becomes clogged, please try plunging it first. Most clogs can be cleared this way. If the plunger is missing from your bathroom, see the RA for a new one.

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

Electric hot water tank for your unit is located on the 2nd floor near the tub.

Report all water leaks promptly. Water leaks, unaddressed, can cause major building damage.
- Other Issues: Minor issues will be handled during the Res Life/Facilities Management Walk-thru at the end of the semesters.

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

The process for reporting any building issues is for the Student to contact Res Life by emailing Residential_Life@admin.nmt.edu, include your building, room number, a description of the problem, your name and contact number. Res Life may send the RA to check on the problem.
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Residential Life Buildings
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- 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.
- 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 out in the trash.
If your toilet becomes clogged, please try plunging it first. Most clogs can be cleared this way. If the plunger is missing from your bathroom, see the RA for a new one.
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 Res Life/FM immediately.
Report all water leaks promptly. Water leaks, unaddressed, can cause major building damage.
- Other Issues: Minor issues will be handled during the Res Life/Facilities Management Walk-thru at the end of the semesters.

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

The process for reporting any building issues is for the Student to contact Res Life by emailing Residential_Life@admin.nmt.edu, include your building, room number, a description of the problem, your name and contact number. Res Life may send the RA to check on the problem.
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Residential Life Buildings
How to Use Your Unit / Building Systems

- Building: **Presidents Hall**
- Heating: Heat coil electric fan unit located in each room.
Thermostats are located in each room and can be adjusted up or down 2 degrees from the set temperature for the building.
- Cooling: Refrigerated air (A/C) unit located in each room
Thermostats that control the heat, also control the cooling in each room and can be adjusted up or down 2 degrees from the set temperature for the building.
Heating & cooling is the same dual system.
- Electrical: There are Electrical breaker panels located in the building.
FM Electrical will check/reset any tripped circuit breakers, if you are having an electrical issue.

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: **DO NOT** put grease or oils down the sink drains.
Proper disposal of Grease & Oils is to place it in a can or container, allow it to harden then throw out in the trash.

If your toilet becomes clogged, please try plunging it first. Most clogs can be cleared this way. If the plunger is missing from your bathroom, see the RA for a new one.

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

Report all water leaks promptly. Water leaks, unaddressed, can cause major building damage.
- Other Issues: Minor issues will be handled during the Res Life/Facilities Management Walk-thru at the end of the semesters.

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

The process for reporting any building issues is for the Student to contact Res Life by emailing Residential_Life@admin.nmt.edu, include your building, room number, a description of the problem, your name and contact number. Res Life may send the RA to check on the problem.
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Residential Life Buildings
How to Use Your Unit / Building Systems

- Building: **South Hall**
- Heating: Building wide heat loop with electric fan unit located in each room.
Thermostats are located in each room.
- Cooling: Refrigerated air (A/C) Building wide chiller loop
Thermostats that control the heat, also control the cooling in each room.
Heating & cooling is the same system. A switch to cooling takes place in April and a switch to heating in October, depending on weather conditions. Once the switch is made, it cannot be changed until the next cooling/heating season.
- Electrical: There are Electrical breaker panels located in the building.
FM Electrical will check/reset any tripped circuit breakers, if you are having an electrical issue.

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: **DO NOT** put grease or oils down the sink drains.
Proper disposal of Grease & Oils is to place it in a can or container, allow it to harden then throw out in the trash.

If your toilet becomes clogged, please try plunging it first. Most clogs can be cleared this way. If the plunger is missing from your bathroom, see the RA for a new one.

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

Report all water leaks promptly. Water leaks, unaddressed, can cause major building damage.
- Other Issues: Minor issues will be handled during the Res Life/Facilities Management Walk-thru at the end of the semesters.

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

The process for reporting any building issues is for the Student to contact Res Life by emailing Residential_Life@admin.nmt.edu, include your building, room number, a description of the problem, your name and contact number. Res Life may send the RA to check on the problem.
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Residential Life Buildings
How to Use Your Unit / Building Systems

- Building: **Torres Hall**
- Heating: Heat coil electric fan unit located in each room.
Thermostats are located in each room and can be adjusted up or down 2 degrees from the set temperature for the building.
- Cooling: Refrigerated air (A/C) unit located in each room
Thermostats that control the heat, also control the cooling in each room and can be adjusted up or down 2 degrees from the set temperature for the building.
Heating & cooling is the same dual system.
- Electrical: There are Electrical breaker panels located in the building.
FM Electrical will check/reset 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: **DO NOT** put grease or oils down the sink drains.
Proper disposal of Grease & Oils is to place it in a can or container, allow it to harden then throw out in the trash.

If your toilet becomes clogged, please try plunging it first. Most clogs can be cleared this way. If the plunger is missing from your bathroom, see the RA for a new one.

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

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Residential Life Buildings
How to Use Your Unit / Building Systems

- Building: **West Hall**
- Heating: Electric fan unit located in each room.
3-speed (Low/Med/High) fan controls are located in each room.
- Cooling: Swamp Coolers are building wide units, controlled by timer switches located in mechanical rooms. Vent/ductwork is located in the hallways. To get cool air into your room, the grills on your room door must be in the open position.
Swamp coolers are turned on in April and turned off in October, depending on weather conditions.
- Electrical: There are Electrical breaker panels located in the building.
FM Electrical will check /reset any tripped circuit breakers, if you are having an electrical issue.

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: **DO NOT** put grease or oils down the sink drains.
Proper disposal of Grease & Oils is to place it in a can or container, allow it to harden then throw out in the trash.

If your toilet becomes clogged, please try plunging it first. Most clogs can be cleared this way. If the plunger is missing from your bathroom, see the RA for a new one.

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