

WELCOME HOME



WELCOME TO THE APARTMENTS!

Welcome home! We're happy to have you in Central Village and Greenwood Park. Please read the information in this guide and keep this link saved to refer to throughout the semester. There is important information to help you settle in to your apartment. Should you have any questions, please contact your Apartment Community Advisor (ACA)!

MOVE IN SUGGESTIONS

- Submit your Apartment Inventory Condition Form
- Transfer utilities to your name & Greenwood only - pick up mailbox key
- Meet your Apartment Community Advisor
- Read this for helpful information

LOCKED OUT?

Should you get locked out of your apartment during business hours (8 am-5 pm Mon-Fri), you must come to the Housing Office in Ellis Hall to check out a loaner key. The loaner key must be returned the same day. After business hours, please contact the ACA on duty.

ACA ON DUTY

ACAs are available on duty Monday-Thursday from 5:00 pm - 8:00 am and on weekends from Friday at 5:00 pm - Monday at 8:00 am. If you are locked out or need other assistance during these times, please contact the ACA on duty.

(660) 441-2801



MEET YOUR ACA!



Carolyn Shemwell
(she/they)

Major: General Biology

Fun Fact: Carolyn has traveled to both Thailand and China!



reach out at
cv_gwp@ucmo.edu

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POLICY FAST FACTS

As an apartment resident, you are responsible for all University & Housing policies.

A full list of policies are available [here](#).

Pets

Due to allergies and other health concerns, aquarium fish are the only pets allowed in University Housing. Guest(s) are not allowed to bring pets into Housing facilities.

Service & Emotional Support Animals

Emotional Support Animals are not allowed until the student has completed the approval process through the Office of Accessibility Services (OAS). You can contact them at 660-543-4421. If you are found with any animal that is not either a service animal or a registered emotional support animal, you will be given 24 hours to find a new home for your animal. This is not negotiable and no exceptions will be made.

Courtesy & Quiet Hours

Quiet hours are strictly enforced. Courtesy Hours are always in effect. It is common courtesy to keep noise down when asked at all times. Quiet hours are as follows:

Sunday - Thursday 10pm - 10am

Friday - Saturday Midnight - 10am

GREENWOOD MAILBOX KEYS

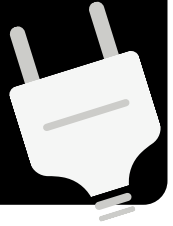
You will need to take a copy of your housing agreement to the Warrensburg Post Office (located at 201 E Gay St.) to obtain mailbox keys. There is a fee that is required at that time.

UTILITIES

You are responsible for paying gas & electric on a monthly basis. Failure to do so will result in a \$15.00 monthly service charge for each utility bill we receive and may possibly lead to termination of your Housing Agreement. Call the following companies immediately to set up utilities if not yet done:

Gas: Spire 1 (800) 582-1234

Electric: Evergy: 1 (816) 471-5275



WEATHER & EMERGENCY EVACUATIONS

You are expected to evacuate your apartment for all building wide emergencies and follow instructions given by University & Housing staff.

Greenwood Residents: Seek shelter in the Greenwood Park Community Building

Central Village Residents: Seek shelter in the Central Village Community Building or storm shelters in building 3.

NEED MAINTENANCE?

Work orders can be submitted for maintenance concerns in your apartment. Pest Control requests are also submitted through work orders. You can [submit a work order here](#).



PARKING PASS REQUIRED

All residents who own cars need to have a parking permit in order to park in the Central Village and Greenwood Park parking lots. Please go to your MYCENTRAL account and click on the "Parking Services Main Menu" link. Limited number of visitor spots exist for student guests. Students are not permitted to park in designated visitor parking spots. For more information, visit the [Parking Services Webpage](#)

KITCHEN CLEANING

Kitchen

- Dawn Dish Soap & water with a Magic Eraser or microfiber rag can clean any surface
- Remove the burners and drip pans to clean the underneath side of the stove top. If you clean the drip pans when spills happen then it will be easier to keep clean.
- Please do not put grease down sink drains. Keep a can and pour grease into the can. When it is full and cooled down then you can wrap it into a trash bag and take it to the dumpster outside to throw away



GENERAL CLEANING TIPS

Staying consistent with cleaning is important to avoid pest concerns and checkout charges. The following tips were created with the apartments in mind!

- To remove ink marks on walls use a magic eraser.
- Animal hair/fur can be removed from furniture by taking duct tape and rolling it so that the sticky side is out and then roll over the surface of the furniture.
- Remove any command hooks including the sticky part from walls & doors before moving out.
- New spots on carpet: Try a microfiber cloth and dawn soap to dab the spot
- To remove gum that is stuck to a floor/carpet use ice to harden the gum then scrape it from the floor or carpet. (You can use a butter knife or a metal spoon to scrape it from the carpet.)



BATHROOM CLEANING

- To remove mold/mildew & soap scum from shower walls, and tubs, use Dawn soap and water with a rag to clean the area. Cleaning your shower/tub regularly and leaving the fan/light on in the bathroom until there is no humidity after taking a shower will help.
- If you have long or a lot of hair, purchasing a hair catcher for the shower will help prevent clogs.
- Be careful with abrasive scrubbers and cleaners. When using a new product, always do a test patch first.

INTERNET ACCESS



Internet is provided solely through wifi connection. Wifi Registration is not required for devices such as phones, tablets, laptops and PCs (anything that can easily enter your Network ID/password).

For devices such as gaming systems or streaming devices (Ex: Roku or Firestick), you can visit [here](#) for a direct link to register your device (3 devices allowed per student).

ASSISTANT DIRECTOR

Lizz Bishop
(660) 543-4444
ebishop@ucmo.edu

GREENWOOD ADDRESS

900 S Washington St
Apt [#]
Warrensburg, MO 64093

CENTRAL VILLAGE ADDRESS

1010 South Holden
Apt [#]
Warrensburg, MO 64093



IMPORTANT NUMBERS

ACA Duty Phone: (660) 441-2801
University Housing: (660) 543-4515
Public Safety: (660) 543-4123



WELCOME HOME

FILLING OUT YOUR **APARTMENT CONDITION INVENTORY**

It's important to be thorough and detailed when you complete your Apartment Condition Inventory (ACI). Check all areas, surfaces, and drawers in your apartment. Review the notes below then complete your ACI by going through each room line by line to ensure your apartment conditions are accounted for at the time of your move in. If you have any questions about the ACI process, please contact your Apartment Community Advisor or University Housing for assistance.

WALLS

Check for scuffs, dents/scratches, holes, stains, nails, marks from previous repairs

CARPET

Check for tears, snags, stains, burns, impressions, areas where carpet may be loose or fraying

COUNTERS

Check for scuffs, stains, water marks, cuts or chips

FLOORS

Check for stains, scuffs, cracks

BATH

Check for stains, chipping, fixtures, tub & shower wall conditions



DON'T CAUSE DAMAGE

As you settle into your new apartment, be careful to use renter-friendly decorations. Use products like 3M Command Strips instead of nails that cause costly repairs. Be careful using any adhesive decorations on counters and walls. Avoid using any paint, dye, or heat products near the carpet. When using a new cleaning product for the first time, always try a patch-test first.