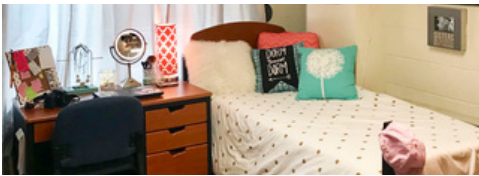
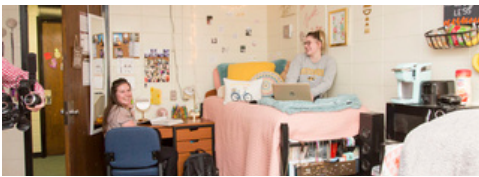
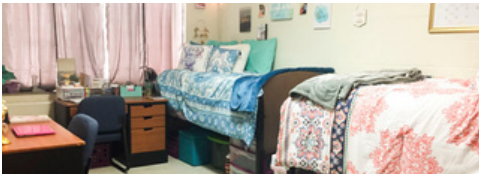


UNIVERSITY OF CENTRAL MISSOURI HOUSING



LOVE WHERE YOU LIVE

Move-In Emule #4



WE ARE 1 WEEK AWAY FROM MOVE-IN!

We are one week away! We hope you are excited! Our staff are in full swing in preparation for your welcome to campus. We cannot wait for your arrival to UCM and your new adventure in your new home.

WELCOME FROM OUR DIRECTOR OF BUSINESS OPERATIONS & RESIDENTIAL LEADERSHIP



Jay Hicks
Director of Business Operations
& Residential Leadership

Welcome to UCM and University Housing! I am our Director of Business Operations & Residential Leadership. I have the pleasure of coordinating meal plan assignments as well as the housing assignment process which gets you placed into your room. Our staff have been working diligently on assignments over the last couple months. Our hope is to place you in a space that helps to enhance

your success here at UCM. Please know that we are here to help you get connected with others, and help you succeed personally and inside the classroom. I also coordinate our housing leadership program and we hope to see you get involved both inside and outside the residence halls, and give you reason to love your new home away from home! Please check enclosed materials to ensure you have a smooth check in process to the halls. It is an exciting time but please take a few minutes to adequately complete the check in paperwork. Your diligence on the front end of checking into the hall will set the stage for a smooth process of checking out of the room at the end of the year! This includes your room condition inventory. We look forward to meeting and assisting you this academic year. Please don't hesitate to stop by our office located in the main lobby of Ellis. You can also reach out to us electronically via email (housing@ucmo.edu) as well as our social media channels

EXPLORE WHAT'S INSIDE THIS ISSUE:
Directions/Campus Map
Addresses
Check-In Locations
Unloading & Parking
Locating Check-In
Room Condition Inventories
Cleaning
Lockouts
Work Orders/Maintenance

FOLLOW UCM HOUSING!



GETTING TO YOUR BUILDING

Locating Your New Home



EAST CAMPUS

Ellis Complex

You will follow highway 13/Maguire into campus. You will need to follow one-way road signs for this side of campus that includes Christopher St. and Anderson St. On the 13th, please be mindful of police and signs that will be directing traffic for students and families. There are large parking lots are located along Christopher and behind Ellis complex.

BUILDING ADDRESSES

Feel free to utilize your phone GPS applications to locate our halls by typing in the hall name or street address. See our information on check-in locations.

EAST CAMPUS

Ellis Complex
301 Anderson St.

WEST CAMPUS

Fitzgerald
100 Houx St.
Houts-Hosey
615 S. Washington St.

Nickerson

603 S. Washington St.

South Yeater
606 S. Holden

WEST CAMPUS

*Fitzgerald, Houts-Hosey,
Nickerson, & South Yeater*

You will find one way directions as you approach the intersection of Holden and Clark St. This will continue along Houx St. and Washington St. Note that this is subject to change. On the 13th, please be mindful of Police Officers/signage. There is ample parking located near Panhellenic, Fitzgerald, Nattinger-Bradshaw, and the Multipurpose Building.

CHECK-IN LOCATIONS

Check-in locations within buildings will depend on the building. Larger complexes may have check-in occur on individual floors or lounges. Please look for signage on where to go for your check-in. Feel free to stop a Community Advisor, Residence Hall Director or come by our front desk for directions!

View our Map!:

UCMO.EDU/CAMPUSMAP



SPECIFIC HALL MAILING ADDRESSES

East Ellis Hall:

[Student's Name]
East Ellis, [Room #]
301 Anderson St.
Warrensburg, MO 64093

Fitzgerald Hall:

[Student's Name]
Fitzgerald, [Room #]
100 Houx Street
Warrensburg, MO 64093

Central Village Apartments:

[Student's Name]
1010 South Holden, [Apt. #]
Warrensburg, MO 64093

Foster/Knox Apartments:

[Student's Name]
Foster/Knox, [Room #]
311 East Clark Street
Warrensburg, MO 64093

Greenwood Apartments:

[Student's Name]
900 S. Washington St., [Apt #]
Warrensburg, MO 64093

Hosey Hall:

[Student's Name]
Hosey, [Room #]
615 South Washington Street
Warrensburg, MO 64093

Houts Hall:

[Student's Name]
Houts, [Room #]
615 South Washington Street
Warrensburg, MO 64093

Nickerson Hall:

[Student's Name]
Nickerson, [Room #]
603 South Washington Street
Warrensburg, MO 64093

North Ellis Hall:

[Student's Name]
North Ellis, [Room #]
301 Anderson St.
Warrensburg, MO 64093

South Ellis Hall:

[Student's Name]
North Ellis, [Room #]
301 Anderson St.
Warrensburg, MO 64093

South Todd Hall:

[Student's Name]
Todd Hall, [Room #]
117 Houx St.
Warrensburg, MO 64093

South Yeater Hall:

[Student's Name]
South Yeater, [Room #]
606 South Holden
Warrensburg, MO 64093

Todd Apartments:

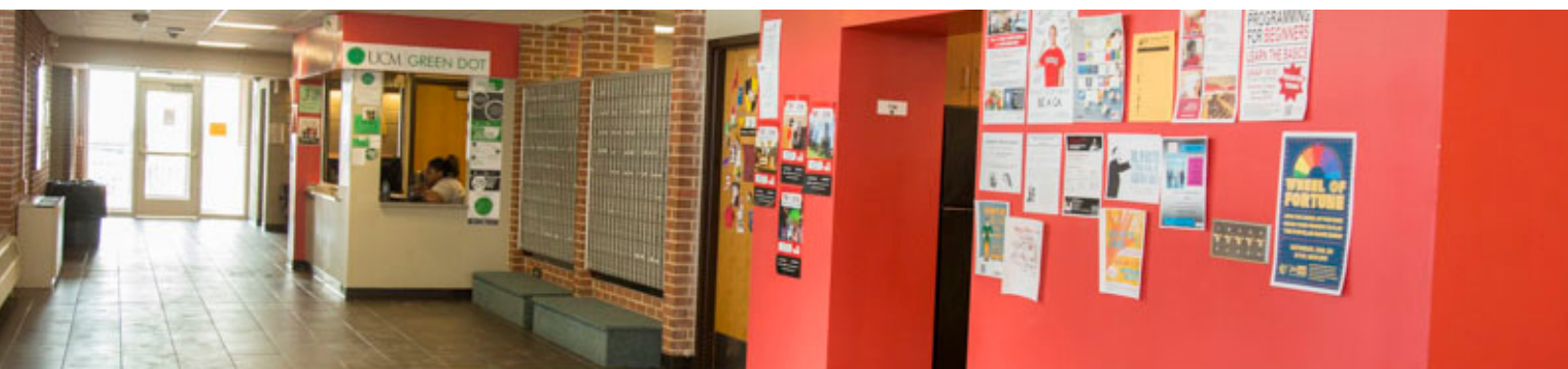
[Student's Name]
Todd Hall, [Apt #]
113 Houx St.
Warrensburg, MO 64093

The Crossing:

[Student's Name]
The Crossing, [Apt #]
114 W. South St.
Warrensburg, MO 64093

University Conference Center:

[Student's Name]
UCC, [Room #]
400 Anderson Street
Warrensburg, MO 64093



UNLOADING ITEMS ON MOVE-IN DAY

Streets, parking lots, and intersections will be very busy on move-in day. Please look out for one-way street signs and directions from police officers. Some important notes for unloading vehicles and loading items to buildings:

- Not all buildings have elevators. Buildings with elevators are: Houts-Hosey, South Yeater, Fitzgerald, The Crossing and University Conference Center.
- If you have a hand truck/dolly cart, that can come in handy as you go into buildings and up stairs. Ropes and bungee cords are good investments as well!
- All trash/cardboard will need to be taken to the dumpsters located outside buildings during move-in (not within buildings)



Please do NOT drag items on any surface (carpet, stairwells, etc.) so to prevent any damage to our facilities!

CHECK IN LOCATIONS

- East Ellis**: Outside of Dining Hall (When facing Ellis from Maguire, left side, enter behind staircase on ground/lowest level (early arrival dates, come to front lobby)
- Fitzgerald**: Main Lobby as you enter the building
- Foster/Knox**: Main Lobby (Facing E. Clark St.)
- Greenwood and Central Village**: Check-in at Housing office in Ellis
- Hosey**: Far left Door as you Face Houts-Hosey on Washington St. (Follow sidewalk down to farthest left entrance) (for early arrival day, come into main lobby)
- Houts**: Main entrance of Houts-Hosey (turn left at front desk)
- Nickerson**: Main lobby (take upper stairs facing Washington St. and enter lobby)
- North Ellis**: Main Lobby (enter stairway facing Maguire and follow signs)
- Panhellenic**: Main entrance (Check-in on each level of chapter location)
- South Ellis**: South entrance of Ellis Complex (as you face Ellis from Maguire, right side, up the ramp to main lobby area)
- South Todd/Todd Apartments**: Enter lobby near Todd Dining. If no staff readily available, call number posted at desk/doors.
- South Yeater**: Main lobby as you enter the building
- The Crossing**: Main entrance by Starbucks, follow instructions/staff located at desk

FLOOR MEETINGS

First year floor meetings will start at in the evening on Thursday, August 12th for students that signed up for the UCM Experience Kickoff. The times will vary per floor. These meetings are **MANDATORY** for all students. Please refer to signs for the exact location and time.



FRONT DESKS

Front desks will be open for operations beginning on August 12th. Please stop by to check out cleaning supplies, mallets (for raising/lowering beds), and other questions/concerns! They will be open for the following hours during the academic year:

Monday - Friday
12 pm - Midnight

Saturday
12 pm - 5 pm

Sunday
5 pm - 10 pm

MOVE-IN DAY PROCEDURES

- Only the student may enter at first to obtain key(s) (Except for THRIVE students). Family/guests must stay outside until student has obtained their key. Then they may assist in move-in
- Make sure you have a valid ID: State ID, UCM ID, Passport, etc.
- Look up your room number BEFORE coming!
- Students are not limited in the number of guests they can bring for move-in, however we ask families to be conscious of others during the process.
- Please see signage for check-in locations on doors
- Volunteers will be available to help direct you to check-in locations (August 12).
- Please be sure to move all vehicles from the curb after unloading so other families may unload their vehicles.
- Trash must be taken to exterior dumpsters

MOVING VEHICLES / BEING MINDFUL

Move in day is a very busy time. Once all items are removed from your vehicle, please move it as soon as possible to parking lots! This helps clear congestion and allows other students & families ability to unload. We appreciate students and families being conscious of others.

Reminder that only 2 guests are permitted with students for move-in this year.

We appreciate students and families being kind, considerate and mindful of others during a very busy time on campus!



BUILDINGS WITH ELEVATORS

Not every hall has an elevator. We do recommend bringing your own hand carts, dollies, etc. for move-in day. tie-down straps are also recommended for hauling items upstairs. Buildings with Elevators include:

- South Yeater
- Houts-Hosey
- The Crossing

ROOM CONDITION INVENTORY

Assessing Your Room Condition

When you check-into a residence hall, you are required to fill in your room condition inventory (RCI). This is a VITAL part of the check-in process. It is the student's responsibility to be as detailed on possible when reporting condition of room upon check-in. With well over a 1000 rooms on campus, we understand that some may have a scratch or imperfection within the room. We ask that you write these down so you are not charged for this come May. Below is a blank example of an RCI and a detailed RCI at the bottom. Take the time to look around your room.

UNIVERSITY OF CENTRAL MISSOURI
UNIVERSITY HOUSING ROOM CONDITION/INVENTORY
Ellis Complex L23, Warrensburg, MO 64093
Phone #: 660-543-4515

Hall _____ Room _____
Name _____ ID# _____
Cell # _____

Check In Information: Inspect all items in the room and bathroom and list any damages you find in the space below. Please be thorough in your inspection to avoid charges at check-out.

ROOM	Condition (describe any damages)	BATHROOM	Condition (describe any damages)
Door/Lock/Knob		Door/Lock/Knob	
Walls/Ceiling		Walls/Ceiling	
Outlets/Jacks		Outlets	
Mirror		Light & Switch	
Light & Switch		Shower/Tub Area	
Floor/Tile		Sink/Faucet	
Closet Area		Cabinet/Mirror	
Windows/Screens		Floor	
Blinds		Toilet	
Bed Frame/Mattress		Towel Bars	
Dresser & Drawers		Window	
Desk & Drawers		Exhaust Fan	
Chair		Wire Basket	
Heating/Cooling Unit		Heating/Cooling Unit	
Smoke Detector		Shower Curtain	
Wastebasket		Other	
Recycling Bin			
Window Stops			

RCI EXAMPLE



TAKE THE EXTRA STEP

Want to be extra detailed? Take photos and videos of your room prior to unloading and unpacking. This provides a real time condition of your room. However, we still request full detailed RCI to be given back to us!



HOW TO FILL IN RCI

Watch our how-to video on your RCI
Online or attached to Email!



UCM Housing - Room Condition Inventory
UCMHousing

Search for Our Video on
YouTube!

Note that the above video shows rooms with shower liner/curtain which are no longer provided!

Below is an example of how to provide details on your RCI. You can be even more detailed than this! If you want to enclose another sheet that is okay too. Providing details allows us to know of any issues already present. Some of the examples below are helpful notes for you to adapt when filling in your form.

ROOM	Condition (describe any damages)	BATHROOM	Condition (describe any damages)
Door/Lock/Knob	Minor Scratches	Door/Lock/Knob	Good
Walls/Ceiling	Good	Walls/Ceiling	Good
Outlets/Jacks	Good - all work	Outlets	Good
Mirror	small scuff mark	Light & Switch	Good
Light & Switch	Good	Shower/Tub Area	Loosening loose
Floor/Tile	1 small tile crack	Sink/Faucet	Good
Closet Area	Closet door peeling	Cabinet/Mirror	scratches
Windows/Screens	Good	Floor	Good
Blinds	Good - works	Toilet	Good
Bed Frame/Mattress	Squeaky	Towel Bars	Good
Dresser & Drawers	Good	Window	Good
Desk & Drawers	laminates loose	Exhaust Fan	Good
Chair	Good	Wire Basket	OK - some rust
Heating/Cooling Unit	OK - paint marks	Heating/Cooling Unit	Good
Smoke Detector	Good	Shower Curtain	looks new
Wastebasket	Good - in room	Other	Shower head loose
Recycling Bin	Good - in room		
Window Stops	In place		

FIND ADDITIONAL ISSUES?

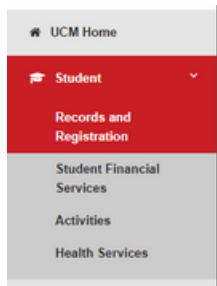
If you happen to find additional issues after check-in and after you turned in your form, you have ONE WEEK to go to the front desk to update your form. Note that this will be for traditional residence hall rooms.



SUBMITTING WORK ORDERS

Submit via MyCentral!

Did you know you can submit maintenance request online via MyCentral? If you find a problem with your room or experience a need for repair throughout the year, submit a work request with ease! If you temporary live at Diamond Club, please contact that facility for any maintenance needs until you move into a residence hall room. In MyCentral:



Housing

[Online Res Hall Form Fall 2019 - Spring 2020](#)
[Online Apartment Application](#)
[Report a Problem With My Room](#)
[Housing Home Page](#)
[Get Dining Dollars](#)



From the records and Registration page, scroll down to the **Housing** section to click on the link for **Report a Problem With My Room**.

Directions for submitting will be on the next screen. Example of how to fill in work order:

Requestor Name: Your Name.

Phone #: Phone # where you can be reached.

Requestor E-mail: E-mail address to receive automated Emails regarding this request.

Facility Name: Automatically Populates.

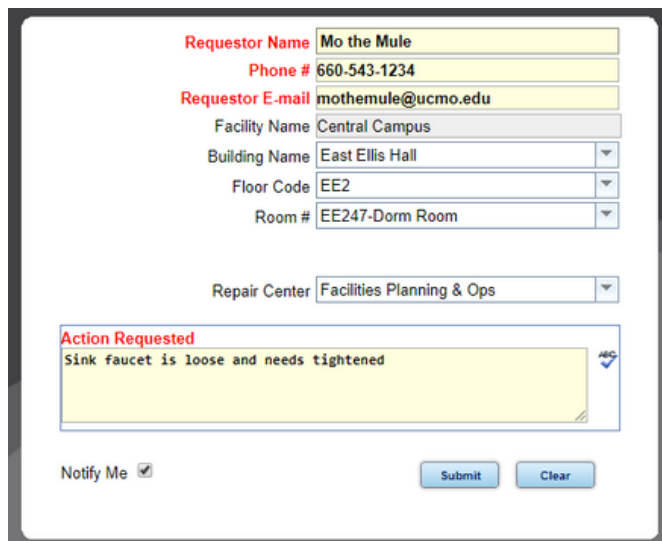
Building Name: Select from the drop down box or begin typing the building name and then select from the options presented. Floor

Code: Select from the drop down box after Building is

Selected. Room # : Select from the drop down box after Building and Floor have been selected.

Repair Center: Choose Facilities Planning & Ops from the drop down box.

Action Requested: Problem you are needing addressed. Be specific and detailed with your information.



Requestor Name	Mo the Mule
Phone #	660-543-1234
Requestor E-mail	mothemule@ucmo.edu
Facility Name	Central Campus
Building Name	East Ellis Hall
Floor Code	EE2
Room #	EE247-Dorm Room
Repair Center	Facilities Planning & Ops
Action Requested	Sink faucet is loose and needs tightened

Notify Me

Submit Clear

Upon completion of the form, click **Submit**. The system will return a request number. Please keep track of this request number in case you need to follow up with FPO regarding the status of this request.

The **Notify Me** box is automatically checked. E-mail notifications will be sent to the email address listed as this request moves through the system.

If you have any questions or need assistance, please call Facilities Planning & Operations at 660-543-4331. Use the Clear button to clear the screen if you have more than one service request to complete.

You may also call FPO at (660) 543-4331 to report a problem over the phone. Please see a staff member in your building with questions about work orders or issues within your room.

MOVE-IN DAY!

You must have your Meningococcal immunization on record with the University Health Center before picking up your keys.
ucmo.edu/immunizations

Sign Up for Move In is Required!

Sign up for your check-in time via the Housing Assignment Gateway in MyCentral.

LOFT & FRIDGE PICK-UP

August 12: 8 am - 3 pm

August 15: 9 am - 3 pm

Lofts:

Behind Diemer Hall & South Parking lot by Nattinger-Bradshaw (side lot if looking at front of building)

Fridges:

Nickerson Lower Level (facing Washington St.)

LOCKOUTS

If you find yourself locked out of your room, report to your front desk to request lockout assistance. Note that if it is before 5:00 pm, you may have to wait as it is not an immediate service. Students are charged after their 2 free lockouts. Prices increase with each additional lockout - up to \$25/lockout!



CLEANING TIPS

Proper Bathroom Cleaning

We created a video of how to properly clean your bathroom in regard to normal hygiene and as extra measure related to overall safe practices. Check out that video and these recommendations:

- With any multipurpose cleaner, please follow full directions listed on product including how long to let sit on a surface
- If possible, clean as you go/utilize your bathroom space
- After showering, spray down the walls, tub, knobs, and wipe down. Be sure to let sit based on product instructions. Give the shower a rinse
- After using your sink, wipe down the surrounding area including the basin, walls, and even medicine cabinet
- For ongoing cleanliness, utilize cleaning products including sanitizing wipes for high touch point areas including sink/tub/toilet handles, door knobs, light switches, etc.
- When cleaning, always utilize a new rag or use paper towels
- To prevent cross-contamination, consider purchasing rubber cleaning cloves and clean those after use with soapy water

MOVE IN INFO

University Housing has implemented many resources related to move in.

See our full move in info at ucmo.edu/movein



Search for and watch our bathroom cleaning tips on Youtube or at ucmo.edu/movein



UCM Housing - Bathroom Cleaning Tips
UCMHousing • 1 view • 1 week ago

UCM MULE CARD



Mo
The Mule
700123456



Student
601234567891011121314

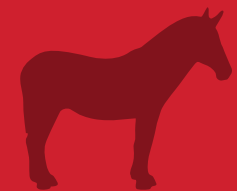
Need to pick up your ID?

IDs are needed to utilize your meal plans on day one!

CAMPUS CARD CENTER ---UNION 119

- **AUGUST 12 & 13 8AM - 5PM**
- **SATURDAY, AUGUST 14 10AM- 2PM**
- **SUNDAY, AUGUST 15 8AM - 4PM**
- **MONDAY, AUGUST 16 8AM - 5PM**
- **TUESDAY, AUGUST 17 9AM - 5PM**

UCMO.EDU/OFFICES/ELLIOTT-STUDENT-UNION/UCM-MULE-CARD/



Be Mule Strong!



From Everyone at University Housing :

Welcome Home
Mules & Jennies!



UCM
LEARNING TO A GREATER DEGREE

