

Forbes Beeler Apartments Tip Sheet



Doors

Door Locks



To enter your room, hover your ID badge over the bottom of the door lock and wait for the light to flash green, then enter your 4-digit pin (default is MM/DD of your birth date) followed by the # sign. Once you hear the lock activate, turn the handle clockwise and push open the door.

If the lock flashes any other color (blue/purple/red), that means there is something wrong with the lock and you will need to call for help entering your room- if during business hours (M-F 8:30am-5:00pm), call Housing Services at 412-268-2139; if after 5:00pm or on the weekend, please call FMS Service Response at 412-268-2910.

Outside Doors



At no time is it permitted to block or prop entrance doors.

By doing this, it allows unauthorized people or at times outside pests of entering your building.

GFI Outlets



This is a photo of what a properly working outlet should look like.



If you see a red indicator light on your outlet, that means the outlet has tripped. Hit the reset button (labeled with the red arrow) to reset the outlet.

Light Switches



The light switch controls are on the wall just as you enter the room. They have the capability to dim the light or turn it off.

1. To activate/deactivate the lights, press the light switch pad directional arrows **Up/Down**.
2. To adjust the brightness level, make sure the light switch is in the on (up) position, then slide the **Dimmer Slider** at the right of the light switch.

If you feel that the light switch controls are not working as they should, please submit a service request through the Housing Portal for maintenance.

HVAC Information

Air Flow

If the heat source in your room is working but your room still feels cool, make sure that your furniture and other items are moved far enough away from the heat source/vent to allow for proper heat distribution.

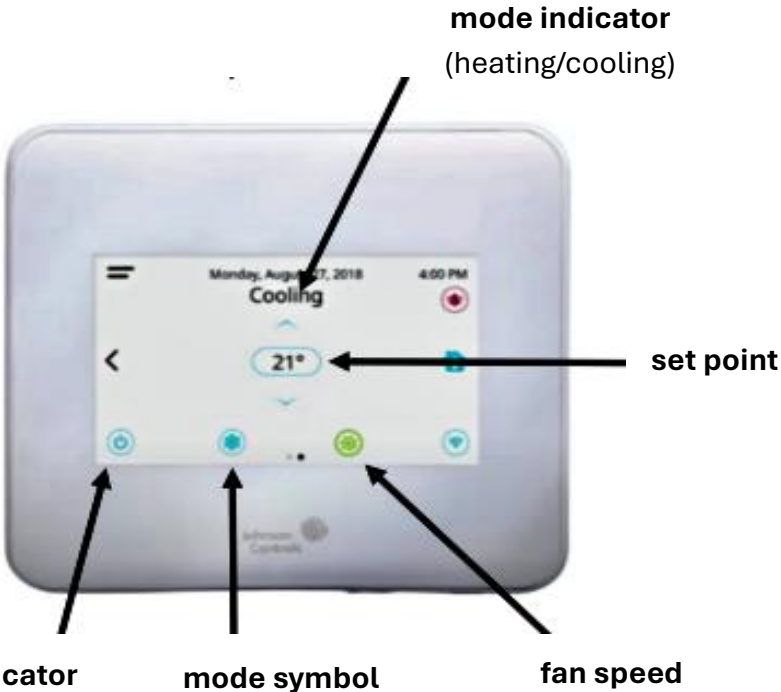
Thermostat Reference Guide

Cooling Hold 70°	Indicates that cooling hold mode is enabled. To disable Hold mode, press the button.
Heating Hold 70°	Indicates that heating hold mode is enabled. To disable Hold mode, press the button.
Cooling Setpoint 70°	Displays the current cooling setpoint. Indicates that Hold mode is disabled. To enable Hold mode, press the button.
Heating Setpoint 70°	Displays the current heating setpoint. Indicates that Hold mode is disabled. To enable Hold mode, press the button.
Setpoint Temperature 70°	Displays the current setpoint temperature. Indicates that the Show Hold button is set to No.
Heating Mode 	Indicates that heating mode is selected.
Cooling Mode 	Indicates that cooling mode is selected.
Auto Mode 	Indicates that Auto mode is selected.
Fan Overrides for Single-speed Fans  On  Auto  Quiet	Adjusts the fan override between On, Auto, and Quiet for single-speed fans.
Fan Overrides for Multi-speed Fans  Low  Medium  High  Auto  Quiet	Adjusts the fan override between Low, Medium, High, Auto, and Quiet for multi-speed fans.



current temp indicator
(in Fahrenheit)

screen selection arrow
(tap to enter temp
adjustment menu)



mode indicator
(heating/cooling)

set point

power indicator

mode symbol

fan speed

Bathroom Issues

Running Toilet Troubleshooting

Toilet Tank Diagram



Chain: connects the handle to the flapper

Flapper: lets water flow out of the tank and into the bowl when flushed. If not sealed properly, the water will continue to run from the tank to the bowl.

Handle: the lever on the outside of the bowl that lifts the chain and flapper when pulled downward

If you notice the water is running continuously from the tank, you can try to close the flapper by gently jostling the handle up and down. If the water continues to run, turn off the water supply at the shut-off valve behind the toilet (see next page for instructions) and enter a service request through the Housing Portal for maintenance.

Please Note: We **DO NOT RECOMMEND** removing the tank lid to adjust the flapper yourself—especially since there is a built-in mechanism that makes it difficult to do so—but if you feel the situation is urgent, please make sure to set the tank lid on a towel on the floor so it does not fall and break.

Toilet Shut-off



This is what a toilet shut-off valve looks like. This valve is located on the wall behind the toilet in your room. If your toilet is overflowing or about to overflow, turn this knob to the right to shut off the water to the toilet, then call FMS Service Response immediately at 412-268-2910.

***Please note: you will not be able to use the toilet in your room if the water supply is turned off;** you will need to use another bathroom in the building.



IMPORTANT NOTICE

**Please do not flush
any other product
apart from toilet
tissue down the toilet**

Shower Curtains



While showering, please keep the shower curtain within the shower so the water stays within the shower basin and does not run out onto floor (and therefore cause water to leak into the room below).

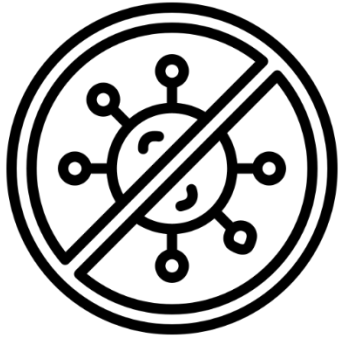


Machine Washable

The campus-provided shower curtains are machine-washable, so if you start to notice mildew or other unwanted markings on your curtain, you can run it through the wash!

Mold Prevention Tips

To prevent mold buildup in your bathroom, consider the following actions:



- Opening the bathroom door while you shower. If you can't do this, due to privacy, open it immediately after finishing.
- After you shower, wipe down any wet walls with something dry (and designated only for this purpose).
- Leave the shower curtain closed even when not in use so the curtain does not trap moisture if left scrunched together.
- If you have a window in the bathroom, open it whenever possible to let steam escape (unless it is cold outside as this can cause further issues). **Do not open the window if it is cold outside.**
- Use a fan to move the steam out of the bathroom, if you have one available.

Kitchen Issues

Refrigerator Leaks



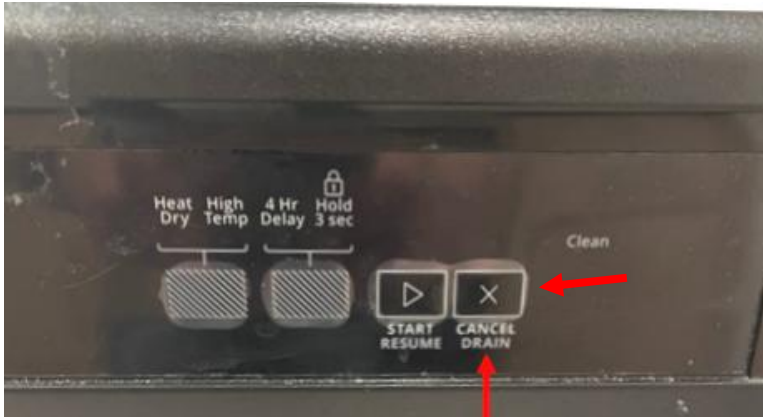
If you notice water pooling in your refrigerator (and not from a spill), please check to make sure your fridge/freezer is adjusted to the coolest setting and that there is space in your freezer vents for the cold air to circulate through the freezer.

ADA Range Switch



In the ADA-accessible rooms, there is a switch to the right of the kitchen range that controls both the hood lights and the exhaust fan.

Dishwashers



Draining the Dishwasher

If the dishwasher is stopped mid-cycle, the water in the unit will pool at the bottom. If you ever notice water in the bottom of the unit, press the button labeled “cancel/drain” and close the door- this will get rid of the water.

Cleaning the Dishwasher Filter

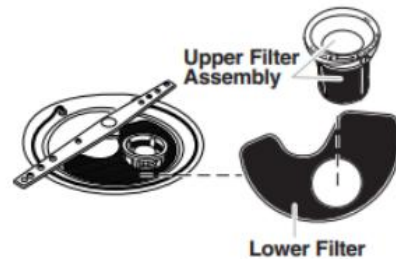
Following are directions on how to clean the filter of the dishwasher. Keeping the filter clean will help keep your dishes clean and the

Filtration system

Your dishwasher has the latest technology in dishwasher filtration. This filtration system minimizes sound and optimizes water and energy conservation while providing superior cleaning.

The filter system consists of two parts, an upper filter assembly and lower filter.

IMPORTANT: To avoid damage to dishwasher, do not operate your dishwasher without filters properly installed. Be sure lower filter is securely in place and upper filter assembly is locked into place. If upper assembly turns freely, it is not locked into place.



Filter maintenance

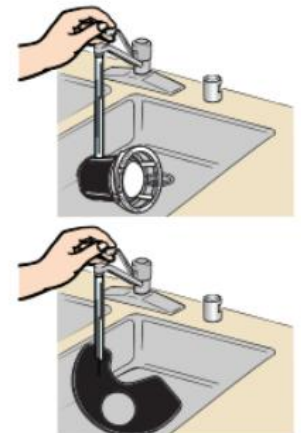
The filters may need to be cleaned when:

- Visible objects or soils are on upper filter assembly.
- Dishes feel gritty to the touch.

See “Filtration System” in full User Guide for complete removal and maintenance schedule.

IMPORTANT: Do not use wire brush, scouring pad, etc., as they may damage the filters.

Rinse filter under running water until soils are removed. If you have hard to remove soils or calcium deposits from hard water, a soft brush may be required.



Laundry

Soap Limit



Please note: The washing machines across campus are high efficiency washers, which use less soap. Please **make sure to follow the soap limit (1/4 cup) indicated on the machine or the machine may overflow and cause damage to the surrounding area.** If you notice a washing machine is overflowing or has leaked onto the floor, call FMS Service Response immediately at 412-268-2910.

Troubleshooting

When encountering a washing machine with a door that will not open/unlock, start by unplugging the washing machine for 3-5 minutes and then plugging it back in- this will usually unlock the machine. The electrical outlet is usually located above the washing machine.





DO YOU SEE AN ERROR CODE?



ERROR CODE
Weight of clothing is not distributed evenly

TO CORRECT:
1. Open machine door
2. Redistribute clothing
3. Close door and hit restart



ERROR CODE
Too much soap
Machine will run additional rinse cycle (7 min) to remove suds

TO PREVENT:
Use less soap (1/4 cup max)



ERROR CODE
Door is not fully closed

TO CORRECT:
Open and re-close door tightly

MAKE A SERVICE REQUEST: YOU HAVE 3 OPTIONS



**OPTION 1.
DOWNLOAD**
Fowler Service App



**OPTION 2.
EMAIL**
servicerequests@fowlercompanies.com



**OPTION 3.
CALL**
800.666.3400 Ext. 2

FOR ALL THE ABOVE OPTIONS, PLEASE INCLUDE THE FOLLOWING:

1

MACHINE ID NUMBER



2

THE ISSUE WITH THE MACHINE



3

ERROR CODE IF ONE IS DISPLAYED

CODE

800.334.3824 servicerequests@fowlercompanies.com fowlercompanies.com

Reporting Laundry Issues

If unplugging the machine does not release the door, or if you encounter any other non-emergency laundry machine issues, you can report the issue through the CVA Fowler Laundry Solutions app, email, or by phone. Signs are on the walls in the laundry room that will walk you through the steps to report the issue.

If you notice that the reported issue is unaddressed for several days, please report the issue by entering a service request through the Housing Portal.



Mail Deliveries



NO mail deliveries (packages, flowers, cakes, etc.) are permitted to be delivered to CMU residential buildings.

All deliveries must be addressed to and picked up at the Cohon University Center (CUC), either at the student's SMC box, or at the campus post office main counter or package window. All three of the aforementioned locations are located on the basement level of the CUC.

Safety Concerns

Smoke Detectors



If the smoke detector in your room or in any of the areas on your floor(s) begins to beep at random intervals, it is an indicator that the battery is dying and needs to be changed. If this happens, please place a service request with the location of the detector, and one of the Housing Services team members will change the batteries for you.

Sprinklers



There are overhead sprinklers throughout each apartment (in closets, restrooms, above beds, and in hallways). **Please do not, under any circumstances, touch, hit bump, hang items on, or tie items to these sprinkler heads.** They are intended in case of fire and extremely fragile; if set off, even accidentally, they can cause thousands of dollars in damages to the building that you can be held accountable for. They also can freeze and activate in a window is left unattended for long periods of time.



DO NOT HANG **ANYTHING** ON THE SPRINKLER

Any contact with the sprinkler can cause it to activate,
resulting in flooding and major, billable damage.

Fire Safety Tips

DO:

- Learn your building's evacuation plan and all the exit paths from the building.
- Always react when the fire alarm activates in your building by leaving your room/space you're in and evacuating the building.
- Never use elevators when evacuating; always use stairways.
- Keep your room access card and phone beside your bed so you can find and take them quickly in the case of an emergency.
- If you discover a fire in your room/space you're in:
 1. alert people in the immediate area to evacuate,
 2. close the door to the room if it is safe to do so,
 3. find a fire alarm pull station near an exit to activate the building's fire alarm,
 4. evacuate the building, and
 5. call University PD or 911.
- Only cook in areas intended for cooking.
- If a fire occurs in an oven or microwave, keep the door closed and turn off the power/heat, if safe to do so. Evacuate as described above.
- Maintain good housekeeping in your room. Keep combustible materials away from heat sources and a clear exit path.

DO NOT:

- Do not store materials in corridors and stairwells.
- Do not use high-wattage appliances (such as refrigerators and microwaves) on power strips; plug these appliances directly into a wall outlet.
- Do not connect power strips into other power strips.
- Do not run electrical cords under rugs, through doors, or in areas that will make them susceptible to damage.
- Do not set cell phones or other electronic devices on bedding or under pillows or blankets while charging; charge these devices on hard surfaces and away from materials that can burn.
- Do not place combustible items on a stovetop or in an oven.
- Do not place foil or other non-microwavable materials in the microwave
- Do not leave cooking unattended. Use timers to remind yourself when food is done cooking.
- Do not start cooking if you've had alcohol or have taken medication that causes drowsiness.
- Do not apply water if a fire starts in a frying pan or pot; turn off the heat source, if it is safe to do so, and use an oven mitt to place a lid over the fire or use a fire extinguisher. Evacuate as described above if the fire is too large to control safely or if you don't feel safe trying to extinguish the fire.
- After an evacuation, do not reenter the building until given the "all clear" signal by CMU PD, fire department, or other university official.

Reporting Issues

Thank you for taking the time to read the information provided in this packet. If you have any further questions or concerns, please reach out to your RA, CA, Housefellow, or building Facility Coordinator. Alternatively, when in doubt, please place a service request through your Housing Portal for information or help with any issue. In case of the following emergencies, please call FMS Service Response immediately at 412-268-2910: Fire, Water Leaks, Damaged/Dangerous Property, Gas Smells, Electrical Hazards.

Issue	Emergency	Non-Emergency
Fire	call Service Response at 412-268-2910 (8-2910) or CMU PD at 412-268-2323 (8-2323)	(not applicable; always an emergency)
Plumbing	ex: ceiling leak; overflowing toilet, shower, sink, or pipe call FMS Service Response at 412-268-2910	ex: clogged toilet, dripping sink, slow drain submit service request through the Housing Portal
Power Outage	ex: full building electrical outage call FMS Service Response at 412-268-2910	ex: outlet outage, room outage follow tip sheet troubleshooting instructions to reset outlet/breaker, then call FMS Service Response (if needed) at 412-268-2910
Doors & Windows	ex: can't enter room or door is broken, stuck in the elevators during winter: windows that will not close (can freeze pipes) during business hours (M-F 8:30am-5pm), call Housing Services at 412-268-2139 call FMS Service Response at 412-268-2910	ex: door is difficult to close, elevator not working properly submit service request through Housing Portal
Safety	ex: hanging/loose wires call FMS Service Response at 412-268-2910	ex: beeping smoke detector, tripping hazards submit service request through Housing Portal