

FIX MY HOME

If you indicate you want maintenance staff to call first before coming to your room to address a facility issue, then you **MUST answer your phone. Not answering your phone will delay staff addressing your maintenance concerns.**

Self Help Maintenance covers those minor maintenance items that you can do for yourself. If you have a maintenance emergency, contact Fix My Home 812-468-2176 immediately.

A maintenance emergency is any condition that can or has the potential to do harm to a person or to property. If you call and it is not an emergency, staff will direct you to complete a Fix My Home work order online



MCDONALD WEST, O'DANIEL NORTH AND SOUTH

The thermostat for the PTAC units is set on each computer to go NO lower than 68 degrees. **The digital display will go as low as 61 degrees but the actual unit will not function any lower than 68 degrees so please do not set units any lower than this.** This will cause them to lock up and freeze.

Self Help Maintenance



TOILETS

Please only flush toilet paper.

Flushing hand towels, paper towels, Kleenex, feminine hygiene products will cause sewage lines to clog, resulting in toilets to overflow and sewage to backup into your living space. These types of products should be thrown away in the garbage for your safety and convenience.

How to Turn Off Water to Toilet in Residence Halls

How to Turn Off Water to Toilet in Apartments



APARTMENT SHOWERS

If residents in an apartment take back-to-back showers, then someone is going to be taking a cold shower.

Please allow at least 15-20 minutes between showers for the hot water tank to fill back up.

HEALTHY LIVING TIPS

Air Circulation and Furniture Arrangement in Apartments (O'Daniel North, South and McDonald West)

- **Students MUST keep a minimum of 18" (inches) between all furniture and air conditioner units and/or vents.** This will allow for proper air circulation and help prevent mildew and mold.
- **Do not place beds too close, up against or over the PTAC unit.** Doing so will block air flow and create an environment for mildew and mold.
- **Do not place the couch in front of the air conditioner as the couch cushions absorb moisture.** For best results, place the end table by the air conditioner and then the chair. Place the couch against the other wall in the living room.
- **Using a fan particularly when humidity is high will help circulate air and improve air quality.**
- **In times of good weather, opening up windows will also help with air circulation and quality.**
- **Residents should minimize keeping bedroom doors closed.** When rooms are closed off for long periods of time the air will become stagnant and this will promote growth of mildew and mold.

Bedroom Closet Tips (O'Daniel North, South and McDonald West)

- Closets in these apartments do not have doors.
- **Students should not hang any type of curtain in front of the closet.** Doing so restricts air flow and creates opportunity for mildew and mold.

Promoting a Healthy Environment in Apartments and Residence Halls

- **Don't forget to use your bathroom exhaust fan while the shower is in use.** Keep the exhaust fan on for 30 minutes after shower use to help remove moisture from the bathroom area.

[Learn more tips](#)

GARBAGE DISPOSAL

Always turn the water on before engaging the disposal. If there is an odor coming from the disposal, turn on the water then turn on the disposal and add one cup of ice and one-half cup of vinegar.

Do not put the following items down the disposal. It will become clogged and require maintenance to repair it.

- Dry or cooked pasta or rice
- Fibrous or stringy fruits and vegetables such as asparagus, celery, banana peels, corn husks and rhubarb
- Bones, egg shells, nuts, seeds
- Potato peels, onion layers
- Coffee grounds
- Grease
- Non-food materials