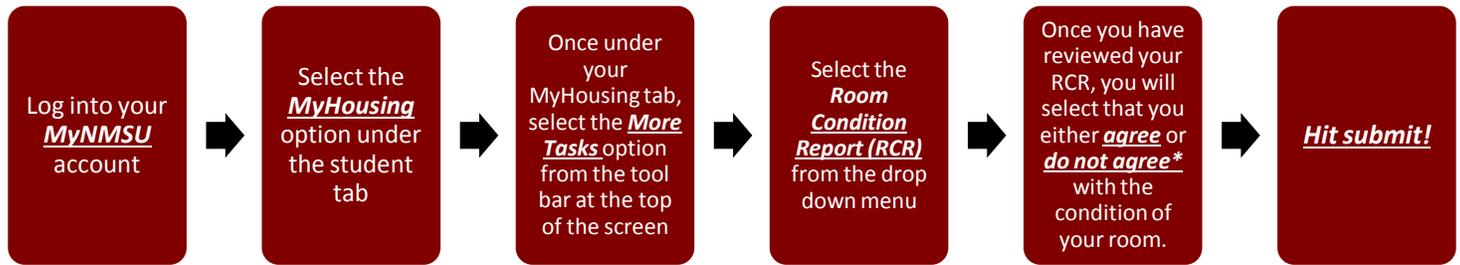


Complete Your Room Condition Report (RCR)!

Due by Sunday August 19, 2018



- If you are assigned to a **residence hall** the left side of the room after entering the door is bed A side of the room. If you are assigned bed B that is the right side of the room. Each student should indicate information on bathroom one.
- If you are assigned to a **four-bedroom apartment community** beds A, B and bathroom one are on the left side of the unit from the front door. If you are assigned bed C, D and bathroom two in a four bedroom then that is on the right side of the apartment.
- If you are assigned to a **two-bedroom apartment community** bed A is the left side of the bathroom and bed B is the right side of the bathroom.
- If you **do not agree***, list the items you wish to have re-evaluated.
 - Once it is submitted and if disagreed with the condition a staff member will come review the RCR with you.

How to Submit a Work Order

1. Type the URL housing.nmsu.edu into your internet browser's address bar and press **Enter**.
2. The bottom portion of the screen will display several icons. Select the one titled **Submit a Work Request** with a single click. A new page will load with the title **Submit Request**.
3. On this page you will find a text box titled **Description**; here provide all details available to you about the issue that needs to be worked on by NMSU staff. **Please be as specific as possible with your description**. Be sure to include location in your room, what exactly the issue is, and any other important information you think is important/relevant.
4. The menu directly below the description box is where you will select your **Property location** on campus (e.g. *Garcia, Tom Fort, Chamisa, ect.*). You may do this by clicking on the blue arrow on the right-hand side of the menu, to open it, and clicking on the appropriate location.
5. After selecting the facility, that you are a resident of, you may now use the **Location/Room** menu to select your specific location on that facility.

Make sure to provide all your contact information in proceeding boxes before clicking **SUBMIT WORKORDER.*

***If you have questions regarding maintenance request for work request email hsgandcl@nmsu.edu.*