## JARDINE APARTMENTS ADDRESSES

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>ADDRESS</th>
<th>BUILDING</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>1604 Roof Drive</td>
<td>1A</td>
<td>1804 Jardine Drive</td>
</tr>
<tr>
<td>E</td>
<td>1600 Roof Drive</td>
<td>2</td>
<td>1711 Denison Avenue</td>
</tr>
<tr>
<td>F</td>
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<td>3</td>
<td>1725 Denison Avenue</td>
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<tr>
<td>G</td>
<td>1601 Roof Drive</td>
<td>4</td>
<td>1803 Kerr Drive</td>
</tr>
<tr>
<td>H</td>
<td>1544 International Court</td>
<td>5</td>
<td>2000 Tunstall Circle</td>
</tr>
<tr>
<td>I</td>
<td>1540 International Court</td>
<td>6</td>
<td>2016 Tunstall Circle</td>
</tr>
<tr>
<td>L</td>
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<td>7</td>
<td>2012 Tunstall Circle</td>
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<tr>
<td>M</td>
<td>1545 International Court</td>
<td>8</td>
<td>2008 Tunstall Circle</td>
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<tr>
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<td>1541 International Court</td>
<td>9</td>
<td>2004 Tunstall Circle</td>
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<tr>
<td>P</td>
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<td>10</td>
<td>1602 Hillcrest Drive</td>
</tr>
<tr>
<td>Q</td>
<td>2050 Kerr Drive</td>
<td>11</td>
<td>1705 Hillcrest Drive</td>
</tr>
<tr>
<td>R</td>
<td>2051 Kerr Drive</td>
<td>12</td>
<td>1609 Hillcrest Drive</td>
</tr>
<tr>
<td>S</td>
<td>2020 Tunstall Circle</td>
<td>13</td>
<td>1603 Hillcrest Drive</td>
</tr>
<tr>
<td>T</td>
<td>2050 Jardine Drive</td>
<td>14</td>
<td>2013 Kerr Drive</td>
</tr>
<tr>
<td>U</td>
<td>1604 Hillcrest Drive</td>
<td>15</td>
<td>1955 Kerr Drive</td>
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<tr>
<td>V</td>
<td>1600 Hillcrest Drive</td>
<td>16</td>
<td>1927 Kerr Drive</td>
</tr>
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<td>W</td>
<td>1701 Hillcrest Drive</td>
<td>FCC</td>
<td>Thomas J. Frith Community Center</td>
</tr>
<tr>
<td>X</td>
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<td></td>
<td>2002 Tunstall Circle</td>
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<td>Y</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>1615 Denison Avenue</td>
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</tbody>
</table>

To receive mail, the address should read:

**NAME**  
**STREET ADDRESS, Apt. #**  
**MANHATTAN, KS 66502**

USPS mail will be delivered to your Jardine mailbox. Packages from FedEx or UPS will arrive at your apartment door.

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## CAMPUS CENTRAL MAIL PROCEDURES

### PARCELS & MAIL REQUIRING A SIGNATURE

Parcels will be placed either in your mailbox or a mail locker, depending on the size. If a locker is necessary, the key to the locker will be placed in your mailbox.

Parcels too large to fit into the parcel lockers will be secured at the Central Mail Facility. Notification to pick up a parcel will be sent to the addressee — bring your student identification and the notice. (Central Mail Services is located in 109 Dykstra Hall; GPS address: 1628 Claflin Road).

Any parcels not picked up within 21 days will be returned to sender.

Jardine mail is generally sorted and ready for pickup by 12 p.m. If you do not receive your parcels during this delivery, call Central Mail at 785-532-7751.
Jardine Housekeeping recommends certain cleaning products that are safe to use on your bathroom and kitchen surfaces. Some products are prohibited, as they will damage the surfaces in these rooms. Please refer to the following lists:

**RECOMMENDED CLEANING PRODUCTS**
- Soft Scrub (bathroom)
- Formula 409 (bathroom and kitchen)
- Easy-Off oven cleaner (kitchen)
- Sponges (bathroom and kitchen)
- Comet

Please note that products with bleach, such as Soft Scrub with bleach, are permitted. The use of plain bleach is prohibited.

**PROHIBITED CLEANING PRODUCTS**
- Products with harsh abrasives
- Green scouring/scrubbing pads
- Bleach

**SUPPLIES AVAILABLE FOR CHECKOUT**
Hand dollies, vacuums, carpet cleaners, carts and cleaning supplies can be checked out at at the Jardine Office in the Tower Building at no cost to the resident.

**INDOOR AESTHETICS CHECK SCHEDULE**

<table>
<thead>
<tr>
<th>BUILDINGS</th>
<th>DATE</th>
<th>DATE DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>H, I, M, N</td>
<td>1st</td>
<td>Tuesday of the month</td>
</tr>
<tr>
<td>1, 1A, E</td>
<td>1st</td>
<td>Thursday of the month</td>
</tr>
<tr>
<td>2, 3, 4, D, F</td>
<td>2nd</td>
<td>Tuesday of the month</td>
</tr>
<tr>
<td>5, 6, 8, 10, U</td>
<td>2nd</td>
<td>Thursday of the month</td>
</tr>
<tr>
<td>15, G, L, S, T</td>
<td>2nd</td>
<td>Friday of the month</td>
</tr>
<tr>
<td>7, 14, P, Q, R</td>
<td>3rd</td>
<td>Tuesday of the month</td>
</tr>
<tr>
<td>11, 12, W, X</td>
<td>3rd</td>
<td>Thursday of the month</td>
</tr>
<tr>
<td>9, 13, 16, V, Y</td>
<td>4th</td>
<td>Tuesday of the month</td>
</tr>
</tbody>
</table>

All apartments will be evaluated and checked for pests and safety standards (including kitchen cleanliness) once each month.* Evaluation and treatment will occur between 8 a.m. and 2 p.m. No preparation is necessary. Residents must leave the deadbolt lock unsecured on this day.

Contact the Jardine Apartments office with questions: 785-532-3790

* Only residents with a medical release from their physician on file in the Jardine Apartments office at least 24 hours in advance will be exempted from traditional treatment, but not from evaluation.
All bicycles located at Jardine Apartments and elsewhere on campus must be registered with Kansas State University Parking Services. You can register your bicycle free of charge by submitting its serial number to Parking Services at www.k-state.edu/parking/forms/bicycle.html. Staff will tag all abandoned, unregistered and illegally parked bicycles. If a bicycle is tagged as not registered and the resident chooses to remove the tag but does NOT register the bike, the bicycle will be considered abandoned after the second tagging and will be removed without notification.

For full route details:

rileycountyks.gov/1664/Routes-Services
Q. If I have a leaky pipe in my apartment, or I have another emergency maintenance issue, I should:
   A. Call maintenance at 785-532-6466.

Q. If I am locked out of my apartment after office hours, I should:
   A. Call staff on duty at 785-564-2409.

Q. Once a month a technician, accompanied by Jardine staff, will enter my apartment. Why?
   A. To complete pest control and an apartment aesthetics check.

Q. How often do I need to check my fire extinguisher to make sure it is charged?
   A. Once a month.

Q. If I were curious about where the nearest storm shelter is, where would I look?
   A. On the map in this guide and in my handbook.

Q. I have a guest coming to stay with me; how long can they stay?
   A. Friends can stay for 14 consecutive days and family can stay for 2 months per contract year if I register them with the Jardine office.

Q. If I decide that I want to stay in a Jardine apartment for another year, I need to:
   A. Go through the Choose Your Experience reservation process in February.

Q. If I decide that I want to move out of my apartment, I need to:
   A. Provide 60 days’ notice. First, complete an Intent to Vacate (found in the Resident Portal at housing.k-state.edu), then schedule a checkout appointment with Jardine staff or complete a checkout waiver (found in the mailroom). Ask the Jardine office about what penalties may apply.

TRUE OR FALSE. My housing agreement goes until June 30, even if I graduate in May.
   TRUE. My agreement and billing will go to June 30, even if I’m graduating in May.

Q. Can I sublease my apartment?
   A. No, but if I am graduating in December or doing an internship in the spring, I can email the housing office (housing@k-state.edu) to learn about my options to vacate early.

Q. Is beer allowed in my apartment?
   A. If I am under 21, I (and my guests, even if they are over 21) may not have alcohol in my apartment. If I am over 21, I (and my guests who are of legal drinking age) may have alcohol.

Q. If I have a bike, what do I need to do?
   A. Complete the free registration form at www.k-state.edu/parking/forms/bicycle.html.

Q. It is recommended that I have renter’s insurance. Why would I want this?
   A. In the event that my personal property is damaged or stolen.

Q. If my neighbors are loud, what do I do?
   A. Politely let them know they are disturbing me. If they are still bothering me, I should contact staff on duty or let my neighborhood staff know.
HELPFUL INFORMATION

JARDINE AGREEMENT:
Review your current agreement at any time. Just use your eID and password to log in.
bit.ly/2MWCwgU

JARDINE HANDBOOK:
This resource contains helpful phone numbers and all the Jardine policies.
housing.k-state.edu/living-options/apartments/resources

MEAL PLAN OPTIONS:
A meal plan at our award-winning dining centers is available for additional cost.
www.housing.k-state.edu/dining

PARKING SERVICES:
www.k-state.edu/parking

LEAD-BASED PAINT PAMPHLET:
bit.ly/2MSSBEv

PAINT PAMPHLET AVAILABLE IN SPANISH, VIETNAMESE, RUSSIAN, ARABIC AND SOMALI:
bit.ly/2MSTLjl

All resident resources can be found on the Housing and Dining Services website at housing.k-state.edu.

EVERGY (ELECTRICITY):
www.evergy.com or 1-800-383-1183

BIKE REGISTRATION:
www.k-state.edu/parking/forms/bicycle.html

RESNET:
housing.k-state.edu/resources/resnet or 785-532-2711
THIS FEBRUARY, YOU'RE INVITED TO CHOOSE YOUR SPACE.

All students who wish to return to Jardine Apartments or another on-campus housing option must participate in the Choose Your Experience process that begins in January. Be on the lookout for more information at housing.k-state.edu. We will also send notices to your K-State email address.

Access the renewal process through the Resident Portal: hmsweb.housing.k-state.edu/residentportal.

ROOMSYNC ROOMMATE MATCHING

RoomSync, a roommate matching program for on-campus K-State students, allows users to create a matching profile online or through their mobile app. Students can search for roommates until they find the right match.

RoomSync can be accessed through the Resident Portal. When you log in to the portal using your K-State eID and password, click on the Find a Roommate button and select the link for the housing area in which you plan to live.

Resident Portal: hmsweb.housing.k-state.edu/residentportal.

MOVING OUT?

- File an Intent To Vacate (ITV) form 60 days in advance at housing.k-state.edu/living-options/apartments.
- Make a checkout appointment by emailing apartments@k-state.edu to schedule a time. Please include your name, wildcat ID number and apartment number.
- If you are checking out after 5 p.m. or on the weekend, file a checkout waiver in the Jardine Apartments office.
- Waiver forms are available at the Jardine front desk or in the mailroom. To process the checkout, drop the waiver and keys in the drop box to the west of the mailroom.
Provided at Check-In

Storm shelter: closest location

Trash bins: closest location

Your RA’s name

RA’s apartment

Things to Remember

**Bikes** Bikes must be stored on the provided bike racks and registered with K-State Parking Services.

**Storage** You may store items such as grills on your balcony, but not the entryway or stairwells of the building. Refer to the Jardine Apartments handbook.

**Wall Hangings** Nails and staples are preferred. 3M Command Strips are OK. Poster tape is not allowed. Mounting an LCD or flat screen TV on the wall is prohibited.

**Pipes** Be careful about what you put under the sink. Make sure items don’t press against the pipes.

**Fire Extinguisher** The fire extinguisher is located under the kitchen sink.

**Shower Curtain** The shower curtain should be pulled shut on the inner side of the tub each time you shower. We also recommend a bath mat or towel for the floor to absorb excess water upon exiting the tub.

Traditional and Renovated Facility Highlights

**Smoke Detectors** There’s a $50 penalty for tampering with the warning sticker on the smoke detector. If there is a problem with the smoke detector, please submit a housing maintenance request in the Resident Portal.

**Test/Reset Outlet** If appliances aren’t working, check the ground fault interrupter (GFI) reset button located near the refrigerator in the kitchen.

**Heat ConvectorS** These are located along the outside walls. Push them open to circulate heat. There’s a central control for the building.

**Freezer** Please do not pack the freezer to maximum capacity. Air needs to circulate around food to keep the freezer in working condition.
Residents in non-hybrid units are responsible for their electricity. Failure to set up electricity properly prior to moving into Jardine — or to maintain continuous services or an up-to-date account with Evergy — is a violation of this agreement and may result in a contractual hearing, penalties, monetary fines such as service reconnection fees, and possibly termination of the agreement (see Termination Policy). Maintaining continuous Evergy service in an occupied apartment is the responsibility of all roommates, regardless of which roommate is the official account holder.

**HIGHLY RENOVATED AND MODERN FACILITY HIGHLIGHTS**

**SPRINKLER SYSTEM** It’s hard wired. The smoke detectors do not have batteries. Be cautious of sprinklers when carrying large objects into your apartment. Caps and pipes are located along the wall and ceiling and in the stairwell and balcony. Do not hang items from these.

**CARD DOOR ACCESS** Enter your card, then your code (for each number press hard enough to see a yellow light). To reset the system, press the “#” button. Green means go, red means it did not take the code — start over. If the battery is low, the light will blink intermittently — call maintenance to enter a work order.

**DEAD BOLT** Don’t let the door slam shut with the dead bolt activated. It ruins the locks and the wiring. While moving in, please prop the door open.

**BALCONY DOOR LOCK** Lift the handle and turn the knob to secure the dead bolt, then turn the bottom lock. If the lock is hard to turn or is grinding, contact the Jardine Apartments office.

**HVAC UNIT DOORS** These are locked. Maintenance will come in once a semester to replace the filter. Items that can be quickly and easily moved may be placed in front of the door, but they will need to be moved for maintenance.

**VOICE/DATA PORTS** V for voice (phone); D for data (internet)

**GARBAGE DISPOSAL** This is not a trash can. No grease. Run cold water at all times when the disposal is on. The switch is located by the sink.

**LAUNDRY** The washer lid has a magnet, so watch your fingers! Empty the dryer’s lint trap after each load.

**CORNER CABINET** (Not in all apartments.) Doors have magnets to open.

**ELECTRICAL SERVICE**

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CONTACT INFORMATION

JARDINE APARTMENTS OFFICE
785-532-3790
apartments@k-state.edu
Hours: Monday through Friday
8 a.m. to 5 p.m.

JARDINE AFTER HOURS
Reach Staff on Call at this number when the office is closed:
785-564-2409

24-HOUR MAINTENANCE
785-532-6466

K-STATE DEPARTMENT OF HOUSING AND DINING SERVICES
104 Pittman Building
1531 Mid Campus Dr. North
Manhattan, KS 66506
785-532-6453 • 888-568-5027 • housing@k-state.edu • housing.k-state.edu

@KStateHDS

KANSAS STATE UNIVERSITY NOTICE OF NONDISCRIMINATION

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university’s Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.

Revised Aug. 29, 2017.