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# Plant Service Rental Entry Policy

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All repairs in college-owned housing must be scheduled in advance with the tenant. The only exception is if the Housing Manager gives express notice that entrance may be made.

It is the responsibility of each service department to call and set up an appointment with the tenant. Document the call. Give date and time the call was made, who you spoke to and the date and time of the appointment.

If, at the scheduled appointment, the tenant refuses entry - leave without comment! The work order will be sent back to the Housing Manager who will then work out the problem and a new schedule.

If the work cannot be completed at the scheduled visit, notify the tenant of the delay and the approximate time of completion.

Fill out and leave an Entry and Work Status Notice form. This will show that you were there and the status of the work.

Be courteous and as prompt as possible! Clean up after yourself...even if the apartment is not!

Refer any questions or complaints that the tenant has to the Housing Manager.