

***The King's College -- NYCIntern Housing
The Vogue Apartments***

Maintenance Items

If there is an emergency maintenance issue in your apartment (i.e. toilet overflowing, or busted pipe) please call the front desk immediately from the intercom in your apartment. If the item is not an emergency please fill out a maintenance request form located at www.NYCIntern.org. Follow the links "Current Interns" and "Room Repair Form." Use this form even for internet or cable related issues.

The AC Units: Use this unit whenever you need to cool down your apartment. However, we do ask that when you are leaving your apartment for the day make sure that all units are turned off. Please help us conserve electricity (especially with these units) and save money so we can continue to pass the savings on to other NYCIntern tenants.

Garbage: Your garbage is disposed of in the room behind the elevators.

Laundry: The laundry room is also in the room directly behind the elevators. These are coin units that accept quarters only.

Lockout

If you are locked out, call your roommates first. If no one is available to let you in, dial the NYCIntern housing staff phone (917-347-9157) and someone will assist you. The front desk does not help with lock-outs. Remember that your first lock out will be free. Each additional is \$5 per occurrence. Should you lose your key or not return it, you will be charged \$75.