



THANK YOU for Residing in the GROHMANN TOWER for 2022-2023

Hello:

Welcome to the Grohmann Tower. We truly appreciate your patience as we worked to meet all the various requests for student residency this fall. With 19 different floor plans and 11 different price points, you can imagine how interesting the process can be. We are excited to have those notified and accepted applicants residing in the Grohmann Tower and hope it will be a fantastic experience for you.

1) Moving-In Date(s): Your apartment will be ready by Thursday, September 1st. If your apartment is available earlier, you will receive a separate email indicating that your assigned apartment is ready for occupancy. All LEASES END on May 31, 2023 unless otherwise indicated. We will try to accommodate early arrival requests, but please note that we are full this summer and in the fall, and thus meeting all the various requests could be challenging.

Early move-in requests for floors 7 thru 14 should be emailed to Rick at gagliano@msoe.edu with the day/date/approximate time you want to arrive and the reason. Floors 4 thru 6 should email living@msoe.edu with their requests.

2) New Residents Move-in Process: Upon your arrival, park your vehicle in front or the side of the building (233 E. Juneau Avenue). Come into the main lobby of the Grohmann Tower (office is open 9am-9pm daily). The office can be reached at 414-277-7228. The staff will have you complete a "apt inventory condition form" and give you keys (apt and mailbox). Your MSOE ID (that you should already have in your possession) has been activated for the Grohmann Tower. You will then unload your belongings from your vehicle and then move your vehicle to Viets Field parking. As parking space is limited around the Tower, it is imperative you unload quickly and move your vehicle so that others can do the same.

3) Returning Residents Move-in Process: Upon your arrival, park your vehicle in front or the side of the building (233 E. Juneau Avenue). Come into the main lobby of the Grohmann Tower (office is open 9am-9pm daily). The office can be reached at 414-277-7228. You will have already completed the "apt inventory condition form" (if you are returning to the same apartment) and if you are in a new apartment and have not done that yet (then see #2). Your MSOE ID (that you should already have in your possession) has been activated for the Grohmann Tower. You will then unload your belongings from your vehicle and then move your vehicle to Viets Field parking. As parking space is limited around the Tower, it is imperative you unload quickly and move your vehicle so that others can do the same.

4) Repairs/Work Orders: if you notice something that needs repair, simply send Rick (gagliano@msoe.edu) an email with your apt number and explaining what needs repair. Please don't say something like the microwave doesn't work...let us know if the door is not closing, or has no power, or not heating, or tray is not spinning. The more details the better.

5) Mail/Packages/Address: Please remember to change your address (from where you are moving from or within the Tower if you were in another apt prior). You can do this in person at the U.S. Post Office on Juneau Avenue or at: www.usps.com. Your actual address will be as follows.

[Your Name]

233 E. Juneau Avenue [your apt number]
Milwaukee WI 53202

6) Rent: Please note that you can see all actual rental prices at <https://www.msoe.edu/campus-experience/living-at-msoe/grohmann-tower/> (please be aware that you are responsible for the price listed on

the website, in case a mistake took place in this email listing). All rent is due on the 1st of the month (beginning with your move-in date) and is considered late after the 14th of each month (late fees will be assessed on the 15th of each month). You will be able to pay your rent each month (or in advance) through your [my.msoe](#) account and under the Tower Resident section <https://www.msoe.edu/campus-experience/living-at-msoe/grohmann-tower/> (page down to the "Payment Portal").

You can pay rent online: <https://commerce.cashnet.com/twra>.

- Enter your **ID number**, **name**, and **rent** per month (listed above).
- There is no additional fee if you pay with your banking information.
- There is a fee if you pay by credit card.

7) Security Deposit: Is \$600.00. If you are a returning resident, then you have already paid it. If you are a new resident, then it should be paid with your first month's rent. Upon move-out, you will be billed for any damages/cleanliness issues in the apartment. Follow our cleaning and move-out instructions and you won't be one of the 5% that get charged. Future landlords usually check with your last 2 to 3 landlords to make sure that you will be a positive addition in their buildings.

8) Posting/Hanging Pictures: We prefer you to use nails or thumbtacks to hang items as compared to double-sided tape or command strip-type materials. If you have any questions, please check with us.

9) Noise or Other Disturbances: Never hesitate to contact the Tower Staff (414-277-7228) or Public Safety (414-277-7169) if your living environment is being disrupted or you feel that security has been compromised. There are emergency buttons in each elevator and in each elevator lobby on each floor. If you are the "disturber," and are being confronted by the Tower Staff or Public Safety, please be cooperative...do not escalate the situation.

10) Door and 4th Floor Access: The outside main door (Juneau Avenue) is unlocked from 7am until 7pm. After 7pm the outside (Juneau Avenue) door is locked, and an ID is needed to enter. All other doors are locked. Non-residents, but MSOE students, can enter the foyer, but after that you need to meet them and escort them around the Tower. Never leave a guest unattended in the building or on the 4th floor as this area is for current residents (not former or future residents unless you are with them). Remember you are held responsible for the conduct of your guests...including any lease violations they may do. **NEVER TRANSFER YOUR MSOE ID TO ANOTHER PERSON in order to gain access to the building...you jeopardize the safety/security of all residents and violates not only your lease, but also university policy.**

11) Social Media: Be sure to LIKE our Facebook page. We provide updates to residents and have hundreds of photos of the Tower in the photo album section. We also post free things to do in the area on this page <https://www.facebook.com/msoegrohmanntower/>. You can follow us on Instagram or tag us at #grohmanntower.

12) Office Hours/Questions: The Tower Office is staffed 7 days a week (on average from 9am until 9pm). Please email me at gagliano@msoe.edu or call me at 414-277-7228 (office) or 414-335-6198 (cell) if you have any questions.

13) Parking: Is full at this time and we can add you to the waiting list. Simply send me an email indicating such. We do not anticipate

14) Trash/Recycling: We have trash rooms on each floor (across from the #7 apartment)...if your boxes are larger than a pizza box, leave on the floor in the room. If you have trash bags that are the size of a human being, leave those on the floor also...do not try to jam things into the chutes...they will get stuck and cause a problem. If we find your name on the box, you may be charged for staff time in clearing the chutes. We do pest control inspections twice a month, and bed bug inspections once a quarter. You can also check out cleaning supplies (mops/brooms, vacuums, more) from the Tower Desk between 9am and 9pm daily.

15) WI-FI: We have a wired connection in each apartment (no password needed). Only one port is activated in each apartment. You should bring your own router. The 4th floor lounge area has wireless as does the ground floor lobby area. If you have a non-standard Ethernet port on your computer, you will want to bring an adapter. **Routers/Internet Access:** <https://helpdesk.msoe.edu/support/solutions/articles/1000038750-on-campus-housing-wifi>

16) 4th Floor Lounge: The lounge is open 24 hours and has a television along with meeting rooms. We ask that you check the posted room schedule if you want to use one of the rooms to make sure there is no conflict. This floor also has public bathrooms, drinking fountains, outdoor patio, and vending machines (soda, drinks, snacks/candy).
https://www.facebook.com/msoegrohmanntower/photos/?tab=album&album_id=247682762244063

17) Laundry Room: We have a laundry facility (10 washers/10 dryers) on the 4th floor. You must use an ID to pay \$1.25 (ID ONLY) per load per machine. You are responsible for washing/drying the towels and bedding provided to you. https://www.facebook.com/msoegrohmanntower/photos/?tab=album&album_id=295581054120900 –

EMERGENCIES: Never hesitate to contact Public Safety at 414-277-7159 (emergency line) or 414-277-7169 (non-emergency) or the Tower Office at 414-277-7228. You can also text or call my cell at 414-335-6198 if you are unable to reach the office for some reason.

ABOUT THE TOWER: The Grohmann Tower has 155 apartments and can hold 345 residents. We are unique in the manner that all operations are handled by students. We have three professional staff (myself, Pam at the Front Desk, and Eric with Facilities)...but all other operations, office staffing, cleaning, set-up, response, etc. are handled by a team of up to 40 students. These students handle our own painting, furniture repair, carpet cleaning, apt cleaning, public area cleanings, etc. and hold entry-level, mid-level, lead/senior-level, and manager-level positions.
https://www.facebook.com/msoegrohmanntower/photos/?tab=album&album_id=247684325577240

Final Notes: Lock your apartment doors when you leave your apt; keep your apt clean as we do consider pests/rodents to be potential violations of the pet policy; do not steal shopping carts from local stores...that is theft; always escort your guests to and from your apt; never let people from the outside into the Tower even if they ask to use the restrooms; do not leave unattended candles burning; shower curtains go on the inside of the shower (to prevent water from going on the floor), ask your parents how to properly cook bacon and frozen pizzas...and finally...don't hesitate to ask questions as the Tower Staff is here to assist you and they work hard to help you have a great residential experience here at the Grohmann Tower.

We are pleased that you chose to reside in the Grohmann Tower for 2022-2023.

rbg

Richard B. Gagliano
Building Manager
www.linkedin.com/in/rgagliano

MSOE Grohmann Tower Apartments
233 E. Juneau Avenue
Milwaukee, WI 53202
(414) 277-7228

Follow us on Social Media:

- Facebook: www.facebook.com/MSOEGrohmannTower
- Instagram: www.instagram.com/msoe_grohmann_tower/
- MSOE Website: <https://www.msoe.edu/campus-experience/living-at-msoe/grohmann-tower/>