

JSM MANAGEMENT

Apartment Living Guide

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Welcome to the 508 E. Healey Apartments.

Apartment Information

Central Air Conditioning/Heating

When turning on either the air or heat for the season, be sure the thermostat is set correctly and the unit has a clean filter. **Free filters can be obtained at the JSM office.** You should check your filter every thirty days and change it as needed for maximum heating/cooling efficiency.

Air Conditioner

Set thermostat on COOL and fan on AUTO. Be sure to allow ample time for the unit to cool your apartment. The air conditioner should only be used when outside temperatures are above 60F. Operating the a/c when outside temperatures are lower than 60F can cause the air conditioner unit to freeze up, possibly damaging the unit.

Heating

Set thermostat on HEAT and fan on AUTO. Do not place items in the furnace closet as this could cause a fire. There is a power switch for the heat. It looks like a standard light switch and is located in the utility closet. If your heat will not turn on, be sure this switch is on before contacting maintenance.

Circuit Breaker

If you do not have power, be sure all circuit breakers are switched to the “ON” position before calling Ameren IP. Circuit breakers are located next to the bathroom on the furnace side. To reset a circuit breaker, first switch it to the “OFF” position and then switch to the “ON” position. All power outages should be reported to Ameren IP, not our office.

Outlets in the kitchen and bathrooms are equipped with a Ground Fault Interrupter (GFI). If the power cannot be switched back on, press the reset button located on the outlet plate.

When moving out of your apartment, please switch all breakers to the “OFF” position before leaving for the final time. Ameren IP will not turn off your power if the breakers are on.

Dishwasher

To ensure proper cleaning, do not overload dishwasher. Also, before starting, turn on the kitchen faucet until the water runs hot and then turn off the faucet. This will ensure your dishes are as clean as possible. Only use detergents specifically designed for dishwashers. Do not use dishwashing liquid for sink use, as this will cause the soap to foam up and overflow the dishwasher.

Furnace/Air Conditioner Unit Filters

Proper heating and cooling requires a clean air filter in your furnace. We supply free air filters for your furnace which you may pick up at the office during our regular office hours. Please check these periodically and change them when needed.

Garbage Disposals

Your apartment is equipped with a garbage disposal unit. To properly use your garbage disposal, first turn on the water, then turn on the disposal. Gradually place the soft food items into the disposal. After it sounds like everything is ground, turn off the disposal. Let the water run for several seconds after the disposal is turned off.

Do not place large amounts of sticky or heavy food (such as rice or pasta) in the disposal. This could cause the unit to clog. Never place a large amount of food in the disposal and then turn it on. This can cause the unit to clog and can burn out the motor. Always follow the instructions above to dispose of waste food. Never place hard objects (such as bones, eggshells, nutshells, etc.) in the disposal. This could damage the unit.

If the garbage disposal will not turn on and is not making a humming sound, you will need to reset the garbage disposal. First, press the 'reset' button found on the bottom of the unit. If it has reset, the button will be popped out. If that does not work, check to see if the circuit breaker has tripped and turned off in the electrical service panel.

Mailboxes

In order for you to receive uninterrupted mail delivery, be sure to list your name on the mailbox at your building.

Parking

Your apartment building has leased parking. Please contact the JSM office regarding parking for this building.

Pest Control

Your apartment will be treated for Pest Control Service on a regular basis the first Thursday of each month. Additional problems may be handled by calling the office at 359-5828.

Phones

With the exception of the phone jack itself, we do not repair, replace or install anything connected with the phone system. Please make arrangements with a telephone company for telephone related problems.

Pictures/Posters

Please use thumbtacks or slender nails designed to support pictures. Do not use tape on the walls.

Refrigerator

Refrigerators take 24 hours to reach the proper temperature degree for maintaining your food. When cleaning the refrigerator, be sure to wipe the door seals and their adjoining surfaces to keep the seals from tearing. When moving out of your apartment and turning off your power (see “Circuit Breaker” section) prop open the refrigerator and freezer doors to prevent mold growth. Refrigerators with mold must be discarded and cost of a new refrigerator will be charged to the resident.

Washer/Dryer

No liquids of any kind should be placed on top of the dryer. They could leak or spill and cause damage to the unit. To ensure proper laundry cleaning, do not overload the washer. This could possibly cause the washer to malfunction. No large or heavy items, such as rugs or comforters, should be laundered in the washer/dryer unit. Large items could cause the washer to malfunction. **Be sure to clean the lint trap after every dryer load.**

Water Heater

The water heater is on the same circuit as the bathroom next to the water heater closet. If the GFI breaker in the bathroom has tripped, it will also shut down the water heater. Make sure all of your GFI breakers are on and all of your standard circuit breakers are on before calling maintenance for no hot water.

Windows

Be sure both the top and bottom sashes are closed and locked. If you cannot lock your window, be sure the top sash is pushed all the way up before submitting a maintenance request.





