

JSM MANAGEMENT

Apartment Living Guide

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Welcome to 1001 W. Clark Apartments.

Apartment Information

Air Conditioning

When turning on your air conditioner for the season, close the vent and ensure the filter is clean. Be sure to allow ample time for the unit to cool your apartment. If your a/c filter needs to be cleaned or replaced, please turn in an online maintenance request for this service.

Heating

Each apartment is heated by electric baseboard heaters. To turn on or adjust the heat use the dial that is located in the middle of the unit.

Circuit Breaker

If you do not have power, be sure all circuit breakers are switched to the “ON” position before calling Ameren. Circuit breakers are located on the wall near the front door. To reset a circuit breaker, first switch it to the “OFF” position and then switch to the “ON” position.

Your bathroom is equipped with a Ground Fault Interrupter circuit breaker. If the power in your bathroom goes out, check your circuit breaker box. The bathroom circuit has a ‘test’ button on the breaker switch. Turn this switch off, and then back on. The kitchen outlets are equipped with a Ground Fault Interrupter. 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

Before starting the dishwasher, turn on the kitchen sink faucet until the water runs hot. This will ensure your dishes get as clean as possible. Only use detergents specifically designed for automatic dishwasher use. Do not use liquid detergent designed for sink use, as this will cause the soap to foam up and overflow the dishwasher.

Garbage Disposal

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.

Internet

Your rental fee includes internet connection. If you have any questions or experience any disruption in your services call Pavlov at 1-888-396-0033, not our office.

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 the parking for this building.

Pest Control

Your apartment will be scheduled for pest control service on a regular basis. Your building will be treated the third Tuesday of each month. Additional problems may be handled by calling the office at 359-5828.

Phones

With the exception of the phone jack, 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

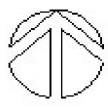
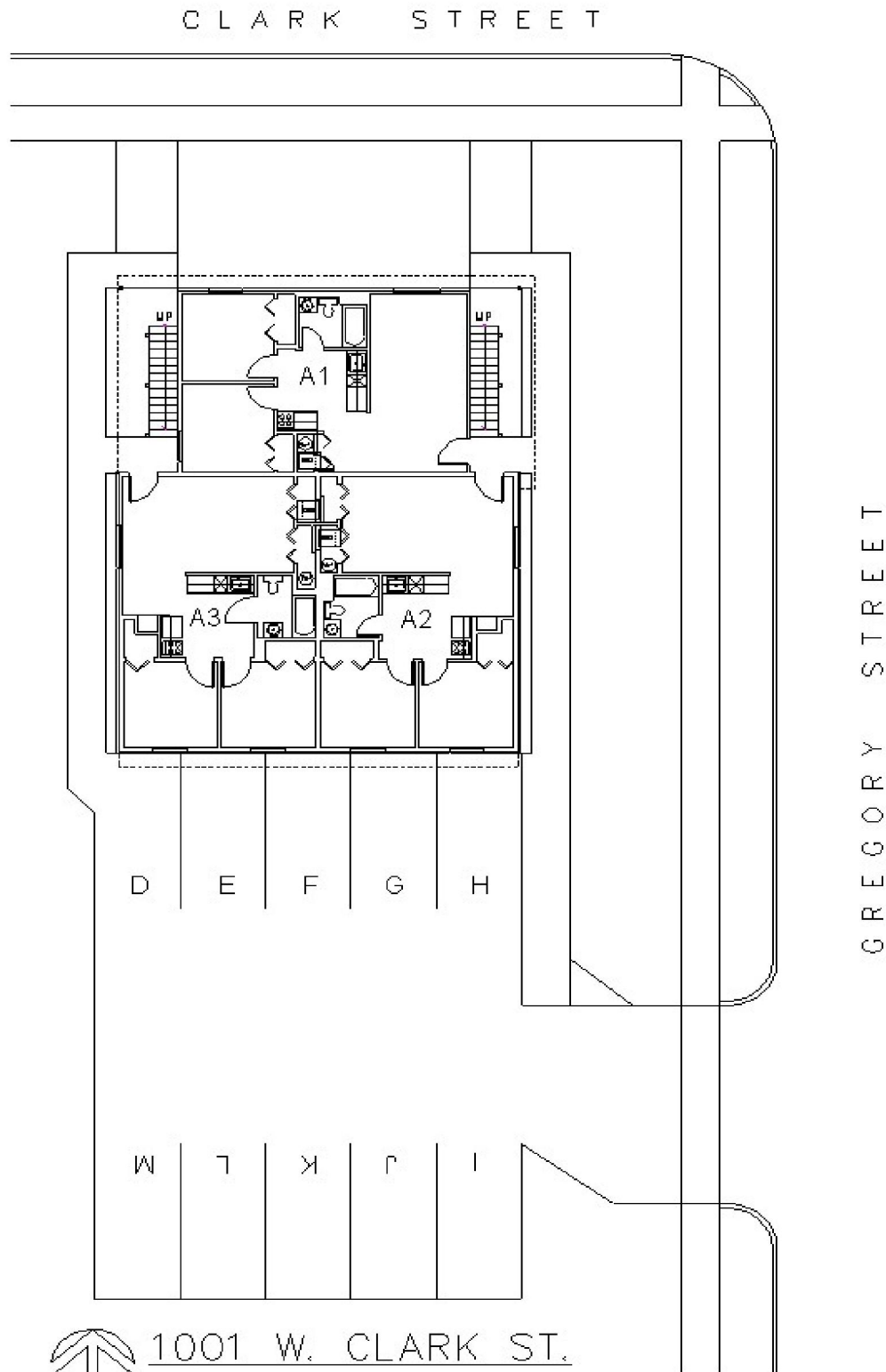
Please use thumbtacks or slender nails designed to support pictures. Do not use tape on the walls.

Refrigerators

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.

Washer/Dryers

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.**



1001 W. CLARK ST.
SITE PLAN — EXISTING
NOT TO SCALE