

JSM MANAGEMENT

Apartment Living Guide

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Welcome to 413 W. Main St.

Apartment Information

Boiler Heat

The boiler is controlled by a central thermostat in the apartment.

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 in the basement of the house. To reset a circuit breaker, first switch it to the “OFF” position and then switch to the “ON” position.

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. 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.

Mailboxes

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

Parking

Free parking is located in the parking lot immediately behind the house. All spaces are available for resident parking .

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.

Pest Control

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

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. 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

Coin operated washer/dryers are located in the basement of the house. To keep the machines in good working order, please follow the recommended operating instructions. If a machine is not working, please contact the office immediately and put an "OUT OF ORDER" sign on the machine. Please help in keeping the laundry area clean by picking up after yourself. **Be sure to clean the lint trap after every dryer load.**