

JSM MANAGEMENT

Apartment Living Guide

Apartment Living Guide



Welcome to Busey Court Apartments.

Apartment Information

Air Conditioner

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 a maintenance request for this service.

Cable Heat

Your apartment building has radiant cable heat in the ceiling. Therefore, please **DO NOT** place hooks or nails into the ceiling as they may damage the cable. This costly repair will be charged to the resident.

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.

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 scheduled for pest control service on the third Friday 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 mating 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.**