

## **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 cleaned or replaced, please turn in an online maintenance request for this service.

Your apartment is equipped with a window a/c. If your unit is leaking or has “iced up,” please turn it off and turn on the fan for the unit. Place towels under the a/c until to soak up the water and fill out a maintenance request to have the unit looked at. To prevent this from happening again, be sure the thermostat is always set above 72 degrees.

### **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. Do not place furniture, beds or bedding, clothing, etc. next to or on top of the baseboard heaters. This is a significant fire hazard.

### **Circuit Breaker**

If you do not have power, be sure all circuit breakers are switched to the “ON” position before calling Ameren IP. Your circuit breaker box is located in your bathroom closet. 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 at 1-800-755-5000, 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. Please make sure the refrigerator and freezer doors are propped open before exiting the apartment to prevent mold growth. Ameren IP will not turn off your power if the breakers are on.

### **Internet**

You are responsible for setting up internet service. Your apartment is equipped with a cable or phone line connection. You can get whomever you like for internet service. AT&T (phone and/or internet) and Comcast (cable television and/or internet) are two we are aware of. Pavlov Media is also an internet provider for most buildings. Please direct any internet specific questions to your provider, not the JSM office.

### **Mailboxes**

In order for you to receive uninterrupted mail delivery, be sure to list your name on the mailbox at your building. Please make sure to check your mail on a regular basis, as accumulated mail can make the mailbox difficult to open. If you are going to be unable to check your mail for more than a few days, please contact the post office to have your mail held.

JSM does not accept packages in our office for residents. All package deliveries must be sent

directly to your apartment address.

### **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 monthly preventative pest control service and inspection on the second Friday of each month. Additional problems may be handled by calling the office at 359-6108.

### **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 1/16" in diameter or less designed to support pictures. Do not use tape on the walls.

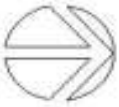
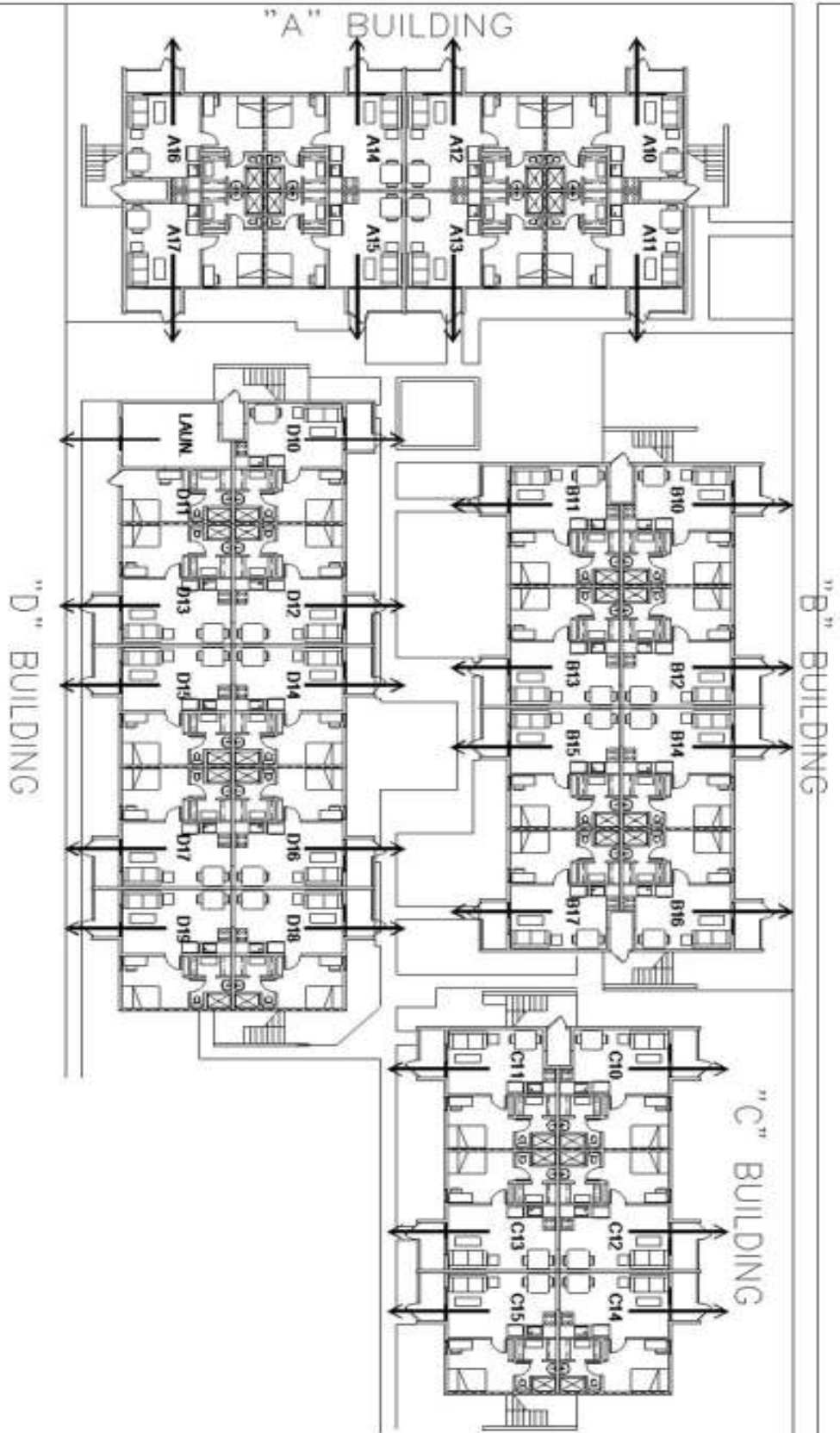
### **Refrigerator**

Refrigerators take 6 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 the cost of a new refrigerator will be charged to the resident.

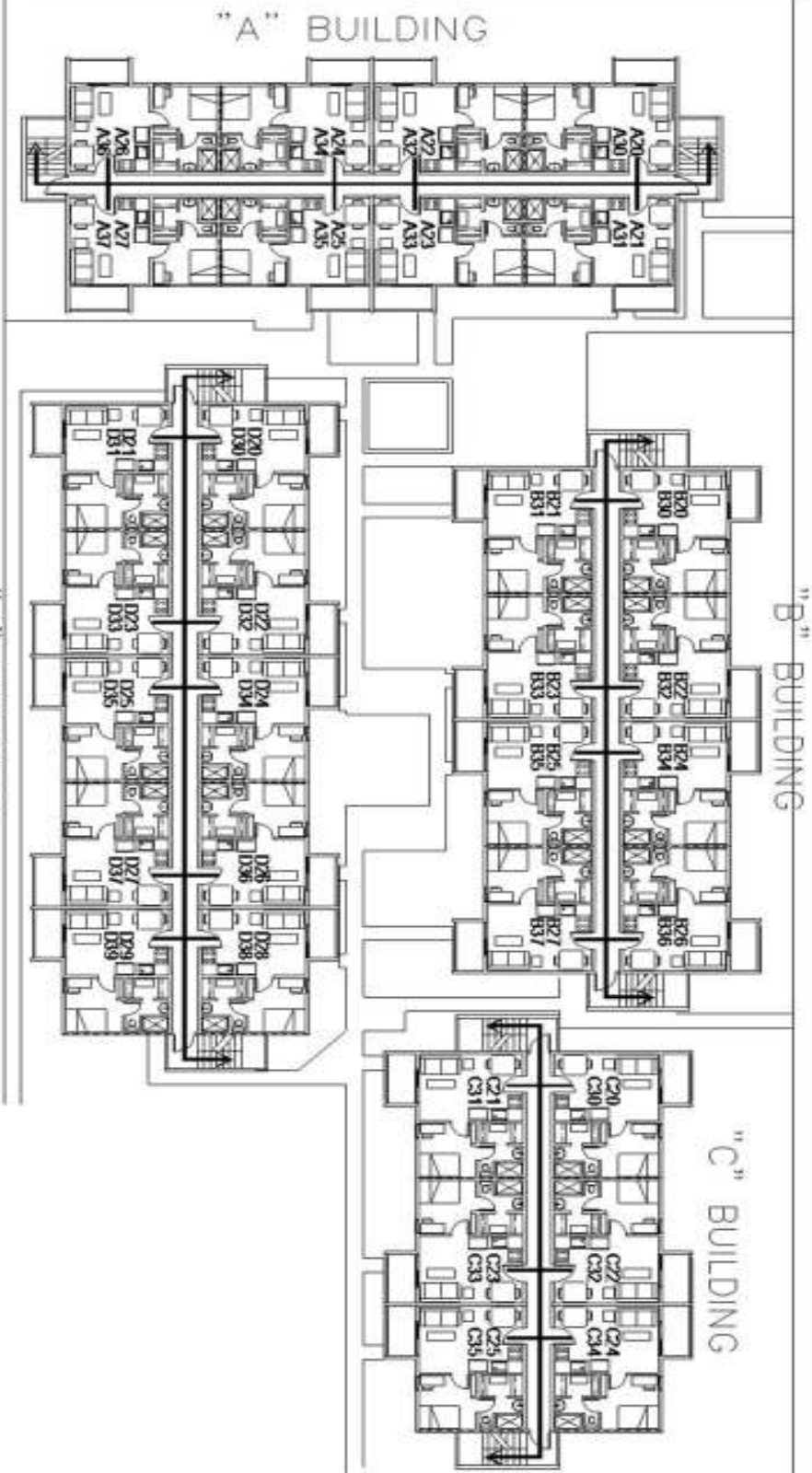
### **Washer/Dryer**

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.**



**THE VILLAGE APARTMENTS**  
**1st FLOOR**  
**EMERGENCY EVACUATION PLAN**  
**NOT TO SCALE**



  
**THE VILLAGE APARTMENTS**  
**2nd & 3rd FLOOR**  
**EMERGENCY EVACUATION PLAN**  
**NOT TO SCALE**

