

## 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 regularly for maximum heating / cooling efficiency.

#### Air Conditioning

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 60 F. Operating the a/c when outside temperatures are below 60 F can cause the unit to freeze up, possibly damaging the unit.

#### Heating

Set thermostat on HEAT and fan on AUTO.

### 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 on the wall in your bedroom by the furnace area, either in or outside the 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.

### Dishwasher

To ensure proper cleaning, do not overload the dishwasher. Before starting the dishwasher, 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. **\*Water heater must be set to at least 120° and no more than 150° Fahrenheit to have clean dishes\***

### Electronic Entrances-

Along with the apartment and mailbox keys, residents are given electronic fobs for entrance into the building through the northeast door off Green Street. Extra fobs will not be issued for any reason. Replacement of a lost fob will be \$25.00.

## **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. Please direct any internet specific questions to your provider, not the JSM office.

## **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. You must also never put grease down the disposal.

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.

## **Hot Water**

If you do not have hot water, be sure the circuit breaker for the water heater is switched to the "ON" position before submitting a maintenance request. 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.

## **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. For secure entry buildings, **do not prop the front doors open**. UPS and FedEx have access to entry door keys in order to deliver packages to residents.

## **Parking**

Please contact the JSM office regarding parking for this building. We do not have parking on site but will have available spaces for lease at other JSM locations.

### **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 217-359-6108.

### **Phones**

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 nails 1/16" or less in diameter 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.**