

Apartment Information

Air Conditioning / Heating

For the first-floor apartments:

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. *For cleaning the filter* – if your a/c filter has a foam filter, take the filter out of the a/c and wash it out. Be sure the filter is dry before reinstalling it in the a/c unit.

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 unit to soak up the water and fill out an online 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: You have baseboard heating. To turn on the heat, turn the switches on the baseboard unit themselves. DO NOT place furniture, beds or bedding, clothing, etc. next to or on top of the baseboard heaters. This is a significant fire hazard.

For the third floor (4-bedroom) apartments:

You have central heat / air. 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 Conditioner

Set thermostat on COOL, and fan on AUTO. Be sure to allow ample time for the unit to cool your apartment. Air conditioner should only be used when outside temperatures are above 60F. Operating the a/c when outside temperatures are lower than 60F can cause the air conditioner unit to freeze up, possibly damaging the unit.

Heating

HEATING – set thermostat on HEAT, and fan on AUTO. Nothing should be placed in the heating closet. Air flow is needed to properly operate the heat and air conditioner.

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 near the front door. 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.

Circuit Breaker (Con't)

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 (units 12, 31 to 35)

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. ***Water heater must be set to at least 120° and no more than 150° Fahrenheit to have clean dishes***

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. To reset a circuit breaker, first switch it to the "OFF" position and then switch to the "ON" position.

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 few days, please contact the post office to have your mail held.

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 first Thursday 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

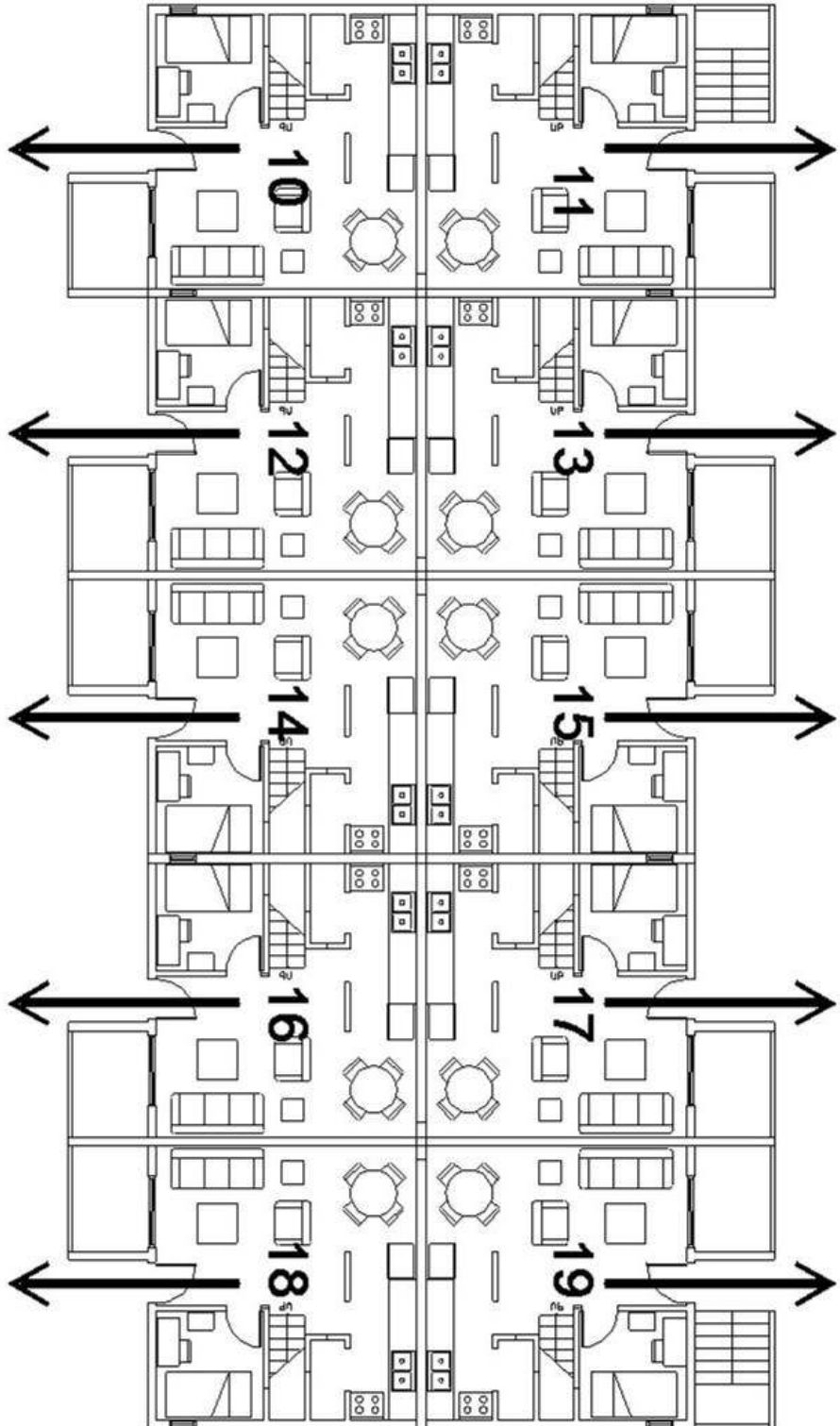
Please use thumbtacks or slender nails 1/16" in diameter or less designed to support pictures. Do not use tape on the walls.

Refrigerator

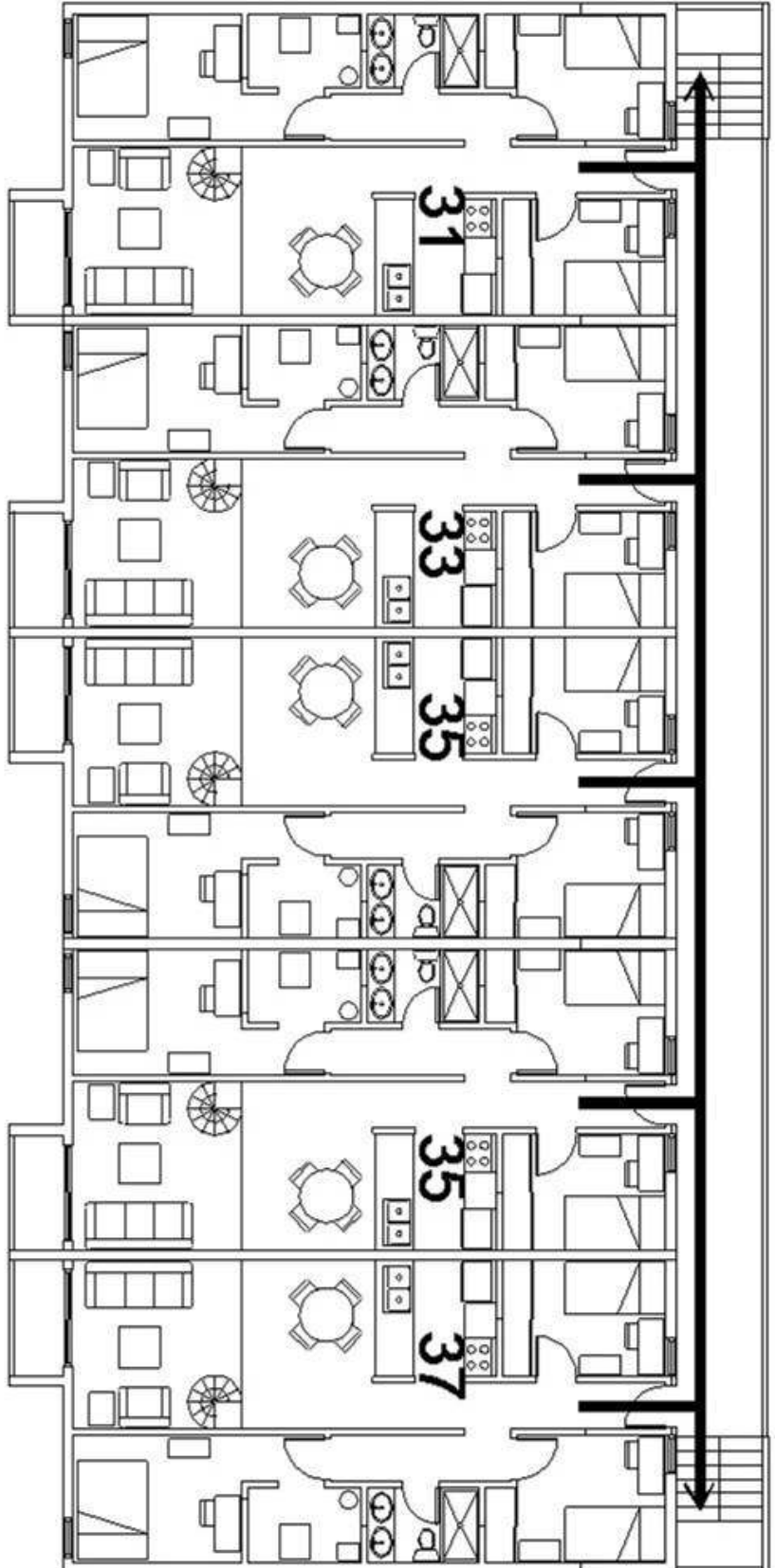
Refrigerators take 6 hours to reach the proper temperature degree for maintaining your food. When cleaning the refrigerator, be sure to wipe the door seals and their adjoining surfaces to keep the seals from tearing. When moving out of your apartment and turning off your power (see "Circuit Breaker" 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.**



201 E. HEALEY
1st FLOOR
EMERGENCY EVACUATION PLAN
NOT TO SCALE




201 E. HEALEY
3rd FLOOR
EMERGENCY EVACUATION PLAN
NOT TO SCALE