

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 every thirty days and change it as needed 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. The 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

Set thermostat on HEAT and fan on AUTO. Do not place items in the furnace closet as this could cause a fire. There is a power switch for the heat. It looks like a standard light switch and is located in the utility closet. If your heat will not turn on, be sure this switch is on before contacting maintenance.

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.

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.

Directory

Directories located at the east and west entrances allow access for non-residents. Visitors must search the directory listing for the resident they wish to visit and contact him/her via the intercom. The intercom will ring the phone number submitted for that particular resident. The resident would then press '9' on the phone to buzz in the visitor. Please fill out the enclosed entry system form with a list of all residents' names and their corresponding phone numbers.

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

Garbage Disposals

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 place 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.

Garbage Dumpster

The garbage dumpster is located southwest of the garage exit ramp.

Hot Water

If you do not have hot water, the first thing you would need to do is check the GFI outlet that is in the bathroom on the same side of the apartment as your water heater closet. If you do not have power in that bathroom, it would also indicate that your water heater does not have power. On the outlet plate in the bathroom, press the 'Reset' button. If this does not solve the problem, then check your circuit breaker to be sure that the switch for the water heater and bathroom is switched to the "ON" position. If it is not, turn it all the way off and turn it back on. If this still does not correct the problem check to see if the motor on top of the water heater is running. If it is, unplug and plug the unit back in. If all of the above have been checked and the water heater is still not producing hot water, please submit an online maintenance request. Please be advised that not having hot water is not an emergency. Requests received after-hours would be handled the following business day.

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. 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

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 fourth Tuesday 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.

Sprinkler System

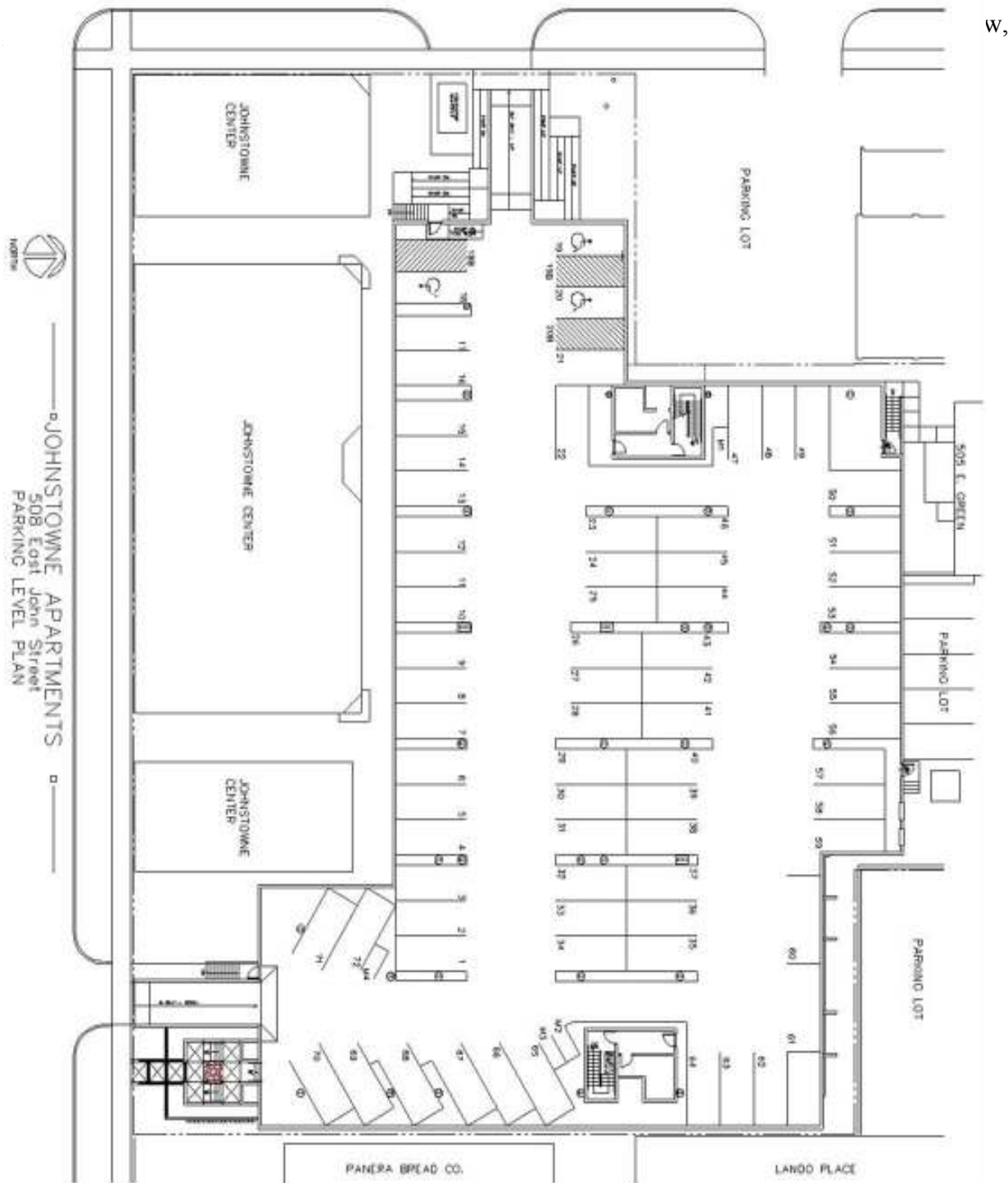
Your apartment is equipped with a sprinkler system to assist in extinguishing a fire in your apartment. **DO NOT** hang any items of any kind from the sprinkler heads. This could cause damage to the system. If the sprinkler heads leak in any way, immediately report the leak to our office.

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.

Make sure there are no foreign objects in clothing that are put into the washer/dryer unit. Small objects (coins, bobby pins, etc.) can cause damage to the unit. **Be sure to clean the lint trap after every dryer load.**

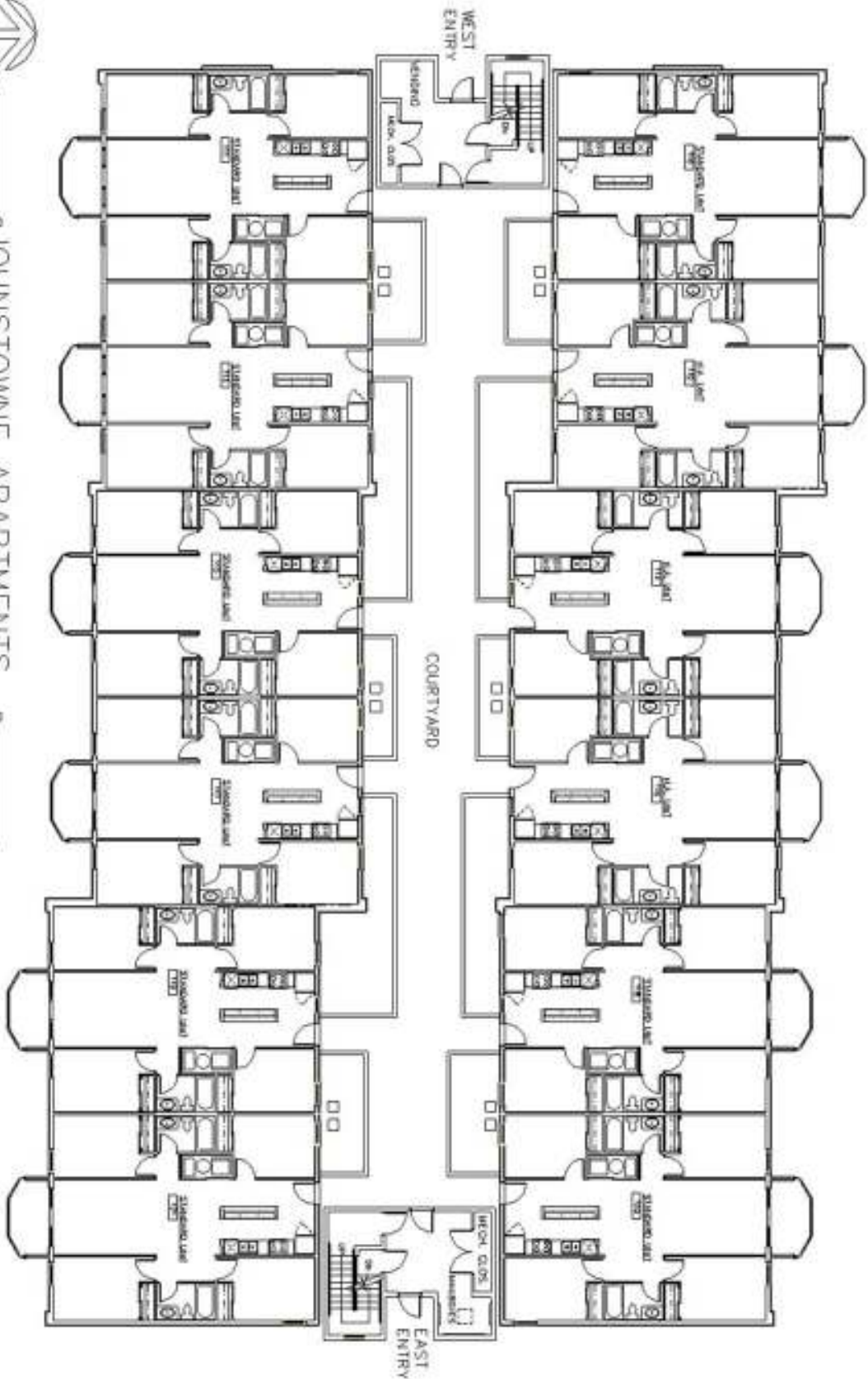
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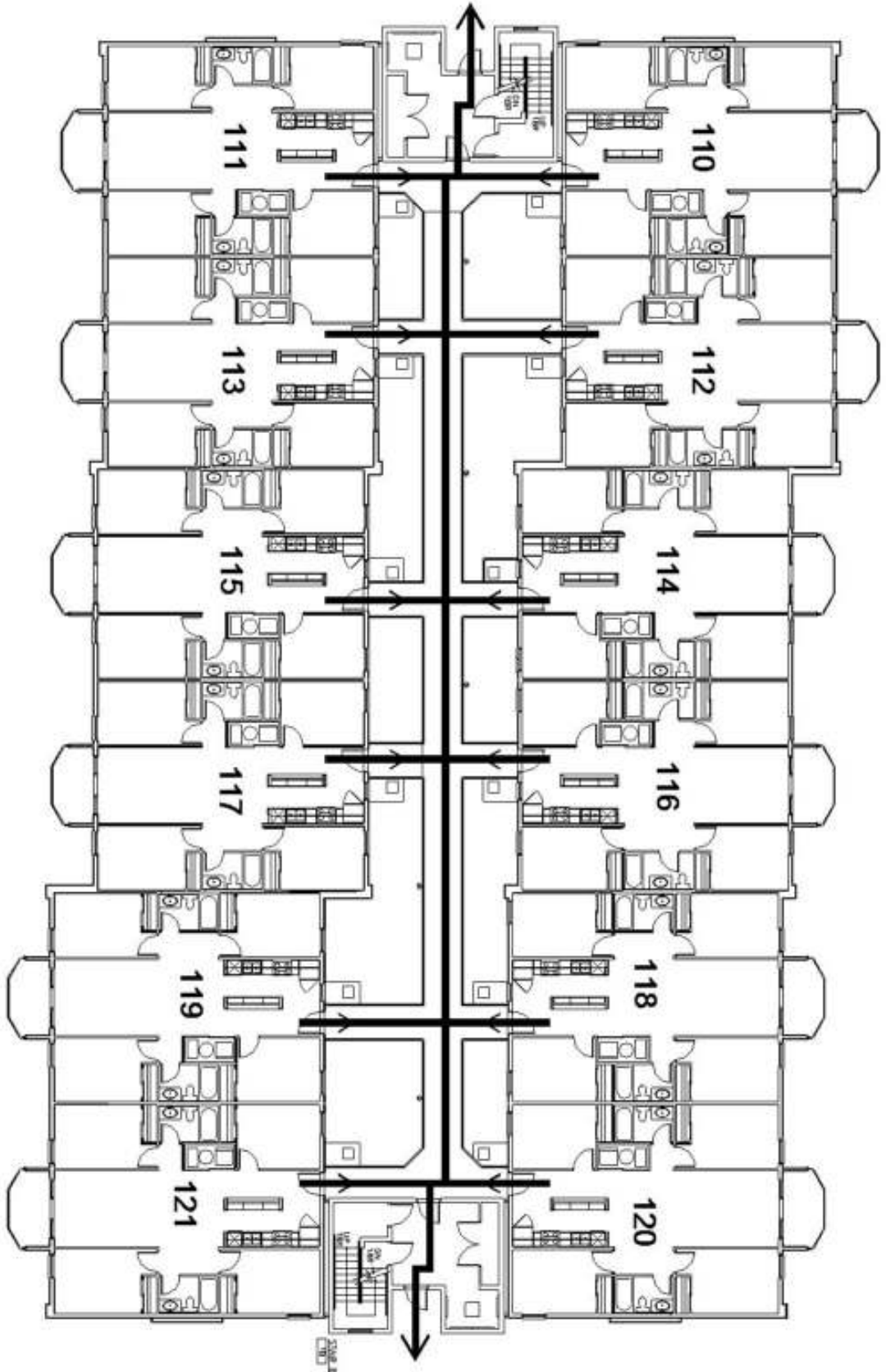




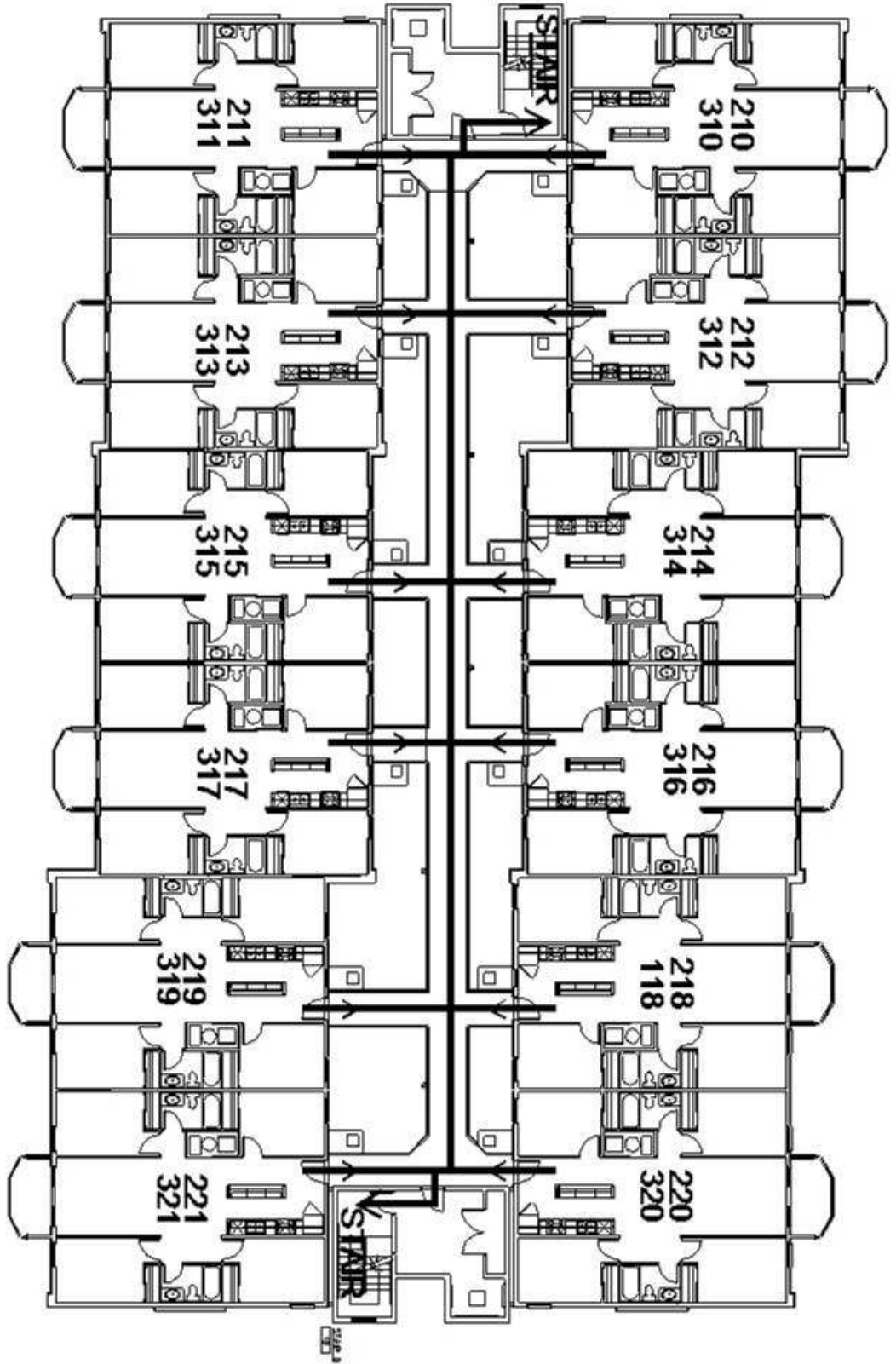
NORTH

JOHNSTOWNE APARTMENTS
508 East John Street
1ST FLOOR PLAN





508 E. JOHN
1st FLOOR
EMERGENCY EVACUATION PLAN
NOT TO SCALE



508 E JOHN
2nd & 3rd FLOOR
EMERGENCY EVACUATION PLAN
NOT TO SCALE