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 submit 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.

Baseboard Heat (Only applies to units 14 and 16 at 512 E Clark)

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.

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 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.

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.

Laundry (Machines in 502 E White and 504, 505 & 510 E Clark)

Central laundry facilities are provided on the second floor in your building or neighboring building. To keep the machines in good working order, please follow the recommended operating instructions. If a machine is not working, please complete an online maintenance request and put an "OUT OF ORDER" sign on the machine. PLEASE help in keeping the laundry area clean by picking up after yourself. **Be sure to clean the lint trap after every dryer load.**

Mailboxes / Package Delivery

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 building will be scheduled for monthly preventative pest control service and inspection. 502 E. White will be scheduled on the fourth Monday of each month and 504, 505, 507, 510 and 512 E. Clark will be scheduled on the first 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.

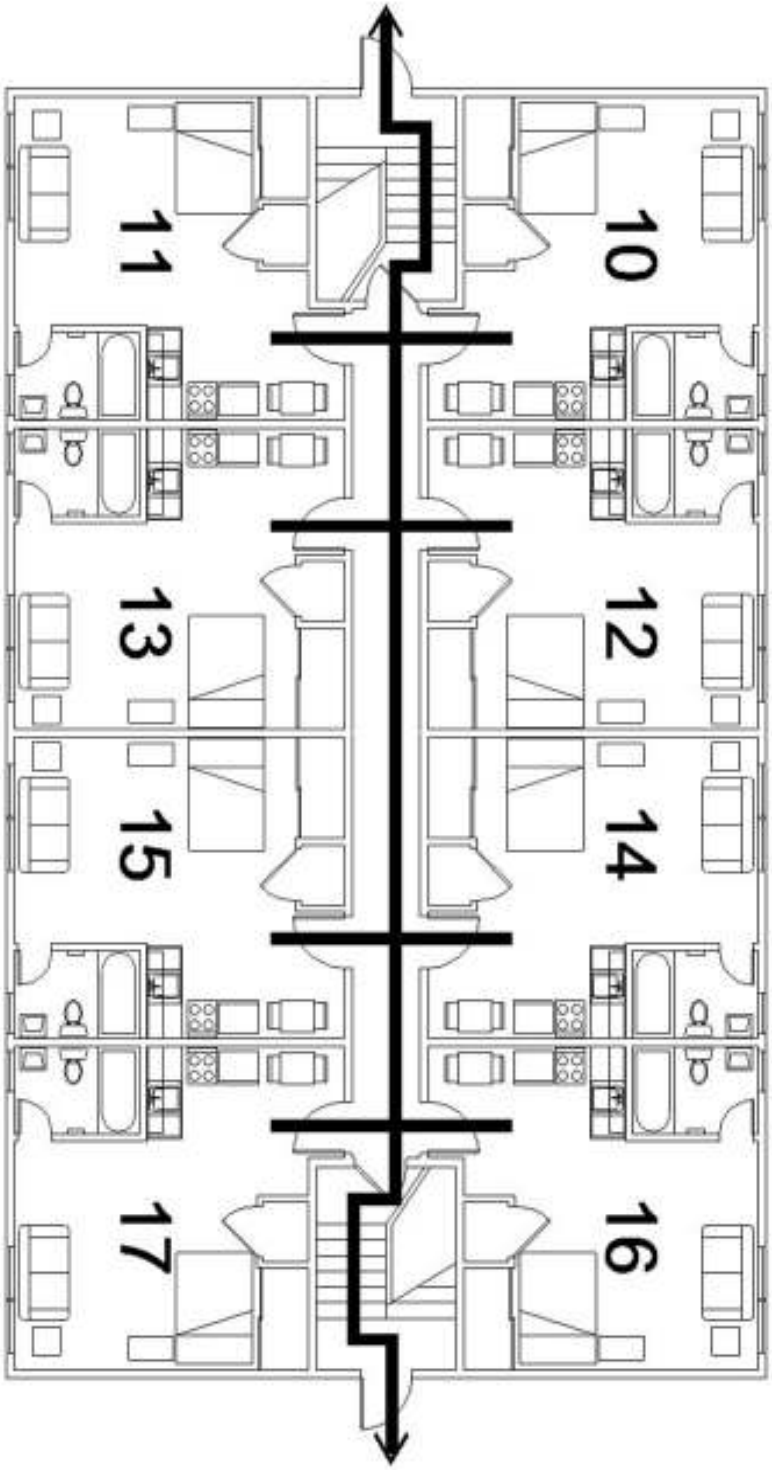
Pictures / Posters

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

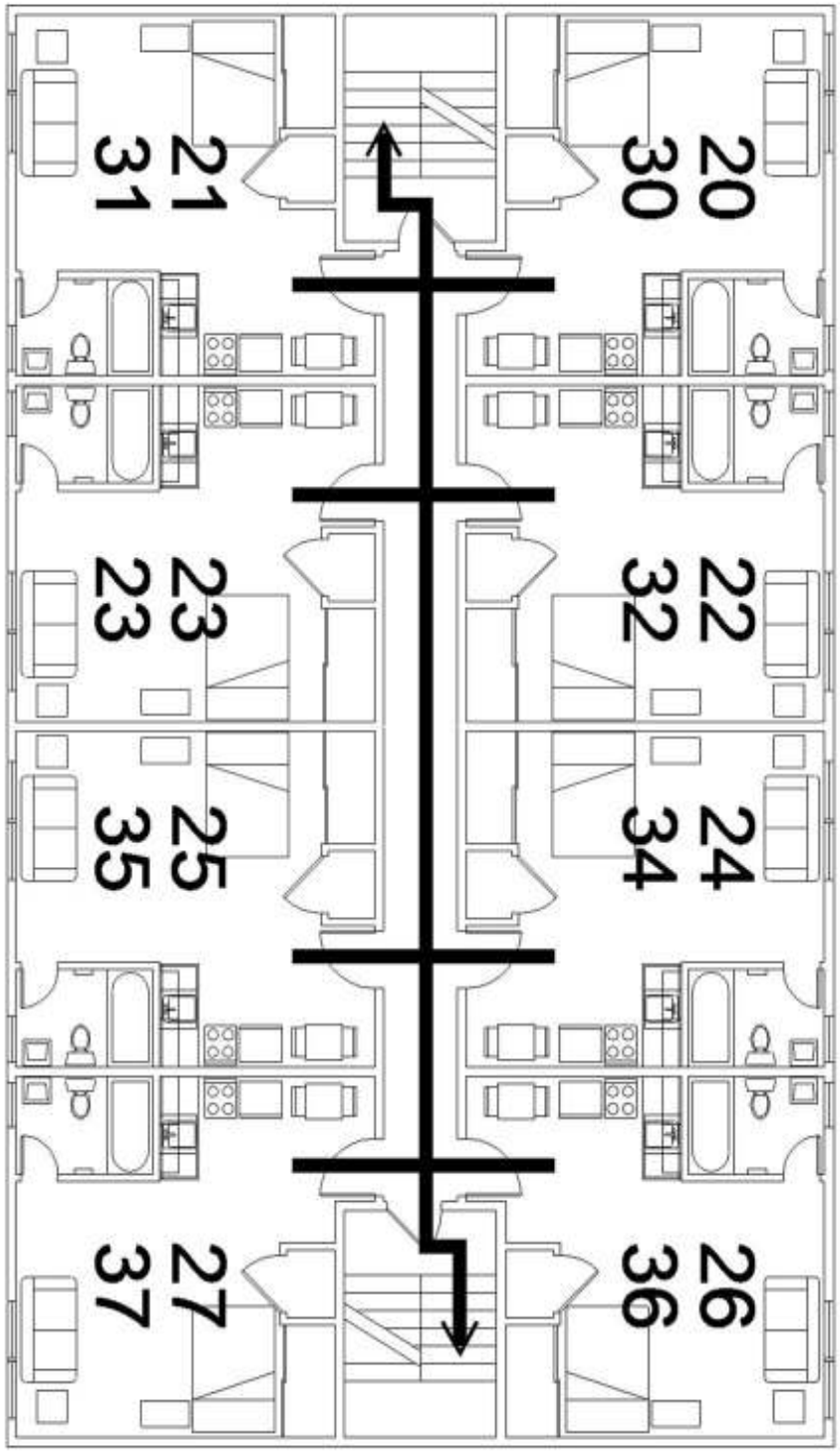
Refrigerator

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.



TYPICAL EFFICIENCY BUILDING
1st FLOOR
EMERGENCY EVACUATION PLAN
NOT TO SCALE



TYPICAL EFFICIENCY BUILDING

2nd & 3rd FLOOR

EMERGENCY EVACUATION PLAN

NOT TO SCALE