

# JSM Management Apartment Living Guide



Welcome to the Gregory Place East  
Apartments.

# 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 Prairieland Energy. Circuit breakers are located just inside your apartment, generally behind the entry 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 University of Illinois/Prairieland Energy at 217-333-0340, 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. Prairieland Energy will not turn off your power if the breakers are on.

## Directory

The directory located at the entrance allows 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 the dishwasher. Also, 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.

## Electronic Entrances

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

## 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 also 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.

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.

## Mailboxes

In order for you to receive uninterrupted mail delivery, be sure to list your name on the mailbox at your building.

## 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 pest control service on a regular basis. Your building will be treated on the third Thursday of each month. Additional problems may be handled by calling the office at 359-5828.

## Phones

connected with the phone system. Please make arrangements with a telephone company for telephone related problems.

## Pictures/Posters

Please use thumbtacks or slender nails designed to support pictures. Do not use tape on the walls.

## Refrigerator

Refrigerators take 24 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 cost of a new refrigerator will be charged to the resident.

## Shower

In order to operate the shower, turn on the faucet in the bathtub. Once the water is running, pull down the circular ring located at the end of the faucet spout. This will divert the water from the faucet to the showerhead.

## 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. Also, 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. **Be sure to clean the lint trap after every dryer load.**

