

JSM MANAGEMENT

Apartment Living Guide

Apartment Living Guide



Welcome to the 108 S. Fourth
House

Apartment Information

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. If your a/c filter needs to be cleaned or replaced, please turn in an online maintenance request for this service.

Central 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 in the kitchen. 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 directly to Ameren IP, not our office.

When moving out of your apartment, please switch all breakers to the “OFF” position before leaving for the final time. Ameren IP will not turn off your power if the breakers are on.

Dishwasher (unit #1)

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.

Furnace Filter

Proper heating and cooling requires a clean air filter in your furnace. We supply free air filters for your furnace, you may pick these up at the office during our regular office hours. Please check these every 30 days and change them when needed.

Garbage Disposal (unit #1)

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

Free parking is located in the parking lot immediately behind the house. All spaces are available for resident parking.

Pest Control

Your apartment will be scheduled for pest control service on a regular basis. Your house will be scheduled for the first Thursday of each month. Additional problems may be handled by calling the office at 359-5828.

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 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.

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.** PLEASE help in keeping the laundry room clean by picking up after yourself.