

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 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 unit 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.

Circuit Breaker

If you do not have power, be sure all circuit breakers are switched to the “ON” position. Unless you live in apartments 214 or 314, you share a power meter with your neighbor. Your circuit breaker box is either located in your bathroom, or your neighbor’s bathroom. To reset a circuit breaker, first switch it to the “OFF” position and then switch to the “ON” position. If you have the circuit breaker box in your apartment, do not turn off the breakers, as you will turn off your neighbor’s power.

Outlets in the kitchen and bathroom 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.

Internet

You are responsible for setting up internet service. Your apartment is equipped with a cable or phone line connection. JSM does offer internet service provided by Comcast Communications. Please ask us for details. You can get whomever you would like for internet service. AT&T (phone and/or internet) and Comcast Communications (cable television and/or internet) are two other companies you could contact on your own. Please direct any internet specific questions to your provider, not the JSM office.

Heating

Each apartment is heated by electric baseboard heaters. Switches to turn on or adjust the heat are located on the baseboard units 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.

Laundry Room

Central laundry facilities are provided on the first floor within the building. Your apartment key opens the laundry room door. 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 room 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 the parking for this building.

Pest Control

Your apartment will be scheduled for monthly preventative pest control service and inspection on the second Tuesday of each month. Additional problems may be handled by calling the office at 217-359-6108.

Phones

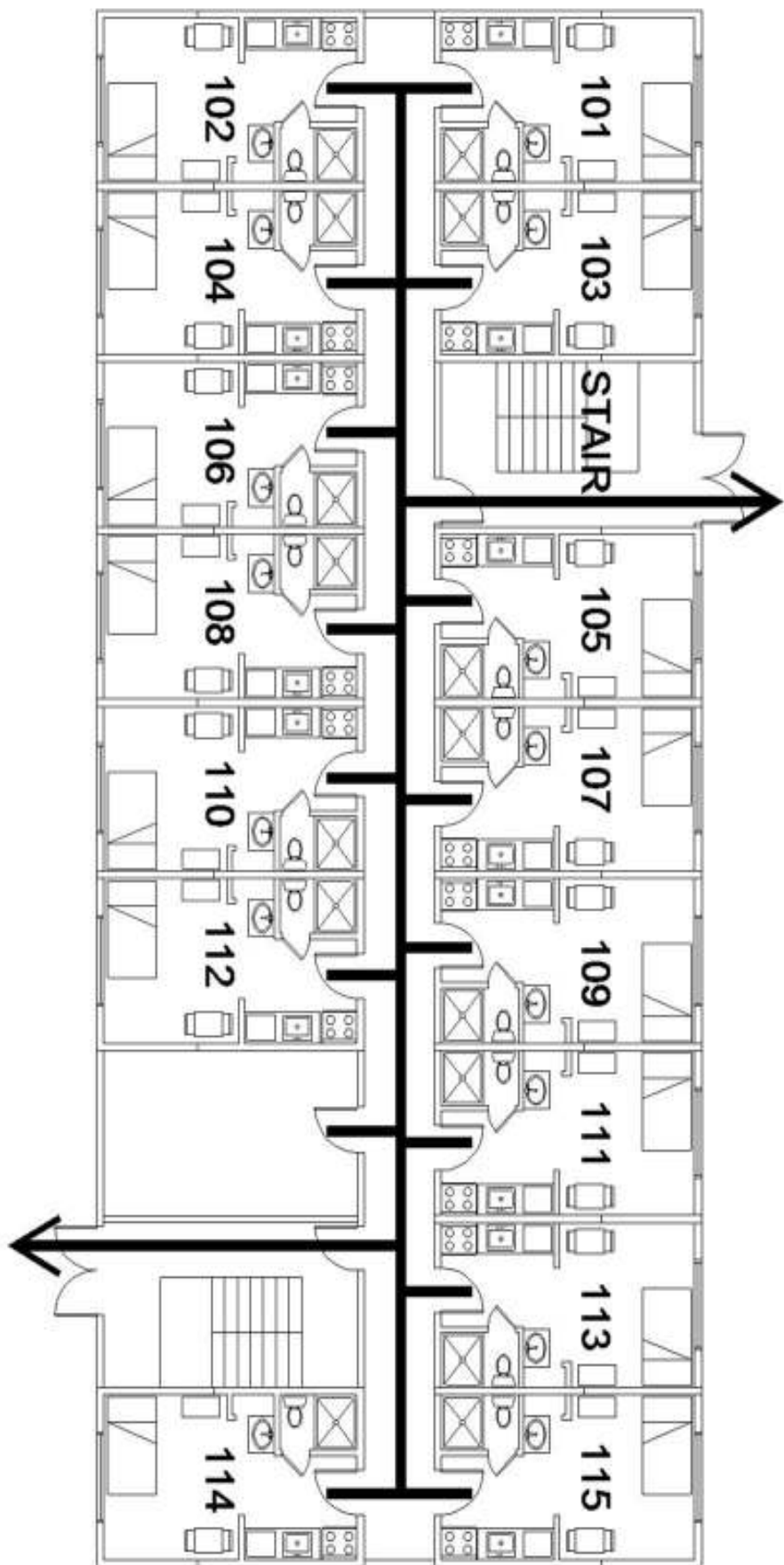
With the exception of the phone jack, we do not repair, replace or install anything connected with the phone system. Please make arrangements with a telephone company for telephone related problems.

Pictures / Posters

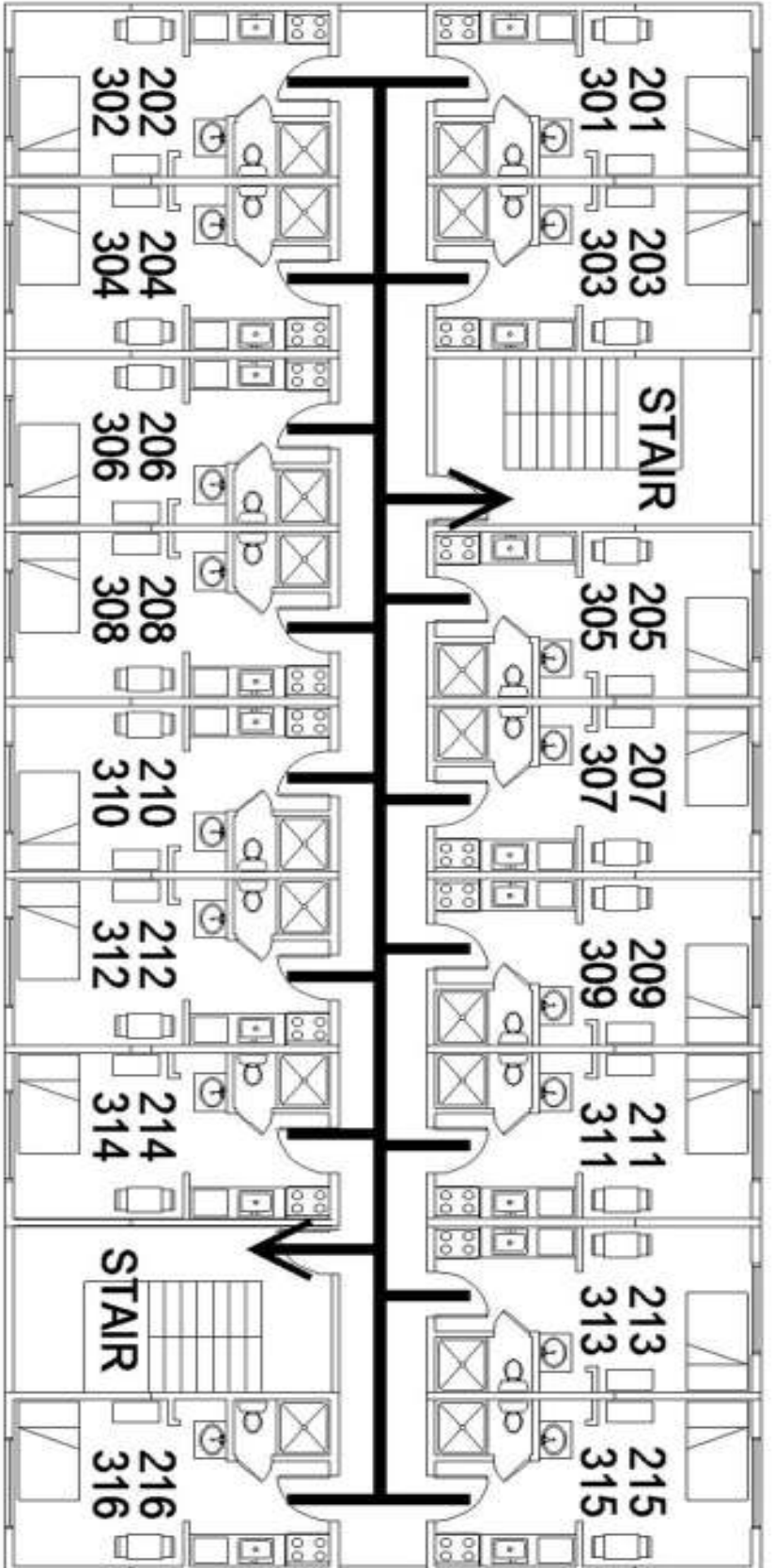
Please use thumbtacks or slender nails 1/16" in diameter or less designed to support pictures. Do not use tape on the walls.

Refrigerators

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 joining surfaces to keep the seals from tearing. Since you do not have a frost-free refrigerator, you must periodically manually defrost your refrigerator. You should empty the refrigerator, turn it off and allow it to defrost. Once the ice is completely melted, dry the refrigerator and freezer completely and turn it back on. Do not use any object to chip off or scrape off the ice. You could easily puncture the freezer, and would then be responsible for the replacement cost of the refrigerator.




307 E. ARMORY
1st FLOOR
EMERGENCY EVACUATION PLAN
NOT TO SCALE



307 E. ARMORY
2nd & 3rd FLOOR
EMERGENCY EVACUATION PLAN
NOT TO SCALE