



Successful Appliance Usage

Please leave this in the apartment

WATER HEATER---Each apartment has a separate water heater. If your hot water goes out you must put in a work order in order for it to be repaired. We will not automatically know if there is a problem with your water heater. If it is during normal business hours put in a work order and depending on the time of the day, maintenance will come to your apartment to repair the issue. If it is after normal business hours put in a work order and then call the CA on Duty.

AIR CONDITIONING---Please leave your A/C and heat thermostat in the AUTO position on the side of the thermostat at all times. In temperatures of 55 degrees and below, it is not advised to have your A/C unit running. Having your A/C unit on during temperatures of freezing and below will cause the entire unit to freeze up and seize the motor which can be costly to repair. When first turning on your A/C bring your temperature down a little at a time, allowing the A/C to catch up slowly. Always make sure the windows to your apartment are completely shut when the A/C is running. This will ensure your A/C will run at maximum performance.

MICROWAVE---Anything made of metal and Styrofoam cannot go into the microwave! Cleaning your microwave with a mild non-toxic dish soap and water will also improve cooking performance when the microwave becomes dirty.

WASHER/DRYER---Do not overload the machines with heavy clothing/towels/bedding/blue jeans which tend to become very heavy when wet. If necessary, do more than one load to spread out amounts of clothing and always clean your lint trap after each use; this will ensure cleaner clothes and faster drying time.

TOILET---Always make sure you have a plunger in both bathrooms for any kind of clogged toilets when flushing. Hold the toilet handle down for a longer flush period until the water stops flowing. This will ensure a good flush to the main line. If the toilet appears to be backed up, release the flush handle and gently turn the handle behind the toilet near the floor on the left to the OFF position (clockwise) until you hear the water stop flowing (do not over tighten). If your attempts to plunge the toilet fail, please log onto your resident portal and submit a work order. **Do not flush large wads of toilet paper, paper towels, feminine napkins, etc.**

DISHWASHER---When using your dishwasher, the soap compartment will not close unless the control knob is in the off position. To prevent flooding never reposition your control knob once a wash cycle is started. Use ONLY soap designed for dishwasher use. Regular dish soap will bubble and seep through the seals causing flooding.

GARBAGE DISPOSAL UNIT---Your garbage disposal is for grinding left over food only. Disposals will not grind up broken glass/plastic/metal/rocks/etc. Add food slowly to allow the food to be ground up and run cold water to wash it down. After turning off the disposal run hot water for a minute down the drain so that any grease which was associated with the food will also be washed down the disposal. Never put hands or fingers in disposal while in use.

REFRIGERATOR/FREEZER---To ensure proper fridge usage set your thermostat control knob at five to start with and adjust as necessary (changing it one setting at a time) until you reach the desired temperature. Always keep items in the freezer away from the ice maker to ensure proper operation. Plastic bags can become entangled and boxes can restrict the moving parts.

CIRCUIT BREAKER

Ground and 1st floor apartments have a circuit breaker box located by your kitchen fridge.

Second and 3rd floor apartments have a circuit breaker box located in your laundry room.

If you are noticing a power failure in just one central location and the rest of the apartment has power, it is likely the circuit breaker tripped. Find the labeled breaker switch and turn to the off position (always opposite position then rest of the breakers). Then push over to the same side as other breakers so they are all in the same position. Try turning that particular switch on or plug into outlet to see if it works. If not, please submit a work order and maintenance will fix it. If the breaker continues to trip you might have too much plugged in at one time. Submit a work order to verify.

Outlets near sinks, you will need to push reset/test button if you lose power to any of those outlets.