

# Welcome to Colonial South Apartments



Here are a few things that will help you get acquainted with your apartment:

## *Mail*

Your mailbox is located along the driveway into the parking lot. It is labeled with your apartment number. If you do not wish for packages to be left outside your door, you should leave instructions to the sender.

## *Electrical*

The electrical system is on a circuit breaker. The breaker box is located in the bedroom. All of your breaker switches should be pointing towards the center of the panel. If a breaker is “tripped”, then it is pointing away from the center and you need to reset it by switching it back to the center... like a light switch. (See picture below).

You also have a GFCI (Ground Fault Circuit Interrupter) outlet in your kitchen and bathroom. All GFCI outlets have a reset button in the center. If this outlet is not providing electricity, then simply push the reset button to renew the electricity. This button will likely be black or red, however some are the same color as the outlet (they will be labeled). If you lose power in all or part of you apartment you should first check

your breakers and then your GFCI outlets. If neither of these solves the problem then please call us.

GFCI Outlet



Circuit Breaker



### *Heating/Cooling*

A gas heater heats your water. This water heater also heats the baseboard heaters in each room of your apartment. You control the heat with the thermostat (picture below). Your apartment is cooled with a window air conditioning unit located in the bedroom. This unit is sufficient to cool your entire apartment. The controls are located on the face panel. Climate control is done from the thermostat located in your hallway or living room. During winter months, please leave your heat “on” and set to no lower than 60 degrees F. Failure to do this can and has resulted in frozen water pipes that burst. Do not let this happen to you.



Thermostat

### *Appliances*

You have an electric range/stove in your kitchen. If your range is not working check your circuit breaker to see if it has been tripped and needs to be reset.

You have an electric water heater located under your kitchen sink. If you have no hot water, check your circuit breaker. If the circuit has tripped, you may reset it (see *Electrical*). If your circuit has not tripped, please call the maintenance department.

**Avoid Charges:** A service charge is necessary if we have to unclog your toilet. Nothing should go into your toilet that did not first come out of you!

You have a hard-wired smoke detector and a battery operated Carbon Monoxide detector in your apartment. Please check these devices monthly by pressing the “test” button. Neither device should be removed or disconnected at any time for any reason. Please see the informational flyer about Carbon Monoxide detectors on the “Community Living Guides” page.

### *Parking*

Colonial South has all open parking and free for your use. All parking must be in designated, lined spaces. Any vehicle parked outside (or perpendicular to) the lines, in handicapped zones, or on the grass will be towed at the violator’s expense.

### *Garbage Removal*

The dumpsters are emptied on Monday, Wednesday, and Friday. Please put all garbage inside the dumpster or it will not be picked up. If you leave items outside the dumpster, you will be charged a hauling fee.

### *Pest Control*

Pest control is your responsibility. Operating this way allows you to implement the level of pest control you desire. Furthermore, there are people who object to the chemicals that come with pest control. Please contact Weldon Pest Control (217-355-1876) for your treatment needs. An abnormal pest infestation (i.e. you believe your neighbor’s living conditions are causing a pest problem) should be reported to your community manager.

The Common areas in front of your apartment should remain free from clutter. Tiki torches and charcoal cookers are expressly prohibited and will be removed without notice.

We hope that these things will help you to know your apartment and enable you to handle minor things on your own. Though there are things that you can handle quickly and easily yourself, please do not do any comprehensive maintenance to your apartment. If something ceases to work or if you have questions, then please let us know; that is what we are here for. You can reach our maintenance department at 217-378-2729.

**Thank you for choosing a Royse and Brinkmeyer Apartment**

