

# Welcome to Colonial Village



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

## *Mail*

Your mailbox is located on the building next to your front door. Mail persons will appreciate seeing your name on an index card on your mailbox to mitigate confusion. If you do not wish to have packages left outside your front door, you should notify the deliverer.

## *Electrical*

The electrical system is on a circuit breaker. The breaker box is located on the wall in your dining room. 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. You can 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 bathrooms. 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 your apartment you should first check your breakers and then your GFCI outlets. If neither of these solves the problem then please call us.

Circuit Breaker Box



GFCI Outlet



### *Heating/Cooling*

You have central air conditioning. For proper heating and cooling, furnace filters should be changed regularly. We will provide you with furnace filters (and install them) twice per year. Clean filters will prolong the life of the furnace and possibly lower your utility bills. Climate control is done from the thermostat located in your hallway or living room. During winter months, please keep your heat on at a minimum of 60 degrees F. Failure to do this can and has resulted in frozen water pipes that burst. Do not let this happen to you.



Standard Thermostat

### *Appliances*

You have an electric range/stove in your kitchen. A refrigerator is provided for you and some of you have a garbage disposal. **Always run water when using your disposal.** If your garbage disposal stops working, press the red “reset” button to reset the motor (see below). “Garbage Disposal” for some plumbers is synonymous with “Service Call”. You are responsible for what goes into your disposal and will have to pay a service charge if we have to unclog it for you. A similar charge is necessary if we have to unclog your toilet. Nothing should go into your toilet that did not first come out of you!

Reset button on garbage disposal  
→



You are provided with full-size washer dryer hookups. The space provided in remodeled units is for standard size washers and dryers. Oversize washers and/or dryers will NOT fit in the space provided. The dryer hookup is electric, therefore will NOT support a gas dryer. In non-remodeled units, an oversized washer or dryer will possibly fit in the space provided.

You have a gas water heater and gas furnace in your utility closet. If you smell gas, the pilot light on your water heater may be out. Give us a call and we will relight it for you. (See “*Heating/Cooling*” for more information about your furnace)

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.

Your patio is yours to enjoy and maintain. Please avoid making your patio your “storage area”. The patio should be tidied up and kept clear of clutter. Tiki torches and charcoal cookers are expressly prohibited and will be removed without notice.

### *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.

### *Garbage Removal*

Garbage is picked up 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.

### *Parking*

You have a North parking accessible from William Street, and a South parking lot accessible from Stonegate Street. The open parking is 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.

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!**



**ROYSE & BRINKMEYER  
APARTMENTS**

211 W. SPRINGFIELD AVENUE CHAMPAIGN, IL 61820

[www.roysebrinkmeyer.com](http://www.roysebrinkmeyer.com)