

Welcome to Green Street Apartments



Here are a few things that will help you get acquainted with your new apartment. To begin with, you can enter the building (507 or 509) with your key or by using the coded keypad (this entry door otherwise remains locked).



Mail

You have locked mailbox inside the North entry door to your building. If you live in 507A Green, then your mailbox is in the stainless steel box by the carports. Delivery persons will leave a note if you are not home to sign for a package.

Electrical

The electrical system is on a circuit breaker, which is located in the kitchen. The exception is 507A Green... your breaker box is in the bedroom closet. 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 below for picture).

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.



Circuit Breaker Box



GFCI Outlet

Heating/Cooling

Your heat is on a boiler system, which is located in the laundry room. The boiler provides heat to the entire building at no additional charge to you. Your baseboard heaters deliver the heat inside your apartment and are controlled by the thermostat (see picture below). In winter months, please leave your heat “on” and set to no lower than 60



Standard Thermostat

degrees F. Failure to do this can and has resulted in frozen water pipes that burst. Do not let this happen to you. You also have a window air conditioning unit located in the living room. This unit is sufficient to cool the entire apartment.

If you live in 507A Green, then you have central air conditioning and forced air heat. 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.

Appliances

You have a full-size electric stove in your kitchen. If it is not working, check your circuit breaker and reset it if necessary. Your water heater is located in a locked hallway in the center of the building. You also have a divider in your kitchen intended to add storage and counter space. This divider is part of the kitchen and needs to stay with the apartment if you move out.

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.

Laundry

The laundry room is located on the ground floor in the center of the building. There is one washer and one dryer in each building. They are coin-activated machines and the fee is \$1 to wash and \$1 to dry. If you live in 507A Green Street with you will be provided a key to the entry door to 507 or 509, where the laundry machines are located.

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

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.

Parking

You have an assigned carport space in the South parking lot. The North parking lot is free and first-come-first-serve parking. 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. There are bicycle racks provided for operable bikes and these should remain locked at all times.

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!

