

Welcome to Healey Street Apartments



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

Mail

Your mailbox is located at the stairwell in your building. If you live in 611 Healey, then use your laundry key to enter the “Mail Room” on the first floor towards the North end of the building. If you do not wish packages to be left outside your front door, you should leave instructions for the deliverer.

Electrical

The electrical system is on a circuit breaker, which is located in the hallway closet. If you live in one of the efficiency or one-bedroom apartments, then your breaker boxes are in the laundry room beneath your apartment. 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.



Heating/Cooling

Your apartment has a forced air gas furnace. The furnace is located in the hallway closet next to the water heater. We will provide you with furnace filters (and install them) twice per year. Clean filters will ensure that you are receiving the best performance from your furnace and will likely lower your energy bills. You control the temperature in your



Standard Thermostat

apartment using a standard thermostat (above). Please set your thermostat to no lower than 60 degrees F in winter months (especially if you are leaving town). Your apartment is also equipped with a window air conditioning unit in one of the bedrooms. This unit is sufficient to cool your entire apartment.

Appliances

You have a gas stove in your kitchen with three pilot lights. One is in the broiler (the bottom section under the oven) and the other two are under the stovetop. The stovetop will be warm to the touch so take care when touching it, and NEVER have anything on the stovetop unless you are cooking!



Gas Stove



Stovetop
Pilot Light

If you smell gas in your apartment chances are one of your pilots are out. If one of your pilots does NOT have a blue flame coming from it, then you may relight it with a match or lighter. Please be careful when doing this, and call us and/or Ameren IP if the gas smell is strong. In addition, if you smell gas and all of your pilots are lit, then please

open a window and call us. If it is after hours (before 8am or after 5:00pm) then please call Ameren IP at 800-755-5000.

You also have a gas water heater located in the hall closet with the furnace. This water heater also has a pilot light, which we can light if it goes 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 by the stairwell in both 607 and 609 Healey. You will be supplied a key to the laundry room on your move in day. There are three washers and three dryers in each building. They are coin-activated machines and the fee is \$1 to wash and \$1 to dry.

Parking

You have an assigned parking space labeled with your apartment number in front of your building. Street parking is un-metered, 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. There are bicycle racks provided for operable bikes and these should remain locked at all times.

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.

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**

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