

Welcome to State 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 with your key or by using the coded keypad (this entry door otherwise remains locked).



Mail

Your mailbox is located behind the security door to your entrance, and labeled with your apartment number. 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 in the closet of your 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 below for picture).

If you reside in the 309 State building, the breaker boxes are located in the same place but operate a little differently. Push the switch in and hold for 2 seconds then slowly release to reset it. There is a small window next to the box that indicates the “on” or “off” position of the breaker.

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 water is heated by a gas heater located in the hallway of the building behind a locked door. The heating system for your apartment is hot water heat supplied by that same heater. You control the temperature in your apartment using a standard thermostat (below). During 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 or bedroom. This unit is sufficient to cool the 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.

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. You will be supplied a key to the laundry room on your move in day. There are two washers and two dryers in each building. They are coin-activated machines and the fee is \$1 to wash and \$1 to dry.

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 and Thursday. 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 parking space in the west parking lot. The parking on State Street 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.

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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